

Active Facilities Procedures – Outdoor Sports and Recreation

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Active Facilities Procedures – Outdoor Sports and Recreation

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1. Purpose

These Procedures explain how Council manages, allocates and oversees outdoor sport and recreation facilities. They set out the processes, requirements and responsibilities that support the Active Facilities Policy – Outdoor Sports and Recreation.

The Policy explains Council's position, guiding principles and decision-making framework. These Procedures explain how those principles are applied in practice.

These Procedures apply to the facilities, user groups and activities within the scope of the Active Facilities Policy – Outdoor Sports and Recreation and should be read together with that document.

If there is any inconsistency between the Policy and these Procedures, the Policy prevails.

2. Application of Procedures

Council officers may exercise reasonable discretion when applying these Procedures having regard to the objectives of the Active Facilities Policy – Outdoor Sports and Recreation, the circumstances of the matter, facility capacity, community benefit and operational requirements.

Where a matter is not expressly addressed by the Policy or these Procedures, Council may determine an appropriate course of action having regard to the objectives and principles of the Policy, relevant Council policies, legislative obligations and broader community benefit.

Any exercise of discretion must be consistent with the intent of the Policy and these Procedures and must not override Council-adopted policy positions.

3. Sports Field and Pavilion Infrastructure Management Framework

This section explains how facility classifications and infrastructure responsibilities are applied for operational, maintenance and allocation purposes.

3.1 Sports Field Classifications

Sports Field Classifications provide a consistent framework for assessing the quality, functionality, carrying capacity and intended use of sports fields. The classifications outlined below are used to support facility management, allocation and fee-setting decisions.

Active Facilities Procedures – Outdoor Sports and Recreation

Component / Classification	A	B	C	S
Primary Use	Premier levels of community sport	Regular levels of community sport	Local and lower-level activities	High levels of sport and recreation use
Surface / Field Standard	High standard turf and drainage / irrigation infrastructure	Regular standard turf and drainage / irrigation infrastructure	Limited standard turf and drainage / irrigation infrastructure	Synthetic playing surface
Lighting	Competition standard	At least training standard	May have lighting	Competition standard
Pavilion Access	Yes	Yes	May have access	Yes
Supporting Infrastructure	Good supporting infrastructure (e.g. car parking, coaches boxes)	Some supporting infrastructure	Limited supporting infrastructure	Good supporting infrastructure (e.g. car parking, coaches boxes)
Suitable for Senior / Higher-Level Sport	Suitable for senior and higher-level sport year-round	Suitable for some senior sporting activity and training	May support senior sport but generally suited to training, junior sport or informal use	Suitable for senior and higher-level sport year-round
Off-Lead Dog Access	No	May support shared use such	Often supports shared use such	No

		as off-lead dog activity	as off-lead dog activity	
Field Fencing	Yes	No	No	Yes
Reserve Fencing	May allow admission donations	No	No	May allow admission donations
Use Capacity	Higher capacity for community use, subject to environmental and seasonal conditions	Moderate capacity for community use, subject to environmental and seasonal conditions	Lower capacity for community use, subject to environmental and seasonal conditions	Very high capacity for intensive year-round community use with all-weather availability
Maintenance & Renewal Requirements	In accordance with Council's turf management and asset renewal programs	In accordance with Council's turf management and asset renewal programs	In accordance with Council's turf management and asset renewal programs	Requires specialised maintenance and significant cyclical renewal investment

3.2 Pavilion Classifications

Pavilion Classifications provide a consistent framework for assessing the quality, functionality, flexibility and level of amenity provided by pavilions. The classifications outlined below are used to support facility management, allocation and fee-setting decisions.

Active Facilities Procedures – Outdoor Sports and Recreation

Component / Classification	A	B	C
Primary Use	Higher standard pavilion supporting a broad range of sporting and community activities	Standard pavilion supporting regular sporting use	Basic pavilion supporting local and lower-intensity use
Social / Multi-Purpose Space	100m ² or more dedicated social or multi-purpose space	Standalone social or multi-purpose space	Small or shared-use spaces
Changerooms	Dedicated changerooms supporting a range of sporting activities	Changerooms suitable for regular sporting use	Changerooms and social areas not separated
Supporting Facilities	Wide range of facilities (e.g. kitchen / kiosk, toilets, storage)	Basic supporting facilities (e.g. kitchen / kiosk, toilets, storage)	Minimal facilities
Community Use	Available for wider community use and capable of supporting multiple user groups and activities	May support limited shared and community use	Primarily supports local, single-user or lower-intensity activities
Facility Condition / Upgrades	Major facility upgrade completed within the past 15 years	No major facility upgrade within the past 15 years	Generally older infrastructure with limited upgrades

3.3 Sports Field and Associated Infrastructure

The management of sports fields and associated infrastructure is a shared responsibility between Council and User Groups. The following responsibilities apply to the operation, maintenance and renewal of sports field infrastructure unless otherwise agreed by Council in writing.

- Council is responsible for providing, installing, and maintaining major sports field infrastructure as below. Council also replaces these items when they reach the end of their useful life.
- Council is responsible for supporting public use of shared assets. It does this through significant subsidy of maintenance costs, proportionately paying for utility costs related to public lighting and providing a rebate to clubs for costs associated with shared use of pavilion calculated per hour of community usage.
- Tenant Clubs / Associations are responsible for everyday use, utilities, and any upgrades they request. Clubs must pay for electricity used for floodlighting, the cost of installing and maintaining scoreboards, and any optional improvements they want. Clubs are also responsible for damage caused by misuse or neglect.
- Fixed items, whether installed by Council or tenant clubs and irrespective of ongoing asset responsibilities, remain the property of Council.
- Users must report maintenance issues to Council as soon as they notice them, including problems with lighting, playing surfaces, practice nets, fencing, or other structures.

Sports Field Infrastructure	Breakdown of Responsibilities
<i>Sports Field Floodlighting</i>	Guided by Council's Floodlighting Policy – Outdoor Sports and Recreation, Council installs and maintains lights and is also responsible for the public use of lighting systems outside of tenant club usage. Clubs pay utility bills for their use and fund upgrades for levels of lighting above Council's level of provision.
<i>Synthetic cricket wickets</i>	Council provides, maintains, covers and uncovers synthetic cricket wickets, and renews them at end of life. Clubs must not remove covers or modify wickets without Council approval and may be charged for any damage or reinstatement costs.
<i>Turf cricket wickets</i>	Council is responsible for seasonal changeover preparation of turf cricket wickets. During the cricket season, wicket curation is undertaken either by Council or the Tenant as specified in Appendix A. Where Council provides wicket preparation services, fees apply in accordance with Appendix E.

<i>Car parks and access roads</i>	Council maintains and upgrades these areas.
<i>Scoreboards</i>	Clubs pay for, install, and maintain scoreboards (unless on Council's asset register). Council must approve the design and location.
<i>Practice facilities / batting cages</i>	Council builds, maintains and renews the net structure and surfaces. Clubs must allow full public access and pay for ball-machine power and any other associated costs.
<i>Reserve and sports field fencing</i>	Council maintains existing fencing and renews at end of life. Clubs pay for temporary fencing or higher-quality upgrades.
<i>Coaches' boxes / dugouts</i>	Council builds and maintains them.
<i>Ticket boxes</i>	Ticket boxes may be provided where supported by the function of the reserve and demonstrated operational need. Council maintains only those included on its Building Register. All other ticket boxes are the responsibility of the user group, including installation, maintenance and removal costs where required.
<i>Spectator shelters / shade sails</i>	Council maintains fixed pavilion-attached shelters; Clubs pay for freestanding or temporary ones.
<i>Players' races</i>	Clubs pay for construction; Council maintains them.
<i>Flag poles</i>	Clubs pay for installation and maintenance; Council approval is required.

3.4 Pavilion Infrastructure

Pavilions are community assets that support sport, recreation and broader community use. They should be safe, accessible, functional and capable of supporting shared use where appropriate.

The management of pavilions is a shared responsibility between Council and User Groups. The following responsibilities apply to the operation, maintenance and renewal of pavilion infrastructure unless otherwise agreed by Council in writing.

- Council is responsible for the main building structure, fixed systems, safety requirements, and replacement of these due to normal wear and tear.
- Tenant Clubs / Associations are responsible for day-to-day use, cleaning, utilities, club-owned items, and any damage caused by misuse or neglect. If a Tenant Club requests upgrades or installs additional items, they are

responsible for the costs unless agreed otherwise. Any different arrangements must be agreed in writing between Council and the Tenant Club/Association.

- Users must report all maintenance issues to Council for assessment as they arise.

A full list of facility responsibilities is provided in Appendix D.

4. User Group Management Framework

This section sets out the practical requirements that apply to user groups before, during and after use of Council facilities.

4.1 Community Consultation

Council will consult with the community on projects or changes that may affect them, in line with its Community Engagement Policy.

- Council will undertake community consultation on:
 - strategic planning and master planning
 - capital works projects
 - Significant changes of use of public open space (e.g. new types, new times or increased scale of use).
 - major User Group initiatives with potential community impacts
- Council may direct clubs to undertake community consultation for minor club initiatives such as events (including finals, night competition or other highly attended matches). Clubs will undertake Council approved consultation activities.

4.2 Liability, Safety and Risk Management

User Groups must operate safely, comply with all relevant health and safety laws, manage and report risks and incidents, ensure equipment and facilities are safe, and maintain appropriate insurance coverage as a condition of using Council facilities.

Council and User Groups share responsibility for supporting the safe use of community facilities. Council manages risks associated with facility ownership, asset management, allocation, maintenance and compliance oversight. User Groups remain responsible for the planning, supervision and delivery of their activities and for complying with relevant legislation, standards, governing body requirements and Council conditions of use.

4.2.1 Indemnity

All User Groups of Council facilities, whether using the facility on a seasonal or casual basis, are responsible for their use of the space.

- User Groups must agree to indemnify and release Council from responsibility for any loss, damage, injury, or claim that may arise from their use of the facility.
- User Groups will cover any costs or liabilities incurred by Council as a result of their actions, activities, or events.

The above applies to all situations connected to the use of the facility, including anything arising under this Procedure. Council, including its Councillors, staff, and representatives, will not be held liable for claims linked to the actions or activities of User Groups.

4.2.2 Insurance

User Groups must maintain insurance in accordance with the below:

- User Groups must hold and maintain their own Public Liability Insurance with a minimum cover of \$20 million per claim for all activities, members, participants and invitees.
- User Groups insure all property they own or bring into Council facilities, including equipment, goods, cash and consumables.
- Council insures all Council-owned buildings and Council-owned contents, unless otherwise specified in a Licence Agreement.

4.2.3 Risk Management

User Groups must:

- undertake a facility inspection prior to commencing activities to ensure sports fields, pavilions and associated infrastructure are safe and suitable for use. Hazards or risks within the User Group's control must be rectified before use.
- Report any hazards, defects or safety concerns relating to Council assets or responsibilities to Council as soon as practicable.
- not proceed with activities where a User Group identifies an unmanaged safety risk.
- document any incident that results in injury or a serious near miss and provide a copy to Council.
- comply with relevant State Sporting Association line marking and safety guidelines regarding buffer zones, or, where no such guidelines exist, maintain a minimum three-metre separation from fixed infrastructure such as fencing, light poles and drains.

- User Groups remain responsible for ensuring that activities are appropriate to the age, ability, experience and number of participants involved, and are suitable for the facilities, equipment and infrastructure being used.

4.2.4 Sports Field Setup and Safety

Appropriate sports field setup supports participant safety, compliance with sporting requirements and the effective shared use of community facilities.

- Seasonal Tenant Clubs are responsible for line marking required for their approved activities, unless otherwise determined by Council.
- Casual users requiring line marking must obtain Council approval and liaise with the relevant Seasonal Tenant Club to determine an appropriate arrangement.
- User Groups must ensure that line markings, field layouts, safety buffer zones, goal post padding and any other temporary field preparations comply with the requirements of the relevant sporting association or governing body and are appropriate for the activity being undertaken. Where no such requirements exist, a minimum separation of three metres should be maintained between the playing area and fixed infrastructure.
- Only line-marking products suitable for sports field use may be used. User Groups must not use substances that may damage sports field surfaces, adversely affect the environment, or present a risk to public health. Council may recover from a User Group any costs associated with resulting damage.

4.3 Regulated Activities and Community Health

The following requirements support safe, lawful and community-appropriate use of Council facilities.

4.3.1 General Compliance

- User Groups must comply with all applicable legislation, regulations, licences, permits and approvals relevant to their activities and use of Council facilities.
- User Groups are responsible for obtaining, maintaining and complying with any registrations, licences, permits, approvals, insurances, accreditations or certifications required for their activities, including where applicable food registration, liquor licensing and trade waste approvals, and must provide evidence of compliance to Council upon request.
- User Groups must comply with the Victorian Government Fair Play Code and any other applicable integrity, safeguarding or conduct requirements relevant to their activities. Council may consider compliance with these requirements

when making allocation, Club Partnership Level, funding or other facility-related decisions.

4.3.2 Alcohol

- Council supports the lawful, safe and responsible service and consumption of alcohol at sporting and recreation facilities in a manner that respects community safety, child safety and residential amenity. Having regard to facility characteristics, risk, community amenity and intended use, Council may impose conditions on, restrict or prohibit the service or consumption of alcohol.
- Unless otherwise approved by Council, the consumption of alcohol outside a pavilion is not permitted after 10.00pm.
- The sale, service and consumption of alcohol must not occur in areas used for junior sporting activities, or associated spectator and gathering areas, during junior training, competition or other junior sporting activities, unless otherwise approved by Council.
- User Groups must ensure the responsible service and consumption of alcohol and obtain and comply with all licences, permits, approvals and conditions required by law.

4.3.3 Gambling

- Council does not support gambling, wagering or betting activities of any kind within Council-owned sporting and recreation facilities.
- User Groups conducting fundraising activities must ensure they comply with all applicable legislative and regulatory requirements.

4.3.4 Smoking / Vaping

- Council supports smoke-free and vape-free sporting and recreation environments. User Groups must comply with all legislation relating to smoking and vaping and are encouraged to actively promote smoke-free and vape-free environments through education, signage and positive role modelling.

4.4 Child Safety

This section sets out the child safety requirements that apply to user groups delivering activities involving children or young people.

- User Groups delivering activities involving children or young people must comply with the Child Wellbeing and Safety Act 2005, the Victorian Child Safe Standards and any other applicable child safety legislation and requirements, and provide evidence of compliance to Council upon request.
- User Groups must maintain and implement a Child Safe Policy and any associated procedures appropriate to the nature and scale of their activities.
- Failure to comply with child safety obligations may result in Council applying sanctions or restricting access to facilities in accordance with this Policy

4.5 Gender Equity and Fair Access

This section outlines the participation, evidence and compliance requirements that support equitable and inclusive access.

- User Groups must support equitable and inclusive participation, comply with applicable anti-discrimination, equal opportunity and human rights legislation, and cooperate with Council's implementation of the Victorian Government Fair Access Policy Roadmap and any Council Fair Access Action Plan or equivalent framework. User Groups must provide evidence of compliance to Council upon request.
- User Groups may be required to provide participation, membership and governance information, including gender participation data, where reasonably required by Council to support facility planning, Fair Access implementation, reporting obligations and strategic decision-making.
- Council may consider a User Group's commitment to equitable and inclusive participation when determining allocations, Club Partnership Levels, funding support and other facility-related decisions.
- Where Council identifies inequitable access to facilities, training opportunities, competition opportunities or supporting infrastructure within a User Group's allocation, Council may require reasonable changes to facility usage arrangements to support equitable access outcomes.
- Failure to comply with approved fair access requirements may result in Council applying sanctions or restricting access to facilities in accordance with this Policy.

4.6 Community Amenity and Operating Hours

This section sets out operating hours, noise requirements and conditions used to manage amenity impacts.

- Organised sporting, recreation and community activities conducted on sports fields and within pavilions are generally permitted between 8.00am and 9.00pm (9:30pm for night matches) unless otherwise approved by Council.

- Council may approve low-impact recreation activities (e.g. personal training, fitness sessions, walking groups, stretching, yoga) from 6.00am where the activity does not:
 - involve organised club training, competition or events
 - require amplified sound, public address systems, music or similar equipment
 - adversely affect residential amenity.
- User Groups must ensure that activities do not create unreasonable noise impacts for nearby residents.
- Amplified sound, including music, public address systems, sirens and other electronically amplified noise, must not be audible within a habitable room of another residential property during the following times:

<i>Day of the Week</i>	<i>Prohibited Hours of Amplified Sound</i>
Monday - Thursday	Before 8am and after 10.00pm
Friday	Before 8am and after 11.00pm
Saturday and Public Holidays	Before 9am and after 11.00pm
Sunday	Before 9am and after 10.00pm

- In considering requests outside standard operating hours, Council may have regard to factors including the nature of the activity, participant numbers, proximity to residential properties, facility characteristics, previous compliance history, community benefit and potential amenity impacts.
- Council may apply site-specific operating hours or impose additional conditions relating to noise, operating hours or other amenity matters where necessary to protect residential amenity, manage risk, protect assets or respond to local circumstances.

4.7 Special Conditions

This section explains how additional conditions may be applied through licences, bookings, permits or other approvals.

- Special conditions may form part of a licence agreement, booking approval, permit or other written approval issued by Council.
- User Groups must comply with all applicable special conditions. Where a special condition is inconsistent with this Policy, the special condition will prevail to the extent of the inconsistency.

4.8 Events and Activities Requiring Additional Approval

This section applies to all User Groups using Council facilities under these Procedures. Approved facility use will generally consist of activities associated with a User Group's ordinary operations or approved booking, allocation, permit or licence arrangement.

Examples may include:

- training sessions;
- competition matches;
- association-sanctioned fixtures;
- approved recreation activities;
- school sport and physical education activities;
- club meetings;
- presentations and social functions of a scale typically associated with normal operations; and
- other activities approved by Council as part of a booking, allocation, permit or licence arrangement.

User Groups must obtain Council approval before conducting any activity that is substantially different in scale, attendance, infrastructure requirements or operational impact from ordinary use of a facility.

Council may require an Event Permit or additional approvals where an activity:

- is expected to attract significantly greater attendance than a typical home and away fixture, training session, club function or other approved use of a facility;
- requires temporary infrastructure such as stages, marquees, temporary fencing, generators, lighting towers, amusement devices, portable toilets or similar equipment;
- requires traffic management, parking management, security personnel, crowd management or emergency planning;
- includes amplified entertainment, performances or activities beyond the ordinary use of a facility;
- includes a commercial component or third-party event operator;
- involves admission fees, gate-taking arrangements or significant fundraising activities;
- is likely to impact neighbouring residents, public access, reserve operations or community amenity; or
- is otherwise determined by Council to require additional assessment.

Where required, Council may request supporting documentation including:

- Event Permit applications;

- Place of Public Entertainment approvals;
- traffic management plans;
- emergency management plans;
- site management plans;
- risk assessments;
- evidence of insurance;
- community consultation or notification plans; and
- any other information reasonably required to assess the proposal.

User Groups must not advertise or publicly promote an event requiring Council approval until written approval has been provided by Council.

4.9 Compliance Monitoring and Verification

This section explains how Council may monitor facility use, verify compliance with Council requirements and respond to non-compliance.

- User Groups must provide information and supporting evidence reasonably requested by Council to verify compliance with facility, governance, participation, safety, financial or legislative requirements.
- Where Council identifies non-compliance, inaccurate information or a failure to provide required information, Council may impose conditions, require corrective action, adjust allocations, recover costs, apply sanctions or restrict future access to facilities.
- Council may maintain records relating to incidents, complaints, hazards, facility damage, behavioural matters, compliance issues and other risk management matters associated with the use of Council facilities. Council may consider this information when undertaking compliance activities, assessing allocations, determining Club Partnership Levels, reviewing tenancy performance, applying sanctions, identifying risk trends or making future facility management decisions.

4.10 Review of Decisions

This section sets out the process for requesting a review of an operational decision made under the Policy.

- Requests for review must be submitted in writing within 14 days of notification of the decision and clearly identify:
 - the decision being reviewed;
 - the grounds for review; and
 - any supporting information or evidence.

- Council may request additional information where required to assess the review.
- A review will be undertaken by an officer who was not the original decision-maker where practicable.
- Submission of a review request does not suspend or delay the operation of the original decision unless otherwise determined by Council.
- Council will advise the applicant of the outcome of the review in writing.

4.11 Allocation Priorities

This section explains how Council prioritises facility access where competing requests cannot reasonably be accommodated through shared use, relocation or alternative allocation arrangements.

Council will apply the following priority order when assessing competing requests for facility access:

Hierarchy Listing
1. Council endorsed major events / other priorities at its discretion
2. Whitehorse community club and association sport competition – ‘in season’ matches affiliated to peak body (‘home and away’ and finals matches)
3. Whitehorse community club sport training - ‘in season’
4. Whitehorse primary school competition - during school hours
5. Whitehorse secondary school competition - during school hours
6. Whitehorse community club matches and training - pre-season
7. Whitehorse primary school training - during school hours
8. Whitehorse secondary school training - during school hours
9. Charities
10. Other Whitehorse community organisations
11. Professional / Elite Sporting Organisations
12. Commercial organisations (e.g. for-profit personal trainers, sports academies, holiday programs)

13. Non-Whitehorse organisations (schools, clubs, commercial providers)
14. All Others

- Council will not consider allocation of sports fields to non-Whitehorse organisations in the following circumstances (unless related to item one of the above hierarchy):
 - The organisation cannot prove that at least 25 participants or 25% of its total participating membership reside in Whitehorse
 - A sports field is over ideal turf activity capacity as per industry benchmarks
 - Any club pre-season or practice match requests
 - Any school training requests
- When assessing requests from schools, Council may consider the availability, suitability, capacity and utilisation of sporting facilities available to the school through its own land, facilities, resources or other arrangements. Council may prioritise schools with a greater need for access to Council facilities and may refuse, reduce or modify an allocation where suitable alternative facilities are reasonably available to the applicant school.
- Council reserves the right to approve, refuse, amend, relocate or cancel any allocation or booking having regard to facility capacity, suitability, maintenance requirements, risk, legislative obligations, broader community benefit and Council priorities.

4.12 User Group Contributions (Fees and Charges)

This section explains how fees and charges are applied, administered and reviewed.

- Fee levels vary according to the classification of the facility being used, reflecting differences in infrastructure, maintenance requirements and service levels.
- Fees are aligned to the extent of facility use and the facilities allocated to a user group.
- Sports field fees are based on a tiered cost recovery approach that reflects the pricing principles established in the Policy.
- Different user categories contribute a defined percentage of Council's costs associated with providing, maintaining and renewing sports field facilities,

having regard to factors such as community benefit, affordability, inclusion, private benefit and cost recovery.

The following cost recovery percentages are used as a guide in establishing sports field fee levels for different user categories.

User Group	Cost Recovery Percentage
Seasonal Tenant Clubs	25%
Whitehorse Schools (all)	25%
Community Organisations (Not-for-profit)	50%
Non-Whitehorse Schools (all)	150%
Commercial Organisations	200%

- Pavilion fees are set using a tiered pricing structure that reflects user type and pavilion classification.
 - Casual user fees are informed by market rates, comparable facilities and Council's costs of providing and maintaining pavilion assets.
 - Seasonal club fees are informed by Council's costs of providing and maintaining pavilion assets, benchmarking and the community benefit delivered through ongoing participation, shared use and facility stewardship.
- User Groups with outstanding debts to Council that remain unpaid at the commencement of a proposed allocation or booking period may be refused access to sports fields, pavilions or associated infrastructure, unless an approved payment arrangement is in place.
- Council may, at its discretion, consider payment arrangements or alternative payment schedules for User Groups experiencing genuine financial hardship. Applicants may be required to provide financial information, including profit and loss statements and balance sheets, to support their request.
- Council may require financial, governance and operational information from a User Group where reasonably necessary to:
 - assess eligibility for allocations
 - determine a Club Partnership Level
 - administer fees and charges
 - assess financial sustainability
 - consider requests for payment arrangements or hardship assistance
 - inform facility planning, investment and strategic decision-making.
- Council will review fees and charges periodically through its annual budget process having regard to asset management costs, strategic priorities, benchmarking and affordability considerations.

For specific fees and charges, refer to Appendix E – User Group Contributions (Fees and Charges).

4.13 Sustainable Use of Facilities

The following procedures explain how Council may manage use when facility condition, capacity, weather or maintenance requirements affect availability.

- Council expects users to proactively program their training activities in all weather conditions to minimise repetitive use of localised areas (e.g. goal squares, boundary lines, shuttle running drills), spread general training across whole surfaces and consider alternative venues (e.g. gym sessions, indoor sports)
- To support sports field sustainability, studded boots will generally only be permitted during one seasonal tenancy period at a sports field in any given year. Exceptions may be approved by Council where field condition, utilisation levels and carrying capacity permit.
- When necessary, Council will direct users to reduce activity levels on sports fields for sustainability purposes. Council will follow the below stepped approach depending on severity of observed conditions or risk using the allocation priorities outlined in section 4.11 of these procedures to:
 - Direct user groups to vary their usage of a sports field (e.g. isolating areas such as centre squares and goal squares)
 - Relocate, decline or cancel a booking
- Council will provide refunds for user groups for the following circumstances:
 - Casual users who cannot be relocated will receive full refunds
 - Seasonal tenant clubs will receive a proportionate reduction in seasonal sports field fees if they cannot play competition games on their allocated field and cannot reschedule them. No refunds will be provided for changes to training activities.
 - Council may consider a proportionate reduction in pavilion fees where an event or circumstance materially impacts a seasonal tenant club's ability to use the facility for its core activities. Any request must be supported by evidence demonstrating the nature and extent of the impact. Council will assess each request on a case-by-case basis and determine any fee reduction at its sole discretion.
- Vehicles must not be driven, parked or otherwise operated on sports fields unless authorised by Council, or required for emergency, maintenance or other approved operational purposes.

4.14 Seasonal Allocations

Seasonal Hirers include sporting clubs, recreation groups and other organisations granted recurring access to facilities during defined sporting seasons. Some Seasonal Hirers may also be recognised by Council as Seasonal Tenant Clubs and have additional rights, responsibilities and contribution requirements under this Policy.

This section explains how recurring seasonal use is applied for, approved, managed and charged.

4.14.1 Seasonal Licence Agreements

Tenant Clubs will be invited to apply for seasonal use of sports fields and pavilions twice yearly (December/January for winter and June/July for summer).

Council will apply the following principles when allocating and managing seasonal use of sports fields and pavilions:

- Seasonal allocations are formalised through a Seasonal Licence Agreement, with licence terms generally corresponding to the recognised summer and winter sporting seasons:
 - Summer Season: 1 October – 28 February (or end of fixtured season)
 - Winter Season: 1 April – 31 August (or end of fixtured season)
 - Finals: Summer – March, Winter – September (licences are extended on a week to week basis upon approval by Council)
- Seasonal allocations do not take effect until the Seasonal Licence Agreement has been accepted and any required documentation, declarations and insurance information have been provided to Council's satisfaction.
- Seasonal clubs may apply for use of facilities outside their licensed allocation for non-recurring activities as follows:
 - One-off training sessions or matches – charged at the applicable casual hire rate.
 - Pre-season training sessions – charged at the applicable casual hire rate.
 - Representative matches or finals sanctioned by the relevant sporting association – no charge, unless an admission fee / entry donation is collected, in which case the applicable fee schedule will apply.
- Clubs proposing activities that are substantially different in scale, attendance, infrastructure requirements or operational impact from their regular allocation or booking must comply with the requirements of Section 4.8 Events and Activities Requiring Additional Approval.
- Hirers have priority access only during their approved days and times.

- Seasonal allocations will be determined based on demonstrated need, facility capacity, and broader community demand. Applicants may be required to provide evidence supporting their requested allocation. Established teams from the previous season, verified through association fixtures, will generally be considered before requests for new teams.
- Allocation decisions may take into account the extent to which a sporting club provides participation opportunities and community benefit for Whitehorse residents
- Council acknowledges that demand for sports fields and pavilions may exceed available capacity. While growth in participation and demonstrated need will be considered when allocating facilities, they do not guarantee additional access. Council may be unable to accommodate club growth where facility capacity, asset sustainability, competing community demand or broader community priorities limit available opportunities.
- Facilities may be shared with other users, including other seasonal hirers, casual users, schools and Council activities.
- Council may allocate all or part of a pavilion to other authorised users to maximise community access and benefit. Shared use may include access to social rooms, multipurpose spaces, kitchen and kiosk areas, and associated fixtures, fittings and equipment.
- Tenant Clubs must support Council-approved shared use arrangements. Designated storage areas and any other areas approved by Council for exclusive club operations may remain unavailable to other users.
- Council recognises that some fixtures, fittings and equipment within pavilions may have been purchased or contributed by Tenant Clubs. Where such items form part of the fit-out and operation of a shared-use space, Council may include those items within approved community use arrangements unless otherwise agreed, or where operational, safety, security or asset protection considerations require restrictions to be applied.
- Tenant Clubs are encouraged to work cooperatively with other authorised users of Council facilities. Where another approved user requires access to club-managed facilities, equipment or services associated with a sports field or pavilion (for example line marking, goal post padding, scoreboard operation or other event-related requirements), the parties may enter into mutually agreed arrangements, including reasonable contributions towards costs incurred.
- In limited circumstances, a lease arrangement may apply to part of a pavilion, subject to Council approval.
- Council will consider factors such as maintenance requirements, seasonal overlap, facility condition, and the sustainable management of community assets when making allocation decisions.

- Council may determine whether a User Group is recognised as a Seasonal Tenant Club or another form of Seasonal Hirer, having regard to factors including:
 - whether the facility serves as the User Group's home venue;
 - the duration and nature of the seasonal allocation;
 - access to pavilions, storage or supporting infrastructure;
 - facility stewardship, operational or compliance responsibilities;
 - participation in Council allocation and club assessment processes; and
 - the extent to which the organisation relies on the facility for its ongoing operations.

4.14.2 Times of Seasonal Facility Use

Pavilions

- Span of permitted hours of use are as follows:

Day of the Week	Permitted Hours of Use
Monday - Friday	8am – 11:30pm
Saturday and Public Holidays	8am – 12:00am
Sunday	8am – 11:30pm

- Council reserves the right to consider reducing permitted times for seasonal tenants based on:
 - Previous tenancy / behavioural records
 - Site-specific factors such as close proximity to adjoining residential properties (e.g. less than 50m distance).
- Amplified sound, including music or noise from any electronic device at a sporting pavilion (including sirens), must not be audible within a habitable room of another residential property during the below times:

Day of the Week	Prohibited Hours of Amplified Sound
Monday - Thursday	Before 8am and after 10.00pm
Friday	Before 8am and after 11.00pm
Saturday and Public Holidays	Before 9am and after 11.00pm
Sunday	Before 9am and after 10.00pm

Sports fields

- Span of permitted hours of use are as follows

Day of the Week	Permitted Hours of Use
Monday – Sunday and Public Holidays	8:00am – 9:00pm (or 9:30pm for night competition up to three times a week)

4.14.3 Club Partnership Framework

The Club Partnership Framework is used to assess and recognise the performance of Seasonal Tenant Clubs across a range of governance, participation and operational measures.

This section outlines how the Club Partnership Framework is applied and assessed.

- The Club Partnership Framework may be used by Council to:
 - assess eligibility for seasonal allocations
 - inform allocation decisions where competing requests cannot be accommodated;
 - recognise and encourage good governance and operational practices;
 - support equitable and inclusive participation outcomes;
 - determine seasonal affiliation fees, discounts or incentives adopted by Council from time to time; and
 - identify clubs demonstrating leadership in community sport and recreation
- Seasonal Tenant Clubs are assessed against four Club Partnership Levels:

Level	Definition
Foundation Partner	Meets essential requirements only and/or might have a poor tenancy record, may only deliver to one segment of community
Developing Partner	Actively improving governance, participation and culture and/or may only have a couple of different participation sections, reasonable tenancy record etc
Established Partner	High-functioning, resilient club that fulfills the majority of community aspirations for model sport and recreation clubs
Leading Partner	Role-model club delivering to the community across all aspects of club activity (well-governed, male/female, senior/junior/masters teams, good tenancy record)

- A Seasonal Tenant Club must satisfy the requirements of the Foundation Club Partnership Level to be eligible for a seasonal allocation.
- Failure to maintain the requirements of the Foundation Club Partnership Level may result in Council imposing conditions on a seasonal allocation, requiring corrective action, or refusing future allocation requests.
- Council will assess Club Partnership Levels using evidence provided by Seasonal Tenant Clubs and information available to Council relating to governance, compliance, facility stewardship, participation, inclusion and community contribution
- Detailed Club Partnership Framework criteria, assessment requirements and supporting evidence are prescribed in Appendix F – Club Partnership Framework.

4.14.4 Assessment of Allocation Requests for Sporting Clubs

Council assesses allocation requests in a fair, transparent and consistent manner to ensure facilities are allocated in accordance with community need, facility capacity, asset sustainability and the objectives of the Policy.

This section outlines the assessment criteria used by Council when considering requests for seasonal sports field and pavilion allocations where demand exceeds available capacity or competing requests cannot reasonably be accommodated through shared use or alternative arrangements.

- Allocation requests will only be assessed where the proposed use is compatible with the facility's design, capacity, risk profile and supporting infrastructure.
- Demonstrated need, participation growth, increased membership, additional teams or expanded programs do not create an entitlement to additional facilities, allocation times, exclusive use arrangements or infrastructure. Council may be unable to accommodate growth where facility capacity, asset sustainability, competing community demand or other Council priorities limit available opportunities.
- Capital works investment will only be recognised where it contributes to infrastructure that provides an ongoing benefit to the broader community and the Council facility network.
- Council will not ordinarily allocate a facility in a manner that would leave an established Whitehorse-based club without access to a suitable home venue within the municipality.
- Council may continue to recognise a club's historical connection to a facility where participation in a particular team, program or section has been temporarily suspended or placed into recess. A break in participation of one season will not ordinarily remove recognition of a club's historical use of a facility.
- Where multiple suitable clubs apply for the same facility and shared use cannot be accommodated, Council will apply the assessment criteria below, including consideration of the Club Partnership Framework.

Criteria	Score	Assessment Criteria
Club	25	Leading Club Partnership Level
Partnership	15	Established Club Partnership Level
Level	5	Developing Club Partnership Level
Governance	0	Foundation Club Partnership Level
Operating practices	No allocation	Non-qualifying clubs
Community value		

Historical use of facilities	25	Home ground of a Whitehorse home based club
	15	Secondary ground of Whitehorse club for five years or more
	5	Secondary ground of Whitehorse club for less than five years
	0	Other clubs
Demonstrated Need	25	Existing facilities well over capacity (125%+) and/or multiple teams participating outside of Whitehorse
	18	Existing facilities over capacity (100% -125%) and/or one team participating outside of Whitehorse
	12	Existing facilities approaching capacity (75% -100%)
	0	Existing facilities under capacity (<75%)
Tenancy Record Behaviour Financial	10	Good record
	6	Fair record
	2	Poor record
	No allocation	Outstanding debt with Council with no repayment plan or clubs subject to sanctions revoking access to Whitehorse facilities
Diversity of participation	15	Four or more diverse sections of teams / programs
	10	Two or three diverse sections of teams / programs
	5	One diverse section of teams / programs
	0	No diversity of participation beyond senior men's teams / programs

4.14.5 Finals

Finals are an important part of organised sport and may occur during periods when facilities are transitioning between sporting seasons. This section outlines how Council manages finals use while balancing participation outcomes, facility condition, seasonal changeover requirements and broader community use.

- Use of sports fields for finals matches requires prior Council approval. Applications must be submitted within the timeframes prescribed by Council. Failure to obtain approval may result in the facility being unavailable for use.
- Fees associated with finals use will be applied in accordance with the fees and charges set out in Appendix E.
- Where Council has commenced preparation of a sports field for the following sporting season and finals use requires seasonal preparation works to be altered or reversed (for example, covering or uncovering cricket wickets), the applicant may be required to meet the associated reinstatement costs.

- As directed by Council, the Tenant Club hosting the finals must notify nearby residents and other User Groups of the date and nature of the event where increased attendance, traffic, parking demand, noise or other impacts on the surrounding community are likely.
- General park users must continue to be provided with reasonable pedestrian and vehicle access to the Reserve during finals events. Finals hosts are responsible for ensuring community access, parking, public safety and movement around the Reserve are appropriately managed.

4.14.6 Pre-season Training and Practice Matches

Council recognises the importance of pre-season training and practice matches in preparing teams for competition. This section outlines the conditions and requirements that apply to pre-season access, having regard to facility availability, sports field sustainability and community demand.

Pre-Season Training

- Pre-season training for senior players may commence no more than four months before the commencement of a regular seasonal allocation
- Pre-season training for junior players may commence no more than three months before the commencement of a regular season allocation
- Casual bookings must not be used as a substitute for pre-season allocations outside these periods.
- Pre-season training requires Council approval prior to public advertisement and commencement of activities.
- Approved pre-season sports field use is subject to the applicable pre-season usage fees outlined in the User Group Contributions (Fees and Charges) schedule (refer to Appendix E).
- Pre-season access is intended primarily to support player preparation, fitness, skills development and conditioning activities rather than competition-style activity. User Groups must ensure activities are appropriate to prevailing facility and environmental conditions and do not create an unreasonable risk to participant safety or sports field condition.
- Council may impose reasonable conditions on pre-season use, including restrictions on activity types, training locations, footwear and the use of sensitive areas of sports fields and associated infrastructure where necessary to protect participant safety, facility condition or asset sustainability.
- Use of cricket practice nets and batting cages does not attract pre-season sports field contribution charges. Where cricket practice facilities are being used by a Seasonal Tenant Club, at least one practice net should remain available for reasonable public use where safe and practicable to do so

- No floodlighting or pavilion access is permitted (public toilets where available only).
- Where demand exceeds available capacity, Council will seek to distribute available pre-season access equitably, having regard to factors such as club size, facility suitability, proximity to home venues and broader community benefit. In doing so, priority may be given to supporting senior competition programs before additional junior training requirements are accommodated.

Practice Matches

- Practice matches, match simulation or other activities involving full-contact play, competition-style intensity or the use of studded footwear are only permitted during the seven days immediately preceding the commencement of a seasonal tenancy.
- Council may approve lower-impact practice matches outside this period where sports field condition, participant safety, maintenance programs and asset sustainability considerations permit.
- Approval of all practice matches remains at Council's discretion and is subject to sports field condition, maintenance programs, remaining seasonal commitments, participant safety and asset sustainability considerations.

4.14.7 Fees for Seasonal Use

Fees for seasonal facility use support the sustainable management of Council assets while recognising the community benefit delivered by organised sport and recreation. This section outlines the fees, charges and contribution arrangements that apply to seasonal use of Council facilities.

- Fees for seasonal tenants use consist of the following components as found in Appendix E:
 - Affiliation fee – tiered annual contribution applicable to Seasonal Tenant Clubs based on their Club Partnership Level.
 - Licenced hours fee – contribution per allocated licenced hour for recurring weekly usage for all Seasonal Hirers
 - Turf cricket wicket fees – contribution for wicket curation services for sports fields as noted in Appendix A.
 - Pre-season and other ad-hoc in-season usage fees – contribution at a casual per hour rate
- Affiliation Fees apply only to Seasonal Tenant Clubs. Other Seasonal Hirers receiving recurring access under a Seasonal Licence Agreement are not required to pay an Affiliation Fee unless otherwise determined by Council.
- Affiliation Fees are payable once per financial year and are applied per Seasonal Tenant Club, not per facility, allocation or sporting season.

- Where a seasonal tenant relinquishes all or part of a seasonal allocation, no fees will apply for those facilities if written notice is provided within six weeks of the commencement of the seasonal licence period. After that time, Council may charge fees on a pro-rata basis reflecting the portion of the season elapsed prior to receiving notice.
- No fees will be charged to tenant clubs for the hosting of representative or finals matches / training usage unless the event charges an admission donation. In this circumstance, a commercial sports field per hour fee will apply to the responsible event host. Pavilion use to support these events will be provided to clubs free of charge.
- Where Council recognises two or more clubs as Partnered Clubs and they share the same Council-approved home venue, only one affiliation fee will apply. Unless otherwise determined by Council, the affiliation fee will be payable by the club identified by Council as the primary club, with no separate affiliation fee charged to the other Partnered Club(s). This arrangement recognises the historical relationship between affiliated clubs, existing fee arrangements, and the differing levels of facility access and use that may occur where Partnered Clubs share the same facilities.

4.14.8 Hiring and Subletting

Council manages facility bookings to support equitable access, consistent administration and effective oversight of Council facilities. This section outlines the requirements that apply to hiring arrangements and subletting.

- User groups are not allowed to sub-let sports fields or pavilions. All bookings must be handled directly by Council.
- Council will manage all hiring of sports fields and pavilions to make sure use is fair, safe, and properly documented.
- Council's direct management of bookings will:
 - Support User Groups by reducing their administration workload.
 - Ensure insurance requirements are met by checking that all users have the right coverage.
 - Apply consistent terms and conditions for every group using the facilities.
 - Manage fees linked to the use of sports fields and pavilions.
 - Provide clear support to interested groups so their needs can be met.

4.14.9 Facility Management

This section outlines the requirements relating to facility access, security, care and handover for Seasonal Tenant Clubs.

Access Arrangements and Security

Council and User Groups share responsibility for maintaining secure and accessible facilities. The following requirements apply to facility access and security arrangements:

- Clubs are responsible for securing facilities after use.
- Council will issue keys or access devices under a master system to ensure authorised access for maintenance, compliance and emergency purposes.
- Council may access facilities at any time for maintenance, inspection, safety, compliance or emergency purposes.
- Clubs must not install, remove or change locks on any Council facility without prior written approval and provision of access to Council.
- Clubs must maintain an up-to-date record of all keys and access devices issued and provide this information to Council upon request.
- Clubs are responsible for the replacement cost of lost or damaged keys, swipe cards or access devices.
- Where security is compromised due to the actions or omissions of a Club, Council may rekey the facility and recover associated costs from the Club.
- Clubs may only install or operate alarm systems with Council approval. Clubs must provide Council with access codes and are responsible for all associated installation, monitoring, maintenance and call-out costs.
- Council does not permit CCTV systems that monitor external public open space areas. Clubs must obtain Council approval before installing internal CCTV systems and must comply with privacy legislation and relevant Council requirements.
- Emergency access points must remain unobstructed and accessible at all times. Clubs must comply with Council's emergency access requirements, including any requirements relating to emergency keys or access systems.
- Clubs must not restrict or block reasonable public or shared access to Council facilities, including:
 - Pavilions – including all rooms (excluding club storage areas)
 - Cricket nets – must be left open at all times
 - Scoreboards – can be used by other users at Council's discretion

Facility Care and Handover

Council facilities are shared community assets and must be maintained in a condition that supports ongoing community use.

- Clubs should report graffiti, vandalism or other damage to Council as soon as practicable after becoming aware of it.

- Clubs must leave pavilions, sports fields and associated facilities in a clean, safe and operational condition suitable for use by subsequent users after each occasion of use.
- Council may establish cleaning, presentation and handover standards through licence agreements, booking conditions or other operational documents.
- Council may recover the cost of cleaning, waste removal, repairs or rectification works resulting from a Club's failure to meet these requirements.
- Clubs must return facilities in a clean, vacant and satisfactory condition at the conclusion of their tenancy. Council may require the removal of property, additional cleaning or other rectification works and recover associated costs.
- Council may inspect facilities before, during or after a seasonal tenancy to assess condition, maintenance requirements, compliance with licence conditions and handover obligations. Clubs may be required to participate in inspections where requested by Council.

4.14.10 Utilities

Council and User Groups share responsibility for the efficient and sustainable use of utilities associated with sports and recreation facilities. This section outlines the utility cost and management arrangements that apply to Seasonal Tenant Clubs and shared facilities.

- Seasonal tenant clubs are responsible for utility costs associated with their use of facilities, unless otherwise determined by Council. Where facilities are shared or support broader community use, Council may determine an appropriate apportionment methodology.
- Where a facility is shared by multiple tenants, Council will determine the proportion of utility costs payable by each tenant, having regard to hours of use, actual usage, and any other relevant factors.
- Where a floodlighting system is not utilised by a summer tenant club or under any other approved summer use arrangement, the winter tenant club will be responsible for ongoing service charges associated with the floodlighting system.

4.14.11 Waste Management

Council and User Groups share responsibility for maintaining clean, safe and environmentally responsible facilities. This section outlines the waste management requirements that support shared use, community presentation, public health and the sustainable operation of sports and recreation facilities.

- Public bins in reserves are serviced by Council and are for park visitors only and must not be used by Tenant Clubs for their waste.
- Tenant Clubs must remove all waste generated through their activities (including landfill, recycling and hard rubbish), arrange private waste services where required, and leave facilities and surrounding areas free of litter after each use.
- Tenant Clubs must manage and safely dispose of all trade waste (e.g. from food preparation and cleaning), maintain grease traps as required, keep a maintenance record, and obtain a Trade Waste Agreement in line with legal requirements, covering all associated costs.
- Clubs using treatment needles or other medical sharps must ensure practitioners are appropriately qualified, trained and, where required, registered. All sharps must be managed and disposed of safely in approved sharps containers in accordance with relevant legislative and health requirements.
- Council will provide sanitary bin services in all A classified pavilions and may provide the service in other pavilions that support shared use, female participation, or high levels of community use.

4.14.12 Advertising / Signage

This section explains the approval, display, maintenance and cost requirements that apply to signage and advertising at Council sporting reserves.

- Any permanent signage or advertising at Council sporting reserves requires Council approval and must comply with the Whitehorse Planning Scheme and any other applicable legislative requirements.
- Temporary signage may only be displayed during approved activities and must be removed at their conclusion.
- User Groups may apply to display temporary sponsorship or organisation logos on sports fields at their own cost, subject to Council approval. Logos, associated materials and sponsorship content must be appropriate for a community sporting and recreation environment and consistent with Council policies and community expectations. Council may refuse, modify or withdraw approval for any logo that does not meet these requirements

- All signage and advertising must be maintained in good condition, be safe, appropriate for a community sporting and recreation environment, and not detrimentally affect the visual amenity of the local area. Council may refuse, modify, withdraw approval for, or require the removal of any signage that does not meet these requirements.
- User Groups are responsible for all costs associated with approved signage, including design, permits, installation, maintenance, removal and reinstatement works.
- Where signage is installed without Council approval, Council may remove the signage and recover from the User Group all reasonable costs associated with removal, reinstatement, repair of damage and any related rectification works.

4.14.13 Facility Improvements / Works

This section explains how Council works, club-funded works and grant-funded proposals are managed.

Council Works

- Where clubs are displaced as a result of Council-initiated redevelopment or renewal works, Council will seek to relocate affected clubs to suitable alternative facilities where possible and may give reasonable priority to their temporary accommodation requirements, subject to facility suitability, capacity and broader community demand.
- Council is not obligated to provide like-for-like facilities for impacted clubs.
- Where relocation is not possible or use is significantly impacted, Council may reduce or waive fees at its discretion as below.

Scenario	Pavilion Fees	Sports Field Fees	Affiliation Fee
Club is relocated to another pavilion and sports field as a secondary pavilion tenant	None	None	None
Club is relocated to another pavilion and sports field as a primary pavilion tenant	None	Regular fees	Regular fees
Club is relocated to another sports field but remains in its regular primary pavilion	Regular fees	None	Regular fees
Club remains on site in temporary pavilion arrangements using regular sports field	None	Regular fees	None

Club Funded Works

- Council will consider club proposals to fund improvements to public assets under the “Club Request for Works” process.
- Hirers are strictly prohibited from modifying any Council asset, building or sports field without express written consent from Council.
- Any approval granted by Council may be subject to conditions relating to design, construction, asset ownership, maintenance, repair, renewal, replacement, insurance, reinstatement, compliance, ongoing management or any other matter determined by Council. Approval documentation will specify any ongoing asset responsibilities. Approval of works does not create an obligation for Council to assume maintenance, repair, renewal or replacement responsibilities unless expressly agreed in writing.
- Council seeks to minimise the proliferation of standalone ancillary structures on public open space and generally supports storage, maintenance and operational requirements being incorporated within approved permanent facility infrastructure wherever practicable.
- Where a standalone ancillary structure is proposed, Council may consider factors including demonstrated operational need, alternative infrastructure options, temporary / permanent nature, community amenity, reserve presentation, asset sustainability and future reserve planning outcomes.

Grant Applications

- Clubs must obtain Council’s in-principle approval prior to applying for external grant funding for facility improvements or works on Council-owned land.

4.14.14 Standards of Behaviour and Council Sanctions

This section sets out expected conduct and the process Council may use where behaviour, compliance or inclusion standards are not met.

The following standards of behaviour, compliance and inclusion apply to User Groups, their members, officials, volunteers, participants and supporters, regardless of whether conduct occurs at Council facilities, other venues, while travelling to or from activities, during sanctioned events, or through online and digital platforms

- Clubs must pay all fees and charges when due and comply with all directions, requirements and conditions set by Council.
- Clubs must ensure activities are appropriate to the facility and are conducted in a manner that respects surrounding residential amenity, including minimising impacts from noise, lighting and traffic.

