



Frankston

Seasonal Tenancy Manual 2025-2026



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Definitions

Explains the terms used throughout the document and the procedures that are relevant and need to be followed.

Council:	means Frankston City Council
Club:	means any group of people who meet on a regular basis to participate in organised physical activity. Note: fitness centres/groups are treated the same as sports clubs.
End of useful life:	When an asset or component no longer serves the function for what it is intended for or poses a risk in serving its intended function. If Clubs allow any installations under their responsibility to deteriorate to a condition that is a danger to the community or is inappropriate for a built structure in a Council reserve, it will be removed by Council at the expense of the Club.
Gender Equality:	Equality of rights, opportunities, responsibilities, and outcomes between persons of different genders.
Misuse	Use incorrectly, mistreat or abuse.
Fair Access Policy Roadmap:	The Victorian Government Fair Access Policy Roadmap outlines the key steps for the implementation of the Fair Access Policy and Gender Equality Act 2020 for Local Governments and sport and recreation organisations.
Notification in writing:	a letter, email and fax are all acceptable.
Occupant	An incorporated organisation who agrees to access Frankston City Council facilities under the terms and conditions of this agreement.
OH&S Requirements/Regulations	Club are not permitted to undertake any works without meeting the appropriate OH&S requirements/ regulations advised by Council

Introduction

This manual is specifically for seasonal clubs and stipulates the terms and conditions of any seasonal occupancy granted by Council to a seasonal club.

This manual also operates in conjunction with a number of other Council policies regarding reserves and pavilions. These policies, some of which are referred to in the manual, include: Community Local Law (2020), Community Grants Policy 2022-2026, Frankston City Council Property Strategy and Plan 2021 - 2025, Active Leisure Strategy (2021-2029), Sports Development Plan (2013), Municipal Health and Wellbeing Plan (2021-25), Frankston Fair Access to Sport Policy (2024), Frankston Family Violence Prevention Action Plan (2024), Frankston Healthy Choices Policy (2020).

Council will support and encourage sporting clubs to maximise opportunities for active participation in sport to ensure physical, social and mental wellbeing benefits for the local community.

Reserve and Pavilion Allocation

The seasonal occupancy granted by Council to the club is not exclusive. Council may authorise any other persons/groups to use the facility or any part of it at any time outside the periods allocated to the club and listed in this manual.

Club allocations are provided for the purpose of delivering programs to the Frankston Community. As such, all activities must relate to the permitted use of this agreement which is associated with the activity that is represented by the clubs state/national sporting association and acknowledged in the Seasonal Allocation Confirmation Letter.

Council is committed to the implementation of the Victorian Government's Fair Access Policy Roadmap which aims to improve the access to, and use of, community sports infrastructure for women and girls, which was introduced in August 2022. There are additional requirements to ensure all sporting clubs comply with and work towards the requirements of Frankston Council's Fair Access to Sport Policy before they are considered for an allocation of Council's grounds, pavilions, grants and funding.

Seasonal Club Occupancy

Council requires a range of information to be provided annually by each club under its seasonal occupancy to ensure an uninterrupted season for your club. The information required includes, but is not limited to;

- A copy of the club's current public liability insurance policy

- A copy of the club's current liquor licence (if applicable)
- Financial records (including a recent audited annual report)
 - Recent audited annual report
 - Financial/Bank Statement
- Up-to-date key register
- Council liaison representative. Each club is required to nominate a key contact for Council who will be the primary contact for the Recreation team and/ or Council contractors.
- Progression towards Fair Access to Sport Policy and Action Plan
- Participation data

And any other information that Council may deem necessary to evaluate an application for seasonal occupancy.

Tenancy applications must be made online via the [booking manager system](#). Each club will be assigned a login and password. Summer clubs are required to submit applications by the 15th of September. Winter clubs are required to submit applications by the 15th of March. Failure to meet these timelines may jeopardise the clubs occupancy.

If you would like support with your application, please contact Council's Recreation Team via email: leisureservices1@frankston.vic.gov.au.

If contact details of the clubs office bearers or council liaison representative change at any time Council's Recreation Team must be notified via email leisureservices1@frankston.vic.gov.au as soon as possible.

Sports grounds are allocated with the relevant season taking precedence, up until the last home-and-away game. Please see information on [page 12](#) for finals.

Please note: Maintenance works on sports grounds are usually undertaken following the completion of the home-and-away fixtures. Council may also be required to undertake remedial maintenance works resulting from weather, overuse or misuse.

Clubs must seek written Council approval at least one month prior to the following types of activities being undertaken:

- Training throughout the season, if the ground/s for proposed use is/are different to that of the club's home ground
- Pre-season training (refer to [appendix 1](#) for guidelines and log in to the online [booking manager system](#) for application)

- Pre-season matches via 'casual booking' online application via [booking manager system](#).
- Finals training and hosting final games (application to be submitