

Shellharbour City
Sportsfields
User and Sporting Facilities Information and Guidelines
2023



Overview

Shellharbour City Council is home to over 40 sport and recreation facilities which cater for over 50 clubs/organisations. The City is undergoing continual growth resulting in an increased demand for the use of sportsfields and recreational facilities. Council is committed to managing this increased demand so that the facilities provided are able to be enjoyed by the whole community.

The purpose of this user guide is to outline to clubs, association, schools and other user groups the procedures and conditions of the use of Council's sporting facilities. Additionally, it provides answers to some frequently asked questions.

The "Agreement" for sportsfields approval consists of the following key documents:

- 1) **The Sports Facility Policy**
- 2) **Seasonal Sportsfields Approval** – This approval will include the signed undertaking by the club that the terms and conditions in the Sportsfields Information and Guidelines documents have been read and the club agrees to abide by them. Clubs that have an approval issued by Council are bound to these terms and conditions.
- 3) **Further documentation** – Includes but is not limited to contact details, key holders, hours of use and proof of public liability insurance.

Liaising with Council

Each organisation, club, group or school should designate one person to liaise with Council on matters associated with the use of Council's Sportsfields and facilities. Council can be contacted on 4221 6111 or Council@shellharbour.nsw.gov.au.

Type of Use

Seasonal: A long term allocation of a sports field to a recognised incorporated club, school or other organisation for the primary purpose of conducting sports training and competition matches within the designated dates specified. Requests outside of the specified dates will be accepted as pre-season or casual applications only.

Pre-season: A short term allocation of a sports field not currently in use for other seasonal sport activities or maintenance to a recognised incorporated club or other organisation for the primary purpose of conducting pre-season training, games or grading. No designated pre-season exists however, Council will endeavour to allocate available facilities for a two week period prior to the start of a sports season only.

Casual: Refers to a one-off booking of a sports field by a recognised club, school or other organisation for the primary purpose of conducting training, playing sport or any recreational activity.

Seasonal Dates

The below dates are a guide to sports seasons which Council's Services teams will endeavour to have fields and facilities prepared for respective seasonal sports – weather and other circumstances permitting.

All user groups are encouraged to work collaboratively with Council and other user groups to achieve the best outcomes for all sports.

COUNCIL SEASONAL ALLOCATION DATES.

SUMMER SEASON	1 OCTOBER TO 31 MARCH
WINTER SEASON	1 APRIL TO 30 SEPTEMBER

Sportsfields Allocation / Facility Use

- It is the responsibility of each organisation/club committee to make requests for sportsfields and facility use on behalf of its members.
- Facility allocations are issued to clubs that apply for the use of grounds and/or facilities by completing the application process outlined in this document by the required date.
- In being allocated the facility, the successful club then enters into a sportsfields user agreement. The agreement forms an understanding between the club (who then becomes the seasonal user) and Council.
- As participation trends change, Council may review the practice of allocating facilities to provide for the efficient use of facilities. Council may require a sharing of facilities but the desire is not to impact on existing users unless clear benefit can be provided through potential relocation or reallocation. Where possible all efforts would be made for clubs to retain the same primary "home ground". While all efforts are made to accommodate requests, where demand exceeds resources, Council may be unable to accommodate all requests.
- Council reserves the right to allocate sportsfields to other users for training, competitions, carnivals and private events.
- Seasonal summer allocations will be called for in July of each year. Applications will be sent to Clubs, Associations and Organisations. Confirmation of allocation will be sent to clubs in September after being approved.
- Seasonal winter allocations will be called for in January of each year. Applications will be sent to Clubs, Associations and Organisations. Confirmation of allocation will be sent to clubs in March after being approved.
- If you have not received an application, please email council@shellharbour.nsw.gov.au and Council will provide an application form.
- Any sporting clubs which have **outstanding fees and charges** from the previous season will not have their application processed until the outstanding fees and charges are finalised.

Pre-season Training Bookings / Allocations / Training

To ensure that training does not cause unnecessary damage to playing surfaces, Council asks that clubs ensure that training is scheduled so as to spread the wear on the sportsfields.

Training should be kept to a minimum around high traffic areas such as goal mouths and directly in front of a club house or amenities building. Where possible, training may be able to be conducted off the playing surface all together.

- If clubs have necessary pre-season requirements outside of the seasonal dates, these needs/times are to be noted on the seasonal application and these will be considered by Council and in context with other users.
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- No goal posts, cricket pitches or field markings will be installed and/or prepared before the start of the designated season dates recognised in this document.
- Council reserves the right to allocate fields and associated facilities irrespective of historical usage. If an approval is provided, user groups may not necessarily be allocated their traditional venue for pre-season training, but provided an alternative location.
- User groups must respect the rights of current seasonal users of fields and their respective assets (cricket pitches/goal squares etc.)
- Active seasonal allocations, maintenance, and major events will take precedence over pre-season training, pre-season games and preseason grading requests.
- Pre-season allocations may be restricted to venues identified by Council, Council reserves the right to reject pre-season training, games, trials and galas due to current seasonal allocations and facility maintenance.
- Clubs requiring use of facilities outside the dates of their seasonal allocation must seek approval from Council. Clubs should not use sportsfields and facilities until they have received approval.
- A club that uses a facility outside its allocation without Council's consent will be liable for any accident that may occur. Damage to the ground will also be the club's responsibility and they will be charged for reinstatement works.
- Clubs who continue to use a ground that has been closed by Council for maintenance or recovery risk losing their allocation.
- Unauthorised usage may also conflict with scheduled use of a ground by another club, school or casual booking.

Application Process for Seasonal Allocations

Step 1:

A notice will be placed in local newspaper and on the Shellharbour City Council website advertising that the Shellharbour City Council seasonal sportsfields process is currently open and will include all details required by a club to successfully start the application process.

Step 2:

The Sportsfields User Policy, Guidelines and application form are sent to all existing user groups electronically or if required in the mail to the address supplied to Council. Application forms and relevant documentation will be placed on the Shellharbour City Council website while applications are open.

Step 3:

The club completes the application form and submits to Council, along with relevant application fee, with all required documentation by the due date. Clubs will be advised if there are any items missing from their application. Any sporting clubs which have outstanding fees and charges from the previous season will not have their application processed until the outstanding fees and charges are paid in full.

Step 4:

Council considers the application. Delays may occur should the club not provide all information requested or the application is late or the club has any outstanding fees.

Step 5:

Successful and unsuccessful clubs will be notified in writing by Council. If there is more than one club allocated to a ground following the allocation process and this decision is not supported by the other allocated club, a report may need to be prepared for Council's Sport and Recreation Working Party to provide a resolution.

If a club/organisation is dissatisfied with their allocation they may appeal in writing within 5 working days of the allocation being made. Letters should be addressed to the Chief Executive Officer and forwarded to Council@shellharbour.nsw.gov.au.

In allocating sports facilities, Council staff will consider:

- User group's previous record e.g. cleanliness and care of the facilities and timely payment of fees;
- Shellharbour based teams/players;
- Current and proposed planning and effective management of the club;
- User group that historically uses Council owned facilities;
- User group's contribution to facility upgrade/s;
- Facility suitability assessment to ensure the use is suitable from a risk and sports code perspective;
- All information required to complete the allocation process is received by the due date;
- Providing new user groups with the opportunity to submit applications for consideration for an allocation or part allocation of a Council facility.

Late Applications

Late applications may result in clubs missing out on their preferred ground allocation.

Please note as per Council's fees and charges a late fee will be incurred.

Allocation not Required – Reallocation

Council must be notified of any allocation that is no longer required. Any facility that is not allocated to its full potential may be considered for reallocation to another user group if required.

School Use of Sportsfields and Facilities

- Schools within the Shellharbour City Local Government Area regularly use sportsfields for school sport, sports days and physical activity. Council supports use of sportsfields by school groups and will allocate grounds upon request, providing this does not result in overuse of grounds or be of detriment to competition use by seasonal users groups.
- Applications from schools are required prior to using sportsfields and facilities.

Casual Use and Annual Events & Festivals/Events/Non Fixture Matches

- Sportsfields are frequently used by residents and community groups for purposes of social gatherings, casual sport and festivals and events.
- A one-off booking of a sports field by a recognised club, school or other organisation for the primary purpose of conducting training, playing sport or any recreational activity is encouraged by Council.
- Clubs are reminded that use of a sports facility is for its dedicated purpose (for training and competition). All other events are not included in the sportsfields user agreement. This includes any match that is not part of the club's fixture competition. All such events and extra matches require written approval.
- The process to gain written approval is to apply for an event permit - <https://www.shellharbour.nsw.gov.au/things-to-do/hold-event>
- All events including Council owned events require the same written approval process.
- Annual events will take priority over casual use.
- Where a booking is on grounds with a seasonal booking, clubs will be notified to the best of Council's ability, prior to an agreement being finalized.
- Council will allocate grounds upon request, provided the additional booking does not result in overuse of grounds or be of detriment to competition use.

- Clubs wanting to hold festivals or events at their allocated ground or facility need to be aware that specific restrictions can apply to insurance cover. This relates to jumping castles and barbecues etc. Standard sports club insurance does not always cover end of season activities or open days. Contact Council on 4221 6111 or Council@shellharbour.nsw.gov.au for further information on festival specific insurance.
- All festivals/events require two months' notice in writing. Clubs are also required to do a letter drop to neighbouring residents, advising them of the festival/event to take place and also nominating a contact person and phone number for the duration of the event. Clubs may be required to complete a Temporary License Application for some events. Please contact Council on 4221 6111 or Council@shellharbour.nsw.gov.au in the first instance.

Competition Finals

- Competition finals (including champions of champions competitions and other relevant competitions) are not included within the seasonal agreement if they fall outside of the seasonal agreement dates.
- For finals, clubs (or associations who organise finals) are required to make formal application to Council. The application needs to be lodged with Council by the close of business on the Tuesday following the last home and away season match.
- If this application has not been lodged by this time, sportsfields renovation works or other user groups may be scheduled to utilise the ground.
- Clubs are not permitted to use facilities for finals training (that is outside their seasonal allocation dates) until approved. Use of grounds for finals matches and training will take precedence over requests for pre-season use.
 - For Clubs that have made the finals competition, and their home field has been allocated for the finals game this allocation will take precedent over pre-season bookings.

For clubs that have not made competition finals and have booked their home field these bookings will be released and made available for preseason bookings

- Council will make the final decision on priority of training or finals. Clubs found to be utilising sportsfields and facilities without the authorised approval may incur Council's unapproved use of sportsfields fine.

Shared Use

Sportsfield users and clubs sharing a facility are to liaise with Council Officers to ensure clashes do not occur over training schedules, facility usage and equipment storage. To reduce clashes, clubs should agree to a set of standard hours at the start of the allocation period and liaise with Council Officers if their hours need to change for any reason throughout the period.

Council will make a final determination should clubs be unable to resolve any issue.

Seasonal Handover

All clubs must ensure facilities are left in a neat and tidy condition for the incoming club. Prior approval from Council and the other seasonal user groups is required before a club leaves property or equipment in the facility during their non-allocated period.

Disability Discrimination Act 1992 and Anti-Discrimination Act 1997

Clubs must comply with any reasonable request from Council in this regard.

Temporary Closures of Sportsfields

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

When the grounds have been closed due to wet weather Shellharbour City Council's Sportsfields Wet Weather Policy must be adhered to.

Notification of Sportsfields Closures

- For all training, competition and school sport, from Monday to Friday inclusive Council will determine whether sports fields shall be closed due to the effects of wet weather, the current condition and predicted climatic conditions.
- Inspections will be completed prior to 2pm daily (Monday to Friday) and updated on Council's website.
- For fields deemed opened by Council, sporting group users have a duty of care and responsibility to inspect the fields for suitable play.
- Fields deemed **closed** on a **Friday** will remain closed for the weekend.
- Fields deemed closed remain closed until further inspected and updated on the Council website.
- Any organisation, club, group or school utilising Council sportsfields when it is deemed closed will be responsible for any damage. Council will repair the damage and invoice the organisation, club, group or school.
- Council's decision on whether excessive damage has been caused shall be made by experienced staff and shall be final.

Playing Surfaces and Surrounds

Shellharbour City Council has a Service Level Agreement (SLA) that allows for all facilities to be maintained on a set schedule and to a set standard.

The following maintenance is conducted during and between seasons:

- **Regular Maintenance** (During the season)
 - Mowing of sportsfields
 - Mowing and maintenance of surrounding area of the sportsfields
 - Irrigation (if existing)
 - Weed control (as necessary)

- **Seasonal Maintenance** (only performed when necessary)
 - Fertilisation
 - Top dressing
 - Goal mouth rehabilitation
 - Re-profiling
 - Over sowing
 - Weed control

- **Mowing**

Council is responsible for the mowing of sportsfields and the surrounding areas. The mowing of the city's active open spaces, including sportsfields is done in accordance with Council's Mowing Schedules which are available on Council's website each week.

The grass is mowed at the height of 50mm during the winter season and at the height of 35mm during the summer season.

Please note grass clippings **are not** picked up.

If a user is found to have cut the grass without Council's permission, the user will be responsible for the cost of repairing any damage that occurs. Council will not reimburse clubs for any costs association with cutting grass on Council's sportsfields.

Council will also invoice the responsible user group for damage caused to playing surfaces, where such damage is considered to be excessive and greater than would be expected from normal wear and tear.

Council's decision on whether excessive damage has been caused shall be made by experienced technical staff and shall be final.

- **Trees, Shrubs and Gardens**

Council is committed to ensuring that all public gardens and open space are maintained appropriately. Therefore the gardens and surrounding areas of Council's sportsfields are maintained on a four weekly rotation.

If urgent maintenance is required to the surrounds of an allocated sportsfield or facility please submit a request to Council's Customer Services Department by calling 4221 6111 or email Council@shellharbour.nsw.gov.au.

Vehicles on Reserves

No motor vehicle is permitted on the sportsfields. Disability and emergency vehicles excepted.

Sportsfields Markings

- All line-marking is the responsibility of the sporting club utilising Shellharbour City Council sportsfield.
- Sporting clubs undertaking line-marking on Council sportsfields must use water or acrylic based paint or non-toxic 'red oxide' solution.
- Sporting clubs are not permitted to mix any pesticides or herbicides (grass killing agents) in with the line-making material. Sporting clubs found to be using these agents will be responsible for the cost associated with the repairs of the field.

Turf Wickets

Council doesn't maintain turf wickets within the local government area. Clubs which require the use of turf wickets are responsible for the preparation and covering and uncovering the turf pitches in accordance with their association guidelines.

Concrete Wickets

To enable consistency between clubs, Council will fund up to 25% of the cost of replacement of central synthetic wickets and up to 50% for practice wickets with the balance of funding to be funded by the respective clubs.

If a club wishes to modify or upgrade/replace of concrete wicket, please contact Council. No modifications, replacements or upgrade without Council's written approval.

Covering, Uncovering and Cleaning of Cricket Wickets

Council will be responsible for the covering and uncovering of concrete/synthetic cricket wickets on sportsfields. This will be undertaken during the period between the end of one season and the commencement of the next season.

Exact timing for this work will depend on the following:

- Allocated club requirements (i.e. finals) in the previous season or the following season
- Weather conditions and
- Works Depot scheduling.

Cricket Nets

Clubs wishing to have cricket nets relocated, reconstructed or upgraded should contact Council and wait for confirmation prior to any works being undertaken.

Access to one practice wicket should be made available at all times for the public.

Goal Posts

Council provides and maintains goal posts and soccer goals, at Council's cost, for the use of the whole community. If goal posts are vandalised Council will fund the repair or replacement, however, where posts are deemed damaged through misuse by a club or during the course of a game, training or fixture, the club will be responsible for the replacement posts and/or goals.

Goal nets and padding are the responsibility of the club.

Once the goals have been put in place at the start of the allocation period they are not to be moved by clubs without Council's written permission.

Portable Goalposts

All portable soccer goals must conform to the current Standards Australia Handbook "Portable Football Goalposts – Manufacture, use and storage".

The manufacturer of portable goals should provide the club with a certificate of conformity.

Portable soccer goals are the responsibility of the club. Council does not provide, maintain or replace portable soccer goals.

All clubs must ensure:

- Portable goals are securely anchored to the ground when in use
- All equipment and safety padding be checked and adjusted before every use
- Persons do not climb on netting or goal framework
- Safety warnings are prominently position and clearly visible on the goal posts
- All goal posts are safely stored (off the sportsfields) to prevent unauthorised use and potential injuries.

Scoreboards

Clubs should contact Council in the first instance for guidance in relation to scoreboards. Prior permission must be obtained from Council for the purchase and construction of scoreboards. The construction of scoreboards is at the cost of the club and must be constructed on approved plans. Construction must occur under Council supervision and with relevant planning approval.

All subsequent maintenance will be the responsibility of the club.

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

Irrigation

Council's sporting reserves are important areas of public open space which are used by the whole community. Council is responsible for the maintenance and operation of all irrigation systems.

Clubs are not to access or alter control unit settings under any circumstances.

Clubs must notify Council immediately if there is any interruption to mains power or any damage to the system as this can affect the irrigation settings. Clubs must also notify Council if there are any faults, leakages or obvious over or under watering of the field. Contact Council on 4221 6111 or Council@shellharbour.nsw.gov.au.

Fencing

Council will be responsible for maintaining fences around grounds and the perimeter of reserves. Council **may** provide internal fencing or bollards to restrict vehicular movement to designated areas of a reserve. Bollards and gates must not be removed by clubs except for emergency vehicle access.

Temporary fencing of reserves for the conduct of finals and special events will be the responsibility of clubs. Clubs must apply to Council seeking prior approval, outlining the proposed event, fence type, location and the manner in which it is to be constructed and removed.

Sportsfields Lighting

- Sportsfield lighting provided by Council is intended to provide access and opportunity to train and/or play night fixtures. Not all Council's sportsfields have lux levels appropriate to train and/or play night time sports in accordance with Australian Standards.
- Clubs are required to complete the request for lighting as part of their application for the use of Council's sportsfields.
- It is the responsibility of the user group to check with Council on the lighting coverage prior to the commencement of any night time activities. The sportsfields requested for night time activities must have the correct lux level illuminance provision relative to the purpose requested on the application.
- Sportsfield lighting is a user pays system, for detailed costs please see Council's fees and charges - <https://www.shellharbour.nsw.gov.au/council/fees-and-charges>

This fee is calculated based on the following:

- Number of ovals/fields in use
- Number of nights
- Sunset times

Users who require lighting will be issued with an invoice for a lighting deposit at the time of their booking. This is to ensure that all lighting invoices are paid.

- Lights are only to be used for the purpose of training and competition. Users are not to use lights for any other purpose e.g. social functions. All lights should be turned off at the completion of training/competition which is no later than 9:30pm (Sunday – Thursday) or 10:00pm (Friday – Saturday).
- User groups will be responsible to cover costs incurred by the operation of light. In the event that Council is called out afterhours to turn off lights, the cost of the call out will be charged to the offending user.

- Notification must be made to Council within 48 hours where lights are not used as indicated in the approval which has been issued to the sporting club. Failure to notify Council will result in charges being calculated in accordance with the approval issued. If a club requests invoices to be reviewed for any reason other than when fields have been closed due to wet weather an administrative fee will apply.
- Lighting may require re-aiming or light globes or fixtures which need replacing or fail to work. Please contact Council on 4226111 or Council@shellharbour.nsw.gov.au. Clubs will be responsible for the costs of all replacement globes.
- Upgrading or installing new sportsfield lighting requires the allocated club to fund 100% of the cost or a percentage if other allocated clubs are able to contribute to the cost.
- Permission must be obtained from Council for the installation of sportsfields lights. Detailed plans and electrical requirements are to be approved prior to any work commencing.
- Planning Permits and Building Permits may also be required prior to any lighting works are implemented (Development Planning Approval and Construction Certificate).
- Sportsfield lighting on Council land remains the property of Council and cannot be removed in part or full. Appropriate compensation **may** be made if the club is required to re-locate as a result of a Council request.

Locking of Facilities & Gates

It is the responsibility of the sporting club to lock the facility and gates at the completion of the activity. In the instance that the facility is left open, the offending user will be liable for any damage to the sportsfields and/or surrounding area.

Furthermore, in the event that Council is called out afterhours to close and lock a facility or gate, the costs for the call out will be charged to the offending sporting club not user.

Keys and Locks

All public areas of the sports facilities will be keyed with the Council's Master Key system. This includes toilets, change rooms, kitchens and social areas. Council will require access to all of these areas at any time to meet a variety of regulations. Keys are issued at the beginning of the seasonal allocation period.

- Council will provide a reasonable two (2) sets of keys for each user group upon receipt of your approval for requesting keys. These **keys CANNOT** be duplicated.
- Extra keys can be organized at cost to the user group, however Council will restrict how many will be issued to any one organisation/group/club/school.
- Under no circumstances are keys to be loaned to any other club, association, organisation, school or person. Responsibility rests with the person/s nominated in the key holders section of the application form.

- Keys are to be returned within one (1) week of the conclusion of each season allocation – failure to do may result in the possibility of re-keying the facility.
- User groups will responsible for the cost of replacing **ALL** padlocks or re-keying of facilities should keys be lost/stolen or not returned to Council when requested or due.
- Council padlocks on Council facilities are not to be removed and replaced with user groups own padlocks. If this is to occur Council will remove and replace all unauthorized padlocks at the cost to the user group. If this scenario continues to occur it may result in the cancellation of the current allocation and/or affect future allocations.
- No padlocks are to be put on any Council amenities. Any padlocks placed on these assets will be removed and a fee will be charged to the user group for the removal and replacement of locks. If this scenario continues to occur it may result in the cancellation of the current allocation and/or affect future allocations.

Inspections

Shellharbour City Council is committed to providing a safe and enjoyable sporting experience for all who use its facilities.

Successful clubs can organise a ground and facility inspection with Council's Parks Manager prior to the commencement of the season. At this inspection, clubs may be required to sign a written acceptance that the ground and facility is 'fit for purpose'.

All sportsfields booking approvals require sporting clubs to inspect the facilities on a regular basis to ensure that they are fit for the purpose of which they are intended to be used and that the use of the sportsfield does not present any unnecessary risk to participants, officials or spectators.

Each club and team is responsible for inspecting and checking that facilities, equipment and environments are safe for participation prior to every training session and game match. Conducting an inspection using the attached checklist will ensure that safety criteria are met and will afford an increased level of physical protection for players (not including the inherent and assumed risks of playing a particular sport) and legal protection for the club or association.

If a safety hazard is found during the inspection:

- do not use the facility if it is unsafe to do so and notify Council as soon as possible
- repair, remove or cover the hazard if possible and only use the facility once this has been done
- bring the hazard to the attention of those who need to know about it such as players, coaches, referees or umpires, grounds controllers and club executives
- inform Council by submitting a maintenance request form, of all hazards requiring its attention.

In addition, users of the sportsfields must have their own emergency management plan in place that will include consideration of the following:

- provision of access to a telephone at all times
- designated, clear and unlocked access for emergency vehicles at all times
- appropriate strategies for dealing with head and spinal injuries.

Completed checklists must be kept in a safe place and be available to Council for inspection upon request. A copy of this checklist can be found at the end of this document.

Council may access facilities at any time to undertake inspections or repairs. Facilities will be audited and inspected on a periodic basis.

Canteens

Users need to be aware that canteen facilities are owned by Council and therefore can be booked and used by other users.

Please note:

- Nearly all canteens facilities are operated by seasonal user groups.
- Casual user groups are permitted to utilise canteen facilities.
- Where facilities have multiple user groups, users must work collaboratively in the space.
- No items of value are to be left in storage at the canteen. Council takes no responsibility for items of value that are left on the premise.
- Fridges and other electrical items are not to be operated out of allocated approval dates.
- It is the responsibility of the approved user to ensure that:
 - Tagging and testing of all electrical appliances used at facilities and amenities buildings in accordance with the AS/NZ 376 In-Service Safety Inspection and Testing of Electrical Equipment.
 - A copy of the test and tag register must be kept onsite and produced upon request by Council. Council is not responsible for damage that occurs from the use of appliances. All portable electrical equipment must be connected to a portable safety switch.
 - Food Safety compliance is maintained.
- Council will, if required, provide access to canteen facilities for major events. User groups may be required to remove or store stock in a different area to enable the use of canteen amenities, fixtures and appliances
- User groups have one week at the conclusion of their season to vacate and clean their premises.

- It is important that all stock is securely stored when not in use.
- Council is not responsible for any loss of stock that occurs.

The canteen facility provided in Council's building may not be designated as commercial kitchen. In the instance that they are not classed as commercial kitchen there are several appliances that are not permitted to be installed including but not limited to deep fryers, range hoods and cool rooms. For further clarification on this please contact Council on 4221 6111 or Council@shellharbour.nsw.gov.au.

Food Registration

A business, enterprise or activity which involves the handling of food intended for sale must seek clarification to determine if registration is necessary. Please contact Council's Building and Regulations Department on 4221 6111 or Council@shellharbour.nsw.gov.au.

This applies regardless of whether the business, enterprise or activity concerned is of a commercial, charitable or community nature or whether it involves the handling or sale of food on one occasion only.

Liquor Licences

The sale of liquor without a license is prohibited. Clubs need to contact the Office of Liquor, Gaming & Racing to apply for a license. Clubs are required to provide a copy of their liquor license with their application.

Liquor licenses cannot be applied for in areas which are designated alcohol free zones. Locations of 'Alcohol-free' zones can be found on Council's website.

Please contact Council on 4221 6111 or Council@shellharbour.nsw.gov.au in the first instance.

Change Rooms

- Change rooms can be accessed by any authorised organisation/club/group/school upon application.
- Change rooms are not exclusively allocated to organisations/clubs/groups as part of their seasonal approval.
- All organisations/clubs/groups are required to have the change rooms cleaned following use. Failure to effectively clean the facilities will result in Council employing a cleaner and invoicing the organisation/club/group.

Public Toilets

Council maintains and pays the utility costs associated with toilets located on Council reserves and sportsfields that are open to the public. This includes public toilets attached to facilities.

Where toilets are located at sportsfields that are only open on match days for members and spectators, the club will be responsible for opening, cleaning and closing the toilets.

Storage

Users are able to utilise storage areas of Council facilities where such areas exist. Seasonal sportsfield user groups that share a facility are encouraged to work together to allocate storage space at the commencement of the season.

Where users are unable to successfully negotiate storage space allocations, Council will make the decision. In making this decision, Council will take into consideration the proportion of each group's use of the facility as well as the size and quantity of equipment needed for those particular sports.

Storage of equipment during the off season is not guaranteed due to other users requiring the storage space.

All equipment must be stored in a designated storage space, items must not be stored in areas that are not designated for storage such as first aid rooms, toilet, showers, change rooms, referee's rooms or service bays.

It is also important that all emergency exits are kept clear at all times.

Clubhouses may be utilised by other users therefore all equipment should be securely stored in the designated storage areas. Council is not responsible for any damage or loss of equipment.

Times of Facilities Use and Acceptable Behaviour

Clubhouses, amenities and facilities are to be used for their intended purpose which is to assist the users with their operation and to provide storage space. Users are not to conduct any activity that will cause offense or that is considered illegal or immoral.

Clubs will ensure that they comply with all relevant noise legislation and that any noise generated doesn't cause an environmental nuisance or unreasonably interfere with the enjoyment of someone's environment. Noise may be defined as unreasonable if it can be heard in the habitable room of another premises (i.e. lounge room, bedroom). Provisions of the POEO Act apply. To view these provisions please visit www.environment.nsw.gov.au

Clubs are not to conduct any noxious or offensive activity or use facilities for illegal or immoral purposes. The display of any sexually explicit or offensive material in any form is prohibited.

Clubs need to be mindful that many facilities are located in residential areas. Respect must be given to residents and their property, including houses, vehicles, fences or gardens. If a club has installed an alarm that is not linked to a call out Security Company, Council requires a name and contact number of someone within the club who can access the building if an alarm goes off.

Areas that include function rooms and clubhouses are only to be used for functions that have been booked and approved by Council. Clubhouses are not intended as party venues and should not be used for unauthorised birthday parties or other non-club events. In the event that a user allows the use of a clubhouse without the approval from Council, that user will be liable for any damage that is caused and may have their approvals revoked.

Facilities Use and Maintenance

A table outlining maintenance responsibilities of clubs and Council is summarised under the Facility Maintenance Schedule (Appendix A).

Council will organise inspection of facilities to identify maintenance issues and assess cleanliness. If groups are not meeting obligations, Council will request they be rectified. If issues are not rectified and/or clubs continue to breach their sportsfields approval, Council may rectify the issue at club's expense and/or may withdraw the allocation. Clubs will be charged for deliberate damage, including damage by visiting clubs.