- Clubs are responsible for the conduct of their members, players, officials, volunteers and supporters and must maintain safe and respectful environments that:
 - does not cause harm, nuisance, intimidation, bullying or harassment to members, Council staff and representatives or the community
 - does not cause damage to Council property; and
 - does not bring the club, sport or Council into disrepute.
- Clubs must provide inclusive, welcoming and accessible environments that support equitable participation in club activities, including:
 - taking reasonable steps to identify and remove barriers to participation where practicable
 - ensuring that their policies, practices and activities do not unlawfully discriminate against, exclude or disadvantage any person
 - complying with applicable anti-discrimination, equal opportunity and human rights legislation.
- Clubs must comply with all conditions of their licence agreement, including any special conditions issued by Council, which take precedence where inconsistent with this Policy.
- Council may apply sanctions where a club, user group or individual fails to meet expected standards of behaviour, breaches licence conditions or engages in inappropriate conduct. Sanctions may apply to both clubs and individuals acting on behalf of a club and may include restrictions, penalties or loss of access to Council facilities.
- The assessment, determination and application of sanctions will be undertaken by Council in accordance with the Club Sanctions Framework outlined in Appendix G, having regard to the nature, severity and circumstances of the matter, including any relevant history of previous breaches or conduct. Unless immediate action is required to address a serious risk, safety concern or significant breach, affected parties will be provided with an opportunity to respond prior to a determination being made.

4.15 Non-seasonal (Casual) Allocations

This section explains how short-term or occasional use is approved, managed, conditioned and charged.

- Casual hirers are granted non-exclusive use of facilities through an approved booking arrangement.
- Casual hirers have priority access only during their approved booking times and only to the facilities or areas approved by Council.
- Casual use may occur on a shared basis with other approved users where appropriate and safe to do so.

- User Groups proposing activities that are substantially different in scale, attendance, infrastructure requirements or operational impact from their regular booking must comply with the requirements of Section 4.8 Events and Activities Requiring Additional Approval.
- Clinics and other programs delivered by a club itself to its existing registered members may occur under the club's seasonal allocation or, where outside allocated licence hours, be approved at the applicable sporting club casual hire rate.
- Clubs may apply to conduct clinics, academies, holiday programs, development programs and similar activities that are open to participants beyond the club's existing registered membership and involve a participation fee. These activities will be approved at the applicable Community casual hire rate.
- Activities administered by a commercial provider, business or third-party operator will be classified as Commercial use and charged at the applicable Commercial rate, regardless of whether the activity is conducted in partnership with, or on behalf of, a sporting club.
- Council may determine that an activity is Commercial use where the nature, scale or operation of the activity is primarily commercial in character, regardless of the status of the organisation conducting it.
- Where a Casual Hirer requires the use of club-managed facilities, equipment or services associated with a sports field or pavilion (for example line marking, goal post padding, scoreboard operation or other event-related requirements), the Casual Hirer and relevant Tenant Club may enter into a mutually agreed arrangement. A reasonable contribution toward costs incurred by the Tenant Club may be sought where appropriate. Council is not responsible for negotiating, administering or enforcing such arrangements unless otherwise determined by Council.
- School use of sports fields and pavilions is generally limited to weekdays during Victorian Government school term dates and school operating hours, unless otherwise approved by Council.
- Commercial use may be approved where it does not unreasonably displace community access or approved seasonal allocations.
- Council may determine the facilities, areas, times, conditions and duration of casual bookings having regard to facility capacity, asset protection, community benefit and use.
- Casual Hirers must leave facilities in a clean, safe and operational condition suitable for use by subsequent users. Council may establish cleaning, presentation and handover requirements through these Procedures, booking conditions or other operational documents. Council may recover the cost of any cleaning, waste removal or rectification works resulting from a Casual Hirer failing to meet these requirements.

- Council may refuse, amend, relocate, or cancel casual bookings where required to:
 - accommodate other allocation priorities;
 - protect facility condition and carrying capacity;
 - facilitate maintenance or renewal works;
 - respond to safety, risk or operational requirements; or
 - maximise broader community benefit.
- Casual bookings may be restricted during periods of seasonal transition, facility preparation, renovation, maintenance or recovery where Council determines use would compromise the sustainable management of facilities.
- When assessing casual booking requests, Council may consider the relative priority of different user categories, including community, educational and commercial users, in accordance with the allocation principles and priorities established under this Policy.
- Fees for casual use are based on a tiered cost recovery approach. Casual use fees are generally charged on an hourly basis and vary according to the user category and facility classification. Specific fees are detailed in the User Group Contributions (Fees and Charges).
- Council may support the postponement of casual bookings where sufficient notice is provided and a suitable alternative booking opportunity is available.
- Where a Casual Hirer cancels a booking, Council may recover any reasonable costs incurred in preparing for the booking or administering the allocation.
- Casual use of sports field floodlighting will only be considered where such use is consistent with Council's Floodlighting Policy – Outdoor Sports and Recreation, approved operating hours, community amenity considerations and facility availability. Council may recover a reasonable contribution towards utility and operational costs associated with approved use.

5. Responsibilities

Role	Responsibility
Manager Active Whitehorse	Oversee the implementation and administration of these Procedures.
Team Leader Participation	Coordinate the day-to-day application, maintenance and review of these Procedures.
Authorised Council Officers	Apply these Procedures when assessing, allocating, managing and monitoring facility use.
User Groups	Comply with these Procedures, licence agreements, booking conditions and Council requirements.

6. Definitions

Term	Definition
Allocation	Approval granted by Council to use a facility under specified conditions.
Association Representative Match / Training	A match or training session conducted by an Association made up of Whitehorse affiliated clubs.
Casual Use	One-off, occasional, short-term or irregular use of a Council facility approved by Council through a casual booking arrangement.
Club Event	Any activity undertaken as part of club operations other than training or competition as outlined in a Seasonal Licence Agreement.
Club Partnership Framework	Council's assessment framework used to evaluate Seasonal Hirers against prescribed governance, compliance, participation, inclusion and operational criteria.
Club Partnership Level	The level achieved by a Seasonal Tenant Club under the Club Partnership Framework, reflecting the organisation's governance, compliance, facility stewardship, participation, inclusion and community contribution.
Commercial Organisation	An organisation or trading entity engaged in commercial, industrial, professional or business activities, including entities that provide services, programs or activities for a fee or commercial benefit. This may include personal trainers, fitness instructors, coaching academies, holiday program providers and private sport or recreation businesses.
Community Amenity	The reasonable enjoyment, comfort and wellbeing of residents, visitors and users of an area, including impacts relating to noise, lighting, traffic, parking, safety and other environmental factors.
Community Asset	Land, buildings, infrastructure and facilities owned, managed or controlled by Council for the benefit of current and future generations of the community.
Community Benefit	The positive social, health, wellbeing, participation, inclusion, environmental, cultural or economic outcomes generated for the Whitehorse community through the provision, management and use of Council facilities.

Community Group	An incorporated association, registered charity, not-for-profit organisation or other organisation operating primarily for community, cultural, recreational, educational or social purposes. For the purposes of this Policy, tertiary institutions (e.g. universities and TAFEs) may be classified as Community Groups where determined by Council.
Competition Match	A scheduled match or fixture conducted as part of a recognised sporting competition, league, association or governing body program, including finals matches.
Council	Whitehorse City Council.
Demonstrated Need	Evidence showing a requirement for additional or continued facility access, having regard to participation levels, facility utilisation, existing allocations, facility capacity and alternative venue availability.
Diversity of Participation	The extent to which a sporting or recreation organisation provides opportunities for participation across a range of ages, genders, abilities, cultures or participation formats.
Event	An approved activity, function, gathering or occasion conducted at a Council facility that is outside the ordinary scope of a User Group's approved use, allocation, booking, permit or licence arrangement and may require additional planning, approvals, risk management or operational controls.
Event Permit	Council approval required to conduct an Event where the scale, attendance, infrastructure, operational impacts or risk profile exceeds that typically associated with the User Group's approved use, allocation, booking, permit or licence arrangement.
Fair Access	The equitable allocation and use of sporting and recreation facilities that supports participation opportunities for all members of the community, including women, girls and gender-diverse people, consistent with applicable legislation and Council policy.
Facility Capacity	The level of activity, use or occupancy that a facility can reasonably and sustainably accommodate having regard to safety, asset condition, carrying capacity, maintenance requirements, infrastructure limitations and community access
Facility/ies	Sports fields, pavilions and associated infrastructure within the scope of this Policy.

Fencing	Reserve Fencing: Fencing surrounding part or all of a reserve. Sports Field Fencing: Fencing surrounding a sports field.
Home Ground	The primary sports field or facility from which a club or organisation conducts the majority of its competition matches, training activities and administrative operations.
Inclusive Participation	Participation opportunities that are accessible, welcoming and free from unreasonable barriers, discrimination or exclusion.
Junior	Any team entered into an under-18 or younger competition.
Key	A method of accessing Council facilities, including traditional keys, swipe cards, access fobs or other electronic access systems.
Multi-Purpose Room	A pavilion room designed for multiple uses, including sporting club, community, meeting, social or recreation activities.
Non-Whitehorse School	A school with a campus physically located outside the municipal boundaries of the City of Whitehorse.
Ordinary Seasonal Activities	Activities typically associated with a Seasonal Licence Agreement, including training sessions, competition matches, club meetings, presentations and social functions of a scale ordinarily associated with the User Group's regular operations.
Organised Sport	Structured sporting activities, training sessions, competitions or events conducted by a club, association, school or other organised entity.
Organisational Capability	The ability of a User Group to effectively govern, manage and deliver its activities, including compliance, planning, financial management, inclusion, facility stewardship and community engagement.
Partnered Clubs	Two or more separately constituted sporting clubs of the same sporting code that operate from the same Council-approved home venue and have a recognised historical, operational or developmental relationship. This may include senior, junior, women's, veterans' or other affiliated clubs. Council will determine whether clubs qualify as Partnered Clubs for the purposes of this Policy.
Pavilion	A Council-owned or managed community building used to support sport, recreation and broader community activities.
Practice Match	A non-competition sporting match conducted for player development, team preparation or training purposes prior to or outside of a recognised competition season. Recognised to be

	of a higher activity intensity than regular match practice training sessions.
Pre-Season Training	Organised training activities conducted before the commencement of a recognised sporting season.
Priority Access	The right of an approved User Group to use an allocated facility during approved days and times, subject to the conditions of their allocation, booking, licence agreement and this Policy.
Recreation	Activities that are generally less structured and place less emphasis on competition than sport.
Recreation Group	A group providing recreation, physical activity or emerging sport opportunities that support community participation, health and wellbeing.
Reserve	The area of land that may include sports fields, pavilions, community infrastructure, parking areas, open space and associated facilities.
School	An educational institution providing kindergarten, primary, secondary or specialist education. For the purposes of this Policy, schools are classified as either Whitehorse Schools or Non-Whitehorse Schools based on the location of the campus. School sporting associations, district sporting associations and equivalent bodies will be treated as Whitehorse Schools for the purpose of facility allocation and fees where at least one participating Whitehorse School is represented in the activity, competition, event or program.
Seasonal Hirer	A User Group that has been granted recurring access to Council facilities under a Seasonal Licence Agreement during a defined sporting season
Seasonal Licence Agreement	Written documentation confirming seasonal use of Council facilities, including approved dates, times, facilities and applicable terms and conditions.
Seasonal Tenant Club	A Seasonal Hirer recognised by Council as having a home venue relationship with a sports field, pavilion or reserve, used multiple days per week. A Seasonal Tenant Club typically receives priority access to facilities, participates in Council allocation and club assessment processes, and may have stewardship, operational or compliance responsibilities associated with the facility.