Sub-letting of Facilities

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

Cleaning, Waste & Litter Management

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

Clubs are responsible for ensuring that all waste generated from their use of the reserve is appropriately disposed of and cleared by the end of match day or training session.

Fire Extinguishers

Council provides fire extinguishers and fire blankets within each facility to comply with Essential Services Regulations. Equipment is serviced regularly to ensure correct operation in the event of an emergency.

Missing or damaged equipment will be replaced at the club's expense.

Open Fires

Clubs are not permitted to have open fires of any description inside or outside of facilities.

Smoking on Council Land

In accordance with Shellharbour City Council's *Smoke-Free Outdoors Area Policy* and the *Smoke-Free Environment Act 2000* – every enclosed public place and outdoor public place is a “smoke-free area” if it is any of the following places:

- A place that is within 10 metres of children’s play equipment but only if the children’s play equipment is in an outdoor public place,
- A swimming pool complex
- An area set aside for or being used by spectators to watch an organised sporting event at a sports ground or other recreation area,
- A place that is within 4 metres of a pedestrian access point to a building

Advertising and Signage

Any external signage or advertising requires permission from Council. A formal application and payment of fees may be required. Depending on the size of the signage a Development Application may be required.

Please contact Council on 4221 6111 or Council@shellharbour.nsw.gov.au in the first instance.

Graffiti / Vandalism / Damage

Sportsfields Users are not to graffiti the surface of any structure, concrete or paved area or vegetation within a reserve with paint or ink. The user will be held responsible for any vandalism/damage that occurs during their allocated time of use. This includes damage caused by the club members as well as visiting teams and supporters.

Where the damage occurs outside the user’s allocation time of use, and provided the damage has not been caused as a result of the user’s negligence (e.g. clubhouse left unlocked), the responsibility will lie with Council.

Security Systems

Clubs wishing to install security systems must first obtain Council approval contact Council on 4221 6111 or Council@shellharbour.nsw.gov.au.

Once approved and installed please notify Council of the relevant access codes.

Insurance

Public Liability Insurance

All clubs/[sportsfields users](#) must have public liability insurance cover. Clubs must be covered for a minimum of \$20 million against all actions, costs, claims, charges, expenses and damages whatsoever which may be brought or made or claimed against the

club/sportsfields user arising out of or in relation to allocation of a facility.

A copy of the certificate of currency must be attached to the allocation application each season.

Contents Insurance

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

Building Insurance

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

If the facility has been damaged in a criminal act - the club who finds the damage must notify the police immediately and also inform Council of the situation.

If the facility has suffered graffiti or any kind of vandalism/damage whether during or outside your club's allocation, please notify Council as soon as possible on 4221 6111 or Council@shellharbour.nsw.gov.au.

Fees and Accounts

- Where fees are applicable they will be charged directly to the organisation/club/group/school. All fees and charges have been endorsed by Council and can be found in Council Fees and Charges – <https://www.shellharbour.nsw.gov.au/council/fees-and-charges>
- Use outside the permitted hours/days listed in the approval may result in increased charges or cancellation of any approval(s).
- For the use of sportsfields lights, Council will invoice seasonal groups on a quarterly basis and casual users at the conclusion of an approved use. Failure to meet the lighting costs will impact on future lighting allocation requests.
- Any unpaid fees and charges may result in Council referring accounts for debt recovery action. User groups will be invoiced for any costs associated with debt recovery.
- [Failure to pay fees may result in the exclusion from all Council facilities and/or relocation to another field.](#)

Utilities

Sportsfield users and Clubs are responsible for paying the utility charges for the approved season as per Council's fees and charges - <https://www.shellharbour.nsw.gov.au/council/fees-and-charges>.

Please note Council is not responsible for any telephone/internet connections or the payments associated with these connections. This also includes usage and associated costs.

Capital Development and Improvements

Shellharbour City Council has funding available each year for upgrading sportsfields and facilities. In order to ensure that Council funds are invested into projects that will have the most benefit for the community, it is recommended that users work with Council's Sport and Recreation Working Party to provide inputs to the Open Space Recreation Needs Strategy, as well as the Masterplan for the relevant sportsfield/s. Providing these inputs to Shellharbour City Council will ensure the position of the sporting club/organisation with the best possible chance of receiving the improvements that the club requires.

Clubs wishing to undertake improvements to the facility at their seasonal sportsfields, a written proposal should be lodged with Council which includes preliminary design plans, costing and confirmation of the club contribution. It should be noted that this information will assist officers in assessing the proposal and in development of the capital works program, however there is no guarantee that the project will be undertaken or funded.

Council aims to provide at least basic level associated facilities at sportsfields. Due to funding limitations, Council is not able to meet all demands for facility upgrades.

Clubs can apply for funding through agencies such as NSW Office of Sport to help contribute to capital works projects at their seasonal ground and/or facility. Clubs wishing to apply for funding for a project involving a seasonal sportsfields or facility will be required to approach Council to discuss the project in the first instance and get a letter of support to include in their application.

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

As Council is the owner of the property, all maintenance or capital improvements undertaken to the building require written consent from the Council **BEFORE** commencement. This is relevant to both internal and external works. Please note that if a user group conducts any capital works or improvements without Council's permission, that user group will be responsible for the costs of reinstating the works or additional works that need to be conducted to ensure it meets the compliance with relevant legislation. This behaviour will also put the use of Council facilities in jeopardy.

Building Alterations / Improvements

Facility/Amenities alterations and capital works are subject to the prior approval of Council (as the owner of the building) and may be subject to a Development Application, Construction Certificate and other relevant approvals.

Clubs wishing to have their facilities upgraded should apply to Council in writing.

All applications should include a proposal outlining:

- Confirmation of club contribution/ability to fund
- Detailed plans
- Timing of the proposed works
- Registered contractor to be used
- Schedule of materials

No unauthorised and/or illegal building works are permitted. Clubs are responsible for all costs associated with any remedial works required. All building improvements will remain the property of Council and cannot be removed in part or in full without prior approval of Council. Appropriate compensation may be negotiated if clubs re-locate as a result of a Council requirement.