Seasonal Use	Regular and ongoing use of a Council facility during a defined sporting season under a Seasonal Licence Agreement.
Shared Facility	A facility allocated or made available for use by two or more User Groups, either simultaneously or at different times.
Shared Use	The use of a facility by multiple User Groups, either concurrently or at different times, to maximise community benefit, improve utilisation and support equitable access to Council facilities.
Sport	An organised, competitive activity that promotes physical activity and wellbeing.
Sporting Season	The period recognised by Council for the conduct of organised sporting competitions and associated activities, including summer and winter seasons.
Sports Field	Open space primarily used for formal sport, training, competition or informal recreation activities.
Support Infrastructure	Infrastructure that supports participation, training or competition, including practice facilities, floodlighting, coaches' boxes, dugouts, scoreboards, fencing and similar infrastructure.
Tenancy Record	Council's assessment of a Seasonal Hirer's historical compliance with licence conditions, payment obligations, facility stewardship, conduct requirements and other obligations associated with facility use.
Tenant Club	A User Group holding a Seasonal Licence Agreement for the use of Council facilities.
User Group	Any club, organisation, association, school, community group, commercial organisation or other approved entity authorised by Council to use a facility under a seasonal allocation, casual booking, permit or other approval.
Veterans / Masters	Competitions or participation programs designed for older participants, with age eligibility determined by the relevant sporting body.
Whitehorse Club	A not-for-profit sporting or community organisation that has a substantial connection to the City of Whitehorse through its membership, operations, historical association or use of Council facilities. Council may determine whether an organisation qualifies as a Whitehorse Club having regard to these factors.

Whitehorse School	A school with a campus physically located within the municipal boundaries of the City of Whitehorse.
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7. Reference and Legislative Parameters

Name	Description
Relevant Legislation	Local Government Act 2020 Gender Equality Act 2020 Equal Opportunity Act 2010 Child Wellbeing and Safety Act 2005 Charter of Human Rights and Responsibilities Act 2006 Occupational Health and Safety Act 2004 Domestic Animals Act 1994 Privacy and Data Protection Act 2014 Liquor Control Reform Act 1998 Tobacco Act 1987 Working with Children Act 2005 Whitehorse Community Local Law 2024 Any other relevant legislation as amended from time to time.
Victorian Human Rights	This policy has been reviewed for Human Rights Charter compliance with the Charter of Human Rights and Responsibilities Act 2006 and social impacts have been considered as part of the development and updating.
Gender Equality	This policy has been reviewed in line with Council's Gender Equality responsibilities and a Gender Impact Assessment has been undertaken during its development.
Child Safety	This Policy has been reviewed in accordance with Council's Child Safety obligations. Consideration has been given to the Child Wellbeing and Safety Act 2005, the Victorian Child Safe Standards and Council's Child Safety and Wellbeing Policy to ensure child safety risks have been appropriately identified and addressed.
Related Records	

8. Version Control

Version	Author	Description of Changes	Release date
1.1	Active Whitehorse	Procedures endorsement	Xx/xx/2026

9. Administrative Amendments

Minor administrative updates that do not change the intent, operation or application of these Procedures may be approved by the Manager Active Whitehorse (or delegate) and noted in the Document History.

Amendments that materially change the operation, requirements or application of these Procedures may be approved in accordance with Council's document management and governance requirements, provided the amendment remains consistent with the intent of the Active Facilities Policy – Outdoor Sports and Recreation.

Any amendment that would alter a Council-adopted policy position, strategic direction, guiding principle or other matter governed by the Active Facilities Policy – Outdoor Sports and Recreation must be addressed through a review of the Policy and any associated approval process.

10. Appendices

Appendix A – Sports Field Classifications

Listing of all sports fields in policy scope, including classification.

Sports Field	A	B	C	S (Synthetic)	Turf Curation
Ballyshannassy Park North		•			
Ballyshannassy Park South		•			
Bennettswood Reserve South		•			
Billabong Park North			•		
Billabong Park South		•			
Box Hill City Oval	•				Council
Davy Lane Reserve			•		
East Burwood Reserve North		•			
East Burwood Reserve South	•				
Eley Park		•			
Elgar Park North West			•		Club
Elgar Park South East		•			
Elgar Park South West		•			
Forest Hill Reserve		•			
Heatherdale Reserve East		•			
Heatherdale Reserve Ponding Basin			•		
Heatherdale Reserve West			•		
Highbury Park			•		

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Kalang Park			•		
Koonung Park East		•			
Koonung Park West			•		
Livingstone Primary School East Oval			•		
Livingstone Primary School West Oval		•			
Mahoneys Reserve North (Bob Saker Oval)		•			
Mahoneys Reserve South East (Main Soccer)	•				
Mahoneys Reserve South Mid		•			
Mahoneys Reserve South West			•		
Mirrabooka Reserve Mid			•		
Mirrabooka Reserve North (Aurora School)		•			
Mirrabooka Reserve South		•			
Mirrabooka Reserve West (Orchard Grove PS)		•			
Mont Albert Reserve		•			Council
Morton Park East	•				
Morton Park West		•			
RHL Sparks Reserve Archery			•		
RHL Sparks Reserve North		•			
RHL Sparks Reserve South		•			
RHL Sparks Reserve West				•	
Sports Field	A	B	C	S (Synthetic)	Turf Curation
Simpson Park			•		
Springfield Park East		•			
Springfield Park West	•				Club
Surrey Park North East		•			
Surrey Park North West			•		
Surrey Park South East		•			
Surrey Park South West	•				Council
Terrara Park East		•			
Terrara Park Middle		•			
Terrara Park West		•			
Vermont Reserve	•				
Walker Park	•				
Wembley Park	•				
Whitehorse Reserve (Howard Wilson Oval)		•			

Appendix B – Pavilion Classifications

Detailed listing and classification of all pavilions and associated infrastructure.

Sporting Pavilion	A	B	C
Ballyshannassy Park			•

Bennettswood Reserve	•		
Billabong Park		•	
Box Hill City Oval South	•		
East Burwood Reserve South	•		
Eley Park			•
Elgar Park North	•		
Elgar Park South	•		
Forest Hill Reserve	•		
Heatherdale Reserve	•		
Kalang Park	•		
Koonung Reserve		•	
Livingstone Primary School Reserve	•		
Mahoneys Reserve South			•
Mirrabooka Reserve	•		
Mont Albert Reserve	•		
Morton Park	•		
RHL Sparks Reserve North			•
RHL Sparks Reserve South		•	
RHL Sparks Reserve West			•
Simpson Park			•
Sporting Pavilion	A	B	C
Springfield Park	•		
Surrey Park South West		•	
Terrara Park	•		
Vermont Reserve	•		
Walker Park	•		
Wembley Park	•		
Whitehorse Reserve			•

Appendix C – Other Seasonal Sports Infrastructure in Scope

Reserve	Batting Cage	Outdoor Netball Court
Ballyshannassy Park		
Bennettswood Reserve	•	
Billabong Park	•	
Box Hill City Oval	•	
Davy Lane Reserve		
East Burwood Reserve	•	
Eley Park	•	
Elgar Park	•	

Forest Hill Reserve	•	
Heatherdale Reserve	•	
Highbury Park		
Kalang Park	•	
Koonung Park	•	
Livingstone Primary School Reserve	•	
Mahoneys Reserve	•	
Mirrabooka Reserve	•	
Mont Albert Reserve	•	
Morton Park	•	
RHL Sparks Reserve		
Simpson Park		
Springfield Park	•	•
Surrey Park	•	
Terrara Park	•	
Vermont Reserve	•	
Walker Park	•	
Wembley Park		
Whitehorse Reserve	•	

Appendix D – Facility Infrastructure Responsibilities

Interior		
ITEM	TENANT CLUB'S / ASSOCIATION'S RESPONSIBILITY	COUNCIL'S RESPONSIBILITY
Air Cooling and Heating (Plant and Fixtures)	Payment of all gas and electricity bills. If the Tenant Club wants a new air cooling unit, then the Tenant Club pays for the installation and replacement at end of useful life.	Council will provide heating and cooling to the multi-purpose room in accordance with Council design standards and operational requirements. Council will maintain, repair and replace approved heating and cooling systems where replacement is considered necessary and repair is not cost-effective. All works will be coordinated by Council.

Alarm System	Pay costs of non-audible monitoring system. Pay installation and repair costs. Replace if desired at the end of economic life. Tenant Club to supply Council with the alarm code so Council can access the building for maintenance purposes as required. Alarm system must be able to facilitate a 4 digit maintenance code.	Nil.
Asbestos	Report if concerns of asbestos.	Council to Fund/ Coordinate 5 Yearly Asbestos audits, maintain a register of all asbestos on each site. Responsible for appropriate removal, treatments on a like-for-like basis as per relevant regulations.
Bar Facilities	Full responsibility.	Nil.
Boiling water unit	Nil.	Replace existing boiling water unit at end of life. New existing boiling water units are subject to Council's annual capital works process.
Built in cupboards, benches, drawers and door furniture	All wilful damage and misuse.	Replacement / repair due to minor building movements or fair wear and tear. Repair and replace at end of life.
Ceiling	All wilful damage and misuse.	Major repair and /or replacement due to structural faults, age, etc. Repairs due to misuse (Club will be invoiced the costs if Club causes damage).
Cleaning	Full responsibility.	Nil.

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Curtains and Blinds	All installation, cleaning, repair and replacement at end of life.	Nil.
Defibrillators	Full responsibility.	Nil.
Dish/glass washer	Full responsibility.	Nil.
Doors (including cupboard doors & door furniture)	All wilful damage and misuse.	Replacement due to age or structural fault. Minor adjustment due to normal building movement, shrinkage etc.
Doors and paths - access / egress	Keep all entry/exit doors clear and all paths of travel clear.	Nil as per Occupation Certificate.
Electrical kitchen fixtures i.e. non-commercial oven, range-hoods, exhaust fans	All operation, cleaning, maintenance, repair and replacement of kitchen and catering appliances, including ovens, cooktops, range hoods, exhaust fans, dishwashers and similar equipment. All wilful damage and misuse.	Maintenance and repair of associated building infrastructure where it forms part of the Council-owned building asset.
Electrical Wiring and Fittings in Building including light fittings and globes	If the installation of Tenant Club equipment requires additional power points or an upgrade of wiring of main supply/switchboard then the club will meet all associated costs.	Approval and coordination of works affecting Council-owned electrical infrastructure. Maintenance, repair and replacement of building electrical wiring, General-Purpose Outlets (GPOs), switches, light fittings and light globes, excluding damage caused by misuse, unauthorised works or tenant-owned equipment.
Electrical Appliances (Testing and Tagging)	Ensure all tenant-owned electrical equipment is maintained in a safe condition and tested, tagged and certified in accordance with applicable legislation and standards. Maintain an equipment register and	Testing and tagging of Council-owned electrical equipment. Council may arrange testing and tagging of tenant-owned equipment at the Tenant Club's cost where requested or required.

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	provide information to Council upon request.	
Emergency Exit Lights	Report to Council.	Responsible for maintenance, repair and replacement of emergency exit lights.
Fire Hydrant Hoses and other Fire Fighting Equipment	Pay costs associated with Tenant Club misuse or theft. Report any genuine use of equipment to Council.	Refill extinguishers due to genuine use. Preventative maintenance agreements to ensure compliance to Building Regulations. Replacement due to age or malfunction.
Fittings i.e. towel rails, coat hooks / hangers, toilet roll holder, paper towel dispenser, partition walls, mirror, wall tiles and soap holders	All wilful damage and misuse.	Replacement / repairs due to fair wear and tear.
Fixtures and Appliances (non-permanent)	Full responsibility for the purchase, operation, maintenance, repair and replacement of club-owned appliances and equipment not otherwise identified in this schedule.	Nil.
Floor coverings, floorings and floor tiles	Regular cleaning and repair of all floor coverings. Steam clean carpet at the end of each season. Any additional flooring to be installed by Tenant Club (Council approval is required before any additional floor coverings are installed)	Council will provide epoxy finish to change room floors and amenities as part of new developments or pavilion refurbishments subject to budget constraints.
Furniture, equipment and	Full responsibility (even if Council has supplied as a goodwill gesture).	Nil.

club-provided shelving		
Graffiti (internal)	Pay for removal of graffiti from all internal areas on the building. (If Tenant Club is not able to remove graffiti from internal areas 14 days after receiving notice, Council will remove and charge the Tenant Club.)	Nil.
Grease trap	Full responsibility. Grease traps must be cleaned and pumped out as required by Yarra Valley Water. Records of service and certification must be kept onsite. Tenant Clubs must provide annual certification to Council and produce records upon request.	Nil.
Hardware i.e. locks, rails, etc	Regular cleaning. All wilful damage and misuse (Tenant Clubs will be charged replacement costs)	Repair and replacement due to fair wear and tear.
Hot water service (including kitchens/kiosks)	Report any issues to Council. All wilful damage and misuse (Tenant Clubs will be charged replacement costs)	Replacement / repair due to malfunction or fair wear and tear.
Key/Swipe Cards and Locks	Responsibility for the security of the building at all times. Responsible for keys issued to the Tenant Club. No locks are to be changed or installed without Council approval. Maintain a key register and provide a copy to Council on request. Pay for the cost of replacement for any lost keys or swipe cards, any building	Installation and maintenance of Council-installed locks, card readers and access systems. Supply of replacement keys. Cost to replace lost keys, locks and undertake building rekeying. Maintenance of a key register. This does not apply to club-owned or Council-approved independent locking systems, which remain the

	rekeying costs due to tenant security management issues and new allocations over agreed quantities.	responsibility of the Tenant Club unless otherwise agreed in writing.
Multi-Purpose Room (irrespective of size)	All wilful damage and misuse.	Any maintenance of the multi-purpose room due to fair wear and tear.
Pest Control i.e. vermin, including but not limited to rodents, ants, spiders, bees and wasps, cockroaches, possums, termites, birds	Maintain Council facilities and surrounding areas in a clean and hygienic condition to minimise pest attraction. Monitor for signs of pest activity, arrange treatment and removal of pest infestations as required, and report suspected termite or possum activity to Council as soon as practicable.	Inspection for and eradication of termites. Assessment and management of possum activity in accordance with applicable legislation and wildlife management requirements.
Plumbing (internal)	Keep the buildings internal plumbing in a clean and hygienic state. Cost of internal repair due to misuse. Tenant Club to pay for any new installation and upgrade.	Installation, repair or renewal if due to fair wear and tear, of all plumbing related fixtures. Full responsibility to maintain, replace and repair as required including blockages in waste pipes. Council will coordinate all works including repairs regardless of responsibility. Council will recover costs from Tenant Club if damage caused through Tenant Club misuse.
Plumbing (Flue & Gas)	All wilful damage and misuse.	Replacement / repair due to malfunction or fair wear and tear.
Roller screen doors and change room concertina/ roller doors.	All wilful damage and misuse.	Repair and replacement but if wilful damage by Tenant Club, Tenant Clubs will be charged replacement costs.

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Seating (bench style) and hooks in change rooms.	All wilful damage and misuse.	Repair and replacement for normal wear and tear.
Sewerage	Pay for all damages / blockages due to misuse up to boundary trap.	Replacement / repair due to malfunction or fair wear and tear. Arrange emptying. Replacement of pump and servicing.
Shelving provided by Council in storage areas.	All wilful damage and misuse.	Repair and replacement but if wilful damage by Tenant Club, Tenant Clubs will be charged replacement costs.
Speakers / Public Address System	Full responsibility.	Nil.
Storm water drains	Pay for all damages / blockages due to misuse.	Replacement / repairs or cleaning due to fair wear and tear. Investigate and clear blockages not caused by tenant's misuse.
Telecommunication (includes telephone, internet, data cables etc)	Full responsibility.	Nil.
Television	Full responsibility.	Nil.
Walls	All wilful damage and misuse. Club to rectify any damage caused by the application of drawing pins, bluetak or similar. Council will repair and invoice Tenant Club.	Council to notify Tenant Club of repairs required. Major repair and/or replacement due to structural faults, age, etc.
Windows (Includes Window Frames)	Keep windows clean and report any damage to Council. Tenant Clubs are responsible for the cost of repairing or replacing windows damaged through their activities, use,	Replacement of windows damaged through vandalism or other causes outside the Tenant Club's use, control or responsibility. Repair and replacement of window

	misuse or negligence, including incidental damage arising from sporting, recreational or club operations. Council will undertake repairs and recover associated costs from the Tenant Club where applicable.	frames due to fair wear and tear, structural issues or normal building movement, including minor adjustments resulting from shrinkage or settlement.
Exterior		
Bin Enclosure	Nil.	Full responsibility.
Building additions and alterations	Business case proposals for renovations, extension, etc. submitted to Council.	Assess all requests submitted and if approved by Council ensure quality control, satisfactory completion of work, etc. by Capital Works Manager.
Building Perimeter and Security Lighting	Tenant Club responsible to pay costs for any wilful damage and misuse.	Replacement due to fair wear and tear. Replacement and maintenance of light globes / tubes and light fixtures.
Cleaning – Building surrounds	Full responsibility	Nil.
Coaches / Interchange Boxes	All wilful damage and misuse.	Maintenance and Renewal due to fair wear and tear.
Cricket Nets / Batting Cages	Report damage, defects or maintenance issues to Council as soon as practicable. Pay for damage resulting from misuse, negligence or unauthorised works. Clubs must not restrict approved public or shared access arrangements	Provision, maintenance, repair and renewal of cricket net structures, playing surfaces and associated Council-owned infrastructure due to fair wear and tear.

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Decking handrail, step paving, gates and locks	All wilful damage and misuse.	Replacement due to fair wear and tear.
Doors	Pay for all damage to frames due to Tenant Club misuse. (Council will complete repairs and invoice the Tenant Club). No hardware to be installed by Tenant Club.	Minor adjustment due to normal building movement, shrinkage etc.
External building damage due to vandalism	Report any external damage to Council.	Full cost of reinstatement to Council property.
Fencing	Nil.	All ongoing maintenance and replacement.
Flag pole	Full responsibility.	Nil.
Flood Lighting (Sports field)	Nil.	Pay for the costs to replace globes. Cleaning of all lamp shields and covers. Renewal and upgrade of flood lights subject to capital funding.
Fly screens	All wilful damage and misuse.	Replace when required.
Garden Wall	Litter removal and reporting of issues i.e. dying plants or failure in irrigation system etc.	Ongoing maintenance including plant renewal and pruning, unless otherwise agreed to with Tenant Club.
Goals - Permanent	Tenant Clubs are to supply and maintain soft safety padding and nets for goals. Tenant Clubs are responsible for the repair / replacement of goals when damaged through Tenant Club misuse.	The maintenance of goals used in the conduct of Sports competition will be the responsibility of Council. Goals are to remain in place throughout the year unless the Council deems otherwise. Council will pay for the initial cost of providing goals at sports fields for use by the whole community. Council will

Active Facilities Procedures – Outdoor Sports and Recreation

		fund the repair / replacement when goals are vandalised.
Goals - Portable	Full responsibility for the provision and installation of portable goal infrastructure.	Nil.
Graffiti (external)	Report any graffiti on the exterior to Council.	Removal of graffiti from the external exposed face of the building.
Guttering incl. Roof guttering, down pipes etc	All wilful damage and misuse. Tenant Club to report any other damages to Council.	Replacement / repairs or cleaning due to fair wear and tear. Cleaning of roof gutter as required.
Painting interior and exterior	No painting to be undertaken by Tenant Clubs. Paint palette for the pavilion (internal or external) will be neutral in accordance with Council requirements i.e. no club colours are permitted.	Painting of existing painted surface under Council's cyclic painting schedule, based on condition rating and subject to available funding.
Plumbing (external including water tanks)	Pay for all damages due to Tenant Club misuse.	Replacement / repairs due to fair wear and tear.
Roof (Includes skylight/solar panels if fitted)	Reporting of potential major maintenance problems.	All maintenance and repairs as required. Regular cleaning of skylight.
Rubbish and Waste	Collection, storage and removal of Tenant Club-generated waste, including landfill, recycling and hard rubbish. Arrange private waste services where required and maintain facilities and surrounding areas in a clean and tidy condition.	Collection and removal of dumped rubbish from Council land.
Scoreboards	Maintenance of scoreboards that are not listed on Council's Building Register.	Maintenance of scoreboards that are listed on Council's Building Register including City Oval, East Burwood

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		Reserve, Forest Hill Reserve, Morton Park, Vermont Reserve and Walker Park.
Service Pipes (Gas, water, electrical, sewerage, drainage utilities, etc)	Report maintenance problems.	Replace and/or repair of pipes/infrastructure and/or coordinate with relevant service provider.
Sightscreens	Tenant Clubs are responsible to pay all costs associated with temporary sightscreens including design, any statutory fees, fabrication, installation, maintenance and removal if instructed by Council. Council approval is required for temporary sightscreens. Sockets, sleeves or poles may be installed and removable screens fitted throughout the season.	Consider requests from Tenant Clubs for the installation of temporary sight screens.
Signage	Installation and maintenance of facility identification signage with prior Council approval.	Review and approval of all signage requests.
Surrounds	Keep all immediate surrounds, paths, grass and garden areas free from Tenant Club generated rubbish.	Nil.
Walls	All wilful damage and misuse. (Council will repair and invoice Tenant Clubs).	Major repair and/or replacement due to structural faults, age, etc.
Windows (includes window frames and roller shutters)	Keep windows, window frames and roller shutters clean and report any damage to Council. Tenant Clubs are responsible for the cost of repairing or replacing windows, window frames and roller shutters damaged	Replacement of windows, window frames and roller shutters damaged through vandalism or other causes outside the Tenant Club's use, control or responsibility. Repair and replacement due to fair wear and tear,

	through their activities, use, misuse or negligence. Council will undertake repairs and recover associated costs from the Tenant Club where applicable.	structural issues or normal building movement, including minor adjustments resulting from shrinkage or settlement.
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Appendix E – User Group Contributions (Fees and Charges)

Seasonal Fees

Seasonal Tenant Club Partnership Level	Affiliation Fee
Foundation	\$5,000.00
Developing	\$3,500.00
Established	\$2,000.00
Leading	\$1,000.00

Sports Field Classification	Contribution (licence hour block)	Pavilion Classification	Contribution (licence hour block)
A	\$144.00	A	\$38.00
B	\$96.00	B	\$26.00
C	\$48.00	C	\$20.00
Synthetic	\$750.00		
Multi-use court	\$48.00		

- Where weekly facility access is shared on a rotating basis, contribution charges will be applied proportionally to the allocated share of use (e.g. half-share or quarter-share allocations).

Turf Cricket Wicket Fees	Fee (inc. GST)
Seasonal Turf Wicket Allocation Fee (per season)	\$17,000.00
Centre Wicket Preparation – Visiting Internationals, State Teams or Exhibition Matches	\$250.00
Centre and Practice Wicket Preparation – Visiting Internationals, State Teams or Exhibition Matches	\$500.00

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Non-seasonal (Casual) Users

Sports Fields	<i>Sports Field Classification</i>				
<i>Hirer type</i>	A (per hour)	B (per hour)	C (per hour)	S (per hour)	Multi-use Court
Whitehorse Sporting Club	\$11.50	\$7.75	\$3.75	\$50.00	\$3.75
Whitehorse School (school hours / non-school hours)	\$11.50 / \$23.00	\$7.75 / \$15.50	\$3.75 / \$7.50	\$50.00 / \$75.00	\$3.75 / \$7.50
Community	\$23.00	\$15.50	\$7.50	\$75.00	\$7.50
Non-Whitehorse School	\$69.00	\$46.50	\$22.50	\$100.00	\$22.50
Commercial	\$92.00	\$62.00	\$30.00	\$150.00	\$30.00

Other Facilities	<i>Other Open Space</i>
<i>Hirer type</i>	Other Open Space - off sports field (per hour)
Commercial (e.g. Health and Fitness)	\$15.00
All other eligible users	Nil (or as per Event Permit process)

Pavilions	<i>Pavilion Classification</i>					
<i>Hirer Type</i>	A (per hour)		B (per hour)		C (per hour)	
	Social / Change	Change only	Social / Change	Change only	Social / Change	Change only
Whitehorse Sporting Club (casual)	\$7.25	\$2.75	\$5.50	\$2.75	\$3.75	\$2.75

Whitehorse schools	\$7.25	\$2.75	\$5.50	\$2.75	\$3.75	\$2.75
Community	\$29.00	\$5.50	\$22.00	\$5.50	\$15.00	\$5.50
Non-Whitehorse schools	\$43.50	\$15.50	\$33.00	\$15.50	\$22.50	\$15.50
Commercial	\$58.00	\$22.00	\$44.00	\$22.00	\$30.00	\$22.00
Utility and Pavilion Maintenance Levy (per hour)	\$7.00					

Contribution Exclusions

Seasonal Hirer contributions are not intended to recover property ownership and statutory charges incurred by Council as owner of the facility, including:

- Council rates and municipal charges;
- Fire Services Property Levy;
- Land tax (where applicable).

These costs remain the responsibility of Council.

Appendix F – Club Partnership Framework

Purpose

The Club Partnership Framework recognises and encourages strong governance, organisational capability, facility stewardship, inclusive participation and community contribution by Seasonal Tenant Clubs. The Framework supports continuous improvement and acknowledges the important partnership between Council and community sporting organisations in delivering participation opportunities and community benefit.