For users wishing to discuss any facility upgrade or improvement, the following is a guide to follow to ensure you comply with the relevant laws and legislation.

1. Identify Potential Upgrades

Upgrades or improvements to facilities should come from an identified need. Users should take proactive measures to anticipate when facility upgrades will be necessary and plan ahead. It is proposed that these projects are discussed during the off- season and tabled at the club's annual general meeting (AGM).

2. Initial Contact with Council

Contact Council for initial advice on your proposed project. Information that will make it easier to assist the club would be drawings, proposed site location, and any timeframes that the club may have for the project. Council will be able to assist with aerial photos of the site, existing building plans and service locations. In some cases Council will be able to provide set requirements for standard infrastructure items.

3. Contact with relevant Council Areas

The user group will need to discuss the project with other relevant Council Departments. These may include Infrastructure, Planning and Partnerships, Planning and Development and Health, Security and Regulatory Services. This may involve the club participating in a pre-lodgement meeting.

4. Site Meeting

For larger or more complex projects a site meeting with relevant Council Officers may be required to provide further detail and input into the project.

5. Submission of relevant plans and development application

Formal submission of relevant plans and development application should be made to Council's City Development Team.

6. Approval Process

Council, as the owner of the land, will consider and approve or reject each project submission. This process may also include gaining statutory approvals, as some projects may require building or planning permits to be issued before they can commence. Written approval must be gained from Council prior to any project commencing.

7. Final Site Inspection

Council Officers may need to perform a final site inspection once works are completed. This is also to ensure that works have been carried out to a sufficient standard and the site has been properly reinstated (i.e. no materials or waste left behind).

Note: this is a basic guide to assist clubs and organisations in the thorough planning and implementation of facility improvement projects. As the owner / manager of the land, Council is responsible for ensuring the integrity and appropriateness of all infrastructure works. Council's buildings are regularly audited and inspected and it is important that Council has current records on all improvements that are undertaken, so these can be noted on relevant site and building plans and Council's asset and building insurance register.

Grievance Procedure

All grievances or complaints must be made in writing, addressed to the Chief Executive Officer.

If a dispute cannot be resolved, then a determination made by Council in writing shall apply.

Contact Details

Please contact Council on 4221 6111 or email Council@shellharbour.nsw.gov.au for assistance regarding the following:

- Capital works proposals and proposed works on Council land
- Advice and assistance on potential grant funding opportunities
- Masterplan development
- Seasonal sports ground applications
- Coordination and processing of maintenance/repairs on buildings
- Coordination and processing of cleaning of relevant toilet/amenities facilities
- Coordination and implementation of mowing schedules
- Coordination and processing of maintenance/repairs for sportsfield playing surfaces
- Coordination and processing of maintenance/repairs for gardens and sportsfield surrounds

Appendix A – Maintenance Responsibilities

Buildings

Item	Users	Council
Alarms	Full responsibility – All monitoring fees, maintenance, repairs of alarms and call out costs. Supply of codes/keys to Council for access.	
Building/external structures	Advise Council of faulty structures and vandalism	Replacement and maintenance when required
Ceilings	Advise Council of faulty structures and vandalism	Repair and/or replacement due to a structural fault or fair wear and tear
Cleaning	Cleaning of the clubhouses and amenities (including showers, canteen and toilets) after each is the responsibility of the club. If such cleaning is not undertaken, Council will undertake the cleaning at the cost of the offending users.	Inspecting the facility and notifying the user if cleaning is not satisfactory
Damage	Damage that occurs to the facility by the users, members, visiting teams or guests is the responsibility of the club. Such damage should be repaired to the satisfaction of Council otherwise Council will repair at a cost to the users.	Damage that occurs outside of a user's allocated times and is not a direct result of negligence by the users
Doors, roller doors, roller shutters, grills, door furniture, door closers and locks	Regular cleaning and repairs due to misuse	Replacement/repair due to fair wear and tear or structural fault
Drains (showers and sinks)	Full responsibility – must be kept clean of foreign objects, mud and debris by users	
Electrical wiring and fittings	Repair and replacement due to misuse. Work must be carried out by a licensed and qualified contractor and Council must be notified prior to work commencing.	All building wiring from main supply to, and including, the switchboard, power points, switches, and light fittings
Fire extinguishers and coverings		Full responsibility
Floor surfaces and coverings	All regular cleaning and maintenance. Repair/replacement due to misuse.	Repair/replacement due to fair wear and tear
Food handling areas and equipment	Compliance with relevant health legislation and maintenance of all equipment	No responsibility

Glass	Keep and maintain in good order all internal and external glass surfaces, and repair all breakages, except where external breakages are proven to be the result of vandalism	Replacement of all external breakages where they can be proven to be the result of vandalism
Guttering and downpipes		Repair/replacement due to fair wear and tear
Heating, ventilation and air conditioning fixtures	Servicing, replacing and repairing fixtures when required	No responsibility
Keys, locks cylinders and padlocks	Safe keeping of keys issued by Council. Lost keys will incur a payment for a replacement key plus any costs relating to re-keying of the facility. Provide Master keys for internal doors to Council	Purchase, install and maintain all locks. Supply a four keys per facility to user groups
Light globes and fittings (external)	Advise Council of faulty fittings	Replacement and maintenance of light globes and fittings when required.
Light globes and fittings (internal)	Advise Council of faulty fittings	Replacement and maintenance of light globes and fittings when required.
Other permanent fixtures (e.g. stove, exhaust fans etc)	Regular cleaning of all fixtures and repairs/replacement due to misuse	No responsibility
Painting	Internal painting if damage due to misuse. All painting to be approved and completed to the satisfaction of Council (this includes the colour of the paint)	Responsible for internal and external painting on a cyclical basis
Pest Control	Ongoing pest control to Australian Standards and the requirements of Council's Health Department	No responsibility
Plumbing and fixtures	Repairs due to misuse and blockages in waste pipes cause by user activities	Repair and maintenance due to fair wear and tear
Sewer Blockages	Costs associated with blockages cause by the occupier/user	Council to investigate blockages and apportion costs to relevant user responsible for blockage if applicable
Smoke detectors	Replacement of batteries in battery operated smoke detectors.	Replacement of detectors due to fair wear and tear
Toilets (public toilets)	Report any damage or vandalism	Opening, closing, cleaning and maintenance
Toilets (within the amenities buildings)	Opening, cleaning and supply of all materials	Repair and maintenance due to fair wear and tear