The Framework provides a clear pathway for clubs to strengthen their governance, operations, participation outcomes and community contribution over time. Seasonal Tenant Clubs are assessed progressively against the criteria contained within this Framework. To achieve a particular Partnership Level, a club must satisfy all mandatory criteria applicable to that level and all preceding levels, together with the required number of Elective Criteria.

Council may disregard criteria that are not reasonably applicable to a Seasonal Tenant Club having regard to its size, purpose, participant profile or operating model. Council may also accept equivalent evidence where satisfied that the intent of a criterion has been met.

For the purposes of assessment under the Club Partnership Framework, only substantiated breaches determined through the Club Sanctions Framework may be considered.

Club Partnership Levels

Level	Recognition	Requirement	Elective Requirements
Foundation	Bronze Accredited Club	All Foundation Mandatory Criteria	Not applicable
Developing	Silver Accredited Club	All Foundation and Developing Mandatory Criteria	Three elective criteria or more
Established	Gold Accredited Club	All Foundation, Developing and Established Mandatory Criteria	Six elective criteria or more
Leading	Platinum Accredited Club	All Foundation, Developing, Established and Leading Mandatory Criteria	Twelve elective criteria or more

Foundation Mandatory Criteria

All Seasonal Hirers and Seasonal Tenant Clubs must satisfy the Foundation Mandatory Criteria to be eligible for a seasonal allocation.

Mandatory Criteria	Evidence	Met
Incorporated association or registered legal entity	Registration documentation	☐
Club Constitution and/or relevant endorsed By-Laws	Club documentation	☐
Public liability insurance (\$20m)	Certificate of Currency	☐
Child Safe compliance including Working With Children Check obligations where applicable	Policy and/or declaration	☐
No outstanding debt to Council or approved repayment arrangement	Council records	☐
Annual financial statements submitted (balance statement, profit and loss)	Financial statements	☐

AGM Minutes and current committee and key contact details provided annually	Committee register	☐
Annual membership, participation and team/program data submitted	Membership return	☐
Seasonal allocation schedule submitted identifying the activity, participant group and proposed use associated with each requested field and pavilion allocation	Seasonal allocation submission	☐
No unresolved Moderate, Serious or Critical breaches under the Club Sanctions Framework	Council records	☐

Outcome

☐ Foundation Club Partnership Level Achieved

Developing Mandatory Criteria

Mandatory Criteria	Evidence	Met
All Foundation Mandatory Criteria achieved	Assessment	☐
Club Code of Conduct	Policy	☐
Member Protection Policy	Policy	☐
Complaints and Grievance Procedure	Club document	☐
Provides dedicated participation opportunities for more than one gender	Participation data	☐
Completed submission to Club Satisfaction Survey	Submission	☐
Attendance to Council Seasonal Handover Meetings	Attendance	☐
No substantiated Serious or Critical breaches during the previous two years	Council records	☐
Membership comprising at least 25% Whitehorse residents	Membership data	☐

Additional Requirement

Minimum Three Elective Criteria achieved.

Electives achieved: ____ / 3

Outcome

☐ Developing Club Partnership Level Achieved

Established Mandatory Criteria

Mandatory Criteria	Evidence	Met
All Developing Mandatory Criteria achieved	Assessment	☐
Strategic Plan	Plan	☐

Risk Management Plan or Risk Register	Plan or register	☐
Fair Access / Gender Equality Policy or equivalent commitment statement	Policy or declaration	☐
Volunteer recruitment and management practices (e.g. documented Position Descriptions, Volunteer Strategy)	Policy or documented process	☐
Participation opportunities provided across at least three participant groups	Participation data	☐
No substantiated Serious or Critical breaches during the previous 3 years	Council records	☐
No more than one substantiated Moderate breach during the previous 3 years	Council records	☐

Additional Requirement

Minimum Six Elective Criteria achieved.

Electives achieved: ____ / 6

Outcome

☐ Established Club Partnership Level Achieved

Leading Mandatory Criteria

Mandatory Criteria	Evidence	Met
All Established Mandatory Criteria achieved	Assessment	☐
Multi-year financial outlook and reserve planning	Financial plan	☐
Participation opportunities provided across at least four participant groups	Participation data	☐
No substantiated Moderate, Serious or Critical breaches during the previous 3 years	Council records	☐

Additional Requirement

Minimum Twelve Elective Criteria achieved; and

At least one elective from each elective category.

Electives achieved: ____ / 12

Elective from each category ☐

Outcome

☐ Leading Club Partnership Level Achieved

Elective Criteria Pool

The following Elective Criteria may be counted toward the elective requirements applicable to Developing, Established and Leading Club Partnership Levels if not part of a mandatory criteria tier.

Governance and Organisational Capability

Elective Criteria	Example Evidence	Met
Club Operations and Succession Planning	Plan	☐
Risk Management Plan or Risk Register	Plan or register	☐
Defined committee and volunteer roles	Position descriptions	☐
Policies and strategic documents publicly available to members	Website or member communications	☐

Leadership and Inclusion

Elective Criteria	Example Evidence	Met
Committee representation includes more than one gender	Committee records	☐
Minimum 40% female committee representation	Committee records	☐
Diversity and inclusion initiatives	Evidence provided	☐
Flexible or concession membership options	Membership information	☐
Participation opportunities across four or more participant groups	Participation data	☐
Participation opportunities across five or more participant groups	Participation data	☐
Participation opportunities across six or more participant groups	Participation data	☐

Participant Groups

- Senior Women
- Senior Men
- Junior Girls
- Junior Boys
- Masters / Veterans
- All Abilities Participation – Formal Team / Programs
- Social Participation / Non-competitive / Recreation Programs
- Other recognised under-represented participation programs

Club Development and Sustainability

Elective Criteria	Example Evidence	Met
Endorsement of and compliance with the Fair Play Code	Declaration and evidence provided	☐

Club development and education initiatives delivered (volunteers, members or parents)	Evidence provided	☐
Continuous improvement practices (e.g. member surveys, action plans)	Survey results	☐
Sustainability, wellbeing or healthy club initiatives implemented	Evidence provided	☐
Recognised club accreditation achieved (e.g. Good Sports)	Accreditation	☐
Good Sports Gold Accreditation	Accreditation	☐

Community Contribution

Elective Criteria	Example Evidence	Met
Partnership with a school	Evidence provided	☐
Partnership with a community, cultural or disability organisation	Evidence provided	☐
Community awareness, inclusion or fundraising initiatives	Evidence provided	☐
Participation in recognised club development, accreditation, leadership or Council development programs	Accreditation or participation records	☐
Contribution to Council community consultation processes	Attendance records	☐

Local Community Connection

Elective Criteria	Example Evidence	Met
Membership comprising at least 50% Whitehorse residents	Membership data	☐
Membership comprising at least 75% Whitehorse residents	Membership data	☐

Elective Summary

Club Partnership Level	Electives Required	Electives Achieved
Developing (Silver)	3	_____
Established (Gold)	6	_____
Leading (Platinum)	12	_____

Final Partnership Level Assessment

Club Name: _____

Assessment Period: _____

Council Officer: _____

Assessment Date: _____

Club Partnership Level Achieved

- ☐ Foundation (Bronze Accredited Club)
- ☐ Developing (Silver Accredited Club)
- ☐ Established (Gold Accredited Club)
- ☐ Leading (Platinum Accredited Club)

Notes

Appendix G – Club Sanctions Framework

1. Purpose

The purpose of this Framework is to:

- encourage compliance with Council policies, procedures, licence agreements and legislative obligations;
- support safe, respectful and inclusive use of Council facilities;
- provide a fair, transparent and consistent approach to managing breaches;
- protect Council assets, community wellbeing and public safety; and
- encourage corrective action and continuous improvement by User Groups.

2. Types of Breaches

Council may investigate any conduct that:

- breaches a Seasonal Licence Agreement;
- breaches a facility booking condition;
- breaches an approved permit condition;
- breaches this Policy or associated Procedures;
- poses a risk to participants, spectators, Council staff or the community;
- damages Council assets;
- adversely affects community amenity;
- breaches child safety obligations;
- breaches Fair Access requirements;
- involves harassment, bullying, discrimination or vilification;
- involves unlawful conduct;
- brings Council or the facility network into disrepute.

3. Assessment Factors

When assessing a breach, Council will consider:

Severity

- Was the breach technical, administrative or substantive?
- Was legislation breached?
- Were licence conditions breached?

Harm

- Was anyone injured?
- Was there financial loss?
- Was there damage to assets?
- Was community amenity affected?

Safety

- Did the conduct create a risk to participants?
- Did it create a child safety concern?
- Did it create a workplace safety concern?

Intent

- Was the conduct accidental?
- Was it negligent?
- Was it deliberate?

Previous History

- Is this a first occurrence?
- Has similar conduct occurred previously?

Cooperation

- Did the User Group cooperate with Council?
- Was the issue self-reported?
- Were corrective actions implemented?

Community Impact

- Impact on residents.
- Impact on other user groups.
- Impact on community confidence.

4. Breach Categories

Category 1 – Minor

Examples:

- Late submission of documentation.
- Minor administrative non-compliance.
- Isolated booking condition breaches.
- First-time non-compliance promptly rectified.

Response objective:

Education and correction.

Category 2 – Moderate

Examples:

- Repeated administrative breaches.
- Failure to follow allocation conditions.

- Failure to maintain facility standards.
- Failure to leave a facility in a clean condition suitable for subsequent approved users.
- Unauthorised bookings or use.

Response objective:

Correct behaviour and improve compliance.

Category 3 – Serious

Examples:

- Significant property damage.
- Repeated breaches despite warnings.
- Serious amenity impacts.
- Failure to comply with child safety or Fair Access requirements.
- Aggressive behaviour toward staff or community members.

Response objective:

Protect Council, facilities and the community.

Category 4 – Critical

Examples:

- Criminal conduct.
- Serious child safety matters.
- Violence.
- Wilful property destruction.
- Conduct creating significant risk of serious injury.
- Serious reputational harm to Council.

Response objective:

Immediate risk management and protection of the community.

5. Available Sanctions

Council may apply one or more sanctions.

Administrative Actions

- Verbal warning.
- Written warning.
- Corrective action notice.
- Management meeting with Council.

Compliance Actions

- Mandatory training.
- Policy review requirements.
- Governance improvement plan.
- Child safety remediation plan.
- Fair Access remediation plan.

Operational Actions

- Restrictions on use.
- Restrictions on functions or events.
- Reduction in licence hours.
- Suspension of specific activities.
- Relocation to alternative facilities.

Financial Actions

- Recovery of costs.
- Recovery of damages.
- Repayment arrangements.
- Removal of fee concessions.
- Ineligibility for grants for a specified period.

Allocation Actions

- Reduced future allocations.
- Suspension of allocation rights.
- Non-renewal of seasonal allocation.
- Termination of licence agreement.

External Referral

- State Sporting Association.
- Victoria Police.
- Regulatory agencies.
- Local Law enforcement.

6. Investigation Process

Step 1 – Report Received

Council receives a complaint, report or observation of a potential breach.

Step 2 – Preliminary Assessment

Council determines:

- whether a breach may have occurred;
- whether immediate action is required;
- whether further investigation is warranted.

Step 3 – Response Opportunity

The affected User Group is:

- advised of the issue;
- provided relevant information;
- given an opportunity to respond.

Normally this would be within 7–14 days.

Step 4 – Determination

Council assesses:

- available evidence;
- response received;
- Assessment Factors.

Council then determines:

- breach not substantiated; or
- breach substantiated and action required.

Step 5 – Outcome

Council provides written notice including:

- findings;
- reasons;
- sanctions (if any);
- corrective actions required.

7. Escalation Principles

Council will generally seek to apply the least restrictive sanction necessary to achieve compliance.

However, Council may immediately apply more significant sanctions where:

- there is a serious safety concern;
- a child safety issue exists;
- unlawful conduct is alleged;
- significant asset damage occurs;
- community wellbeing is at risk.

11. Related Documents

Active Facilities Policy – Outdoor Sports and Recreation

Strategic principles, governance requirements and decision-making framework for the allocation, management and use of outdoor sport and recreation facilities.

Available via Council's website - [LINK](#)

Pavilion Development Policy

Detailed requirements for the planning, design and development of pavilions.

Available via Council's website – [LINK](#)

Floodlighting Policy – Outdoor Sports and Recreation

Detailed requirements for floodlighting provision, use and management. Available via Council's website - [LINK](#)