Vandalism	Responsible for damage/vandalism that occurs during their allocated use	Responsible for damage/vandalism that occurs outside of all user's allocation use
Walls	Regular cleaning and repair if damage through misuse (including holes in plasterwork)	Replacement/repairs due to malfunction or fair wear and tear
Waste management	Responsible for bin services outside the regular season. Responsible for additional	Supply of regular bin service only during the users regular season.

Grounds

Item	User	Council
Car parks/drive ways		Full responsibility
Coaches Boxes	Full responsibility – approval required from Council's prior to installation	
Cricket Pitches – Concrete		Council will arrange for concrete pitches to be uncovered at the start of the summer season and covered at the end of the summer season
Cricket Pitches – Turf Maintenance	Full Responsibility	
Fixed Fences/Barriers	Advise Council of faulty structures. Responsible for repairs due to misuse	Erection and maintenance of fencing/barriers deemed necessary by Council
Temporary fences/barriers	Full responsibility including costs	
Field lighting	Report any damage to Council. Payment of lighting fee in accordance with Council's Fees and Charges each season	Provision and maintenance where applicable
Gardens/trees	Report dangerous trees to Council.	Full responsibility
Goal Posts	Advise Council of faulty structures and incidents of vandalism. Provision of appropriate padding for goal posts. All costs associated with the purchase of new goal posts and pads.	Provision and maintenance of appropriate goal posts. Installation and removal as per season requirements.
Irrigation/watering	Clubs requiring the use of turf cricket pitches are required to undertake their own irrigation/watering procedures.	Full responsibility for field other than turf cricket pitches

Line marking	Full responsibility - Only use approved line-marking material on Councils Sportsfields such as water or acrylic based paint or non-toxic 'red oxide' solution.	
Litter	Leave the playing field, surrounds, toilet facilities and change rooms clean and tidy, this includes picking up of all rubbish, football tape, papers, chip bags, etc	
Mowing	No responsibility	Full Responsibility
Paving and footpaths		Repair or replacement if required and through priority maintenance system and capital works
Playing Surface	Conducting ground inspections prior to training and competition. If inspection suggests that the ground is unsuitable for safe use, postpone or cancel play and notify Council	Maintenance on cyclical basis. Council reserves the right to close a ground if it is deemed unsafe or will cause greater than normal damage. If a ground is closed notify users immediately.
Septic Tank pump outs		Full Responsibility
Scoreboard – installation and maintenance	Full Responsibility –with approval from Council prior to scoreboard being erected	Approving the erection and replacement of scoreboards as requested.
Signs (Council)	Advise Council of faulty signage and vandalism	Replacement and maintenance of signage where required.
Signs (User/Sponsor)	Seek approval from Council to erect signage. Maintenance of approved signage	Approving the erection and replacement of signage as requested.

Sportsfields Inspection Checklist



Sportsfield Inspection Checklist

Club _____ Date _____

Name of person completing this checklist _____

Position of person completing the checklist _____

Field(s) being inspected _____

Training Match One-off use

		Yes	N/A	Action taken/required
1.	Playing surface clear of glass – sharp objects, rubbish etc	<input type="checkbox"/>	<input type="checkbox"/>	_____
2.	Fences, bins or other obstructions greater than 3m from playing surface	<input type="checkbox"/>	<input type="checkbox"/>	_____
3.	Holes and uneven patches covered or filled	<input type="checkbox"/>	<input type="checkbox"/>	_____
4.	Sprinkler heads covered and other irrigation equipment made safe	<input type="checkbox"/>	<input type="checkbox"/>	_____
5.	Concrete cricket pitches adequately covered 100mm minimum cover	<input type="checkbox"/>	<input type="checkbox"/>	_____
6.	Hard objects that players may collide with adequately padded or fenced off	<input type="checkbox"/>	<input type="checkbox"/>	_____
7.	Goal posts securely fixed in the ground	<input type="checkbox"/>	<input type="checkbox"/>	_____
8.	Goal posts are appropriately padded	<input type="checkbox"/>	<input type="checkbox"/>	_____
9.	Corner posts or flags going to give way if a player collides with them	<input type="checkbox"/>	<input type="checkbox"/>	_____
10.	Spectators safely separated from the playing surface	<input type="checkbox"/>	<input type="checkbox"/>	_____
11.	Emergency vehicle access points available/designated	<input type="checkbox"/>	<input type="checkbox"/>	_____
12.	Telephone and emergency telephone numbers available	<input type="checkbox"/>	<input type="checkbox"/>	_____
13.	Lighting safe for conduct of the game or training	<input type="checkbox"/>	<input type="checkbox"/>	_____
14.	Weather safe for conduct of the game or training (Electrical storms, high wind, torrential rain, extreme heat)	<input type="checkbox"/>	<input type="checkbox"/>	_____
15.	Change rooms and amenities clean, tidy and hygienic	<input type="checkbox"/>	<input type="checkbox"/>	_____
16.	Fences in good repair	<input type="checkbox"/>	<input type="checkbox"/>	_____
17.	Clean drinking water available for players and officials	<input type="checkbox"/>	<input type="checkbox"/>	_____
18.	All equipment required for the game in safe condition for use	<input type="checkbox"/>	<input type="checkbox"/>	_____

Signed: _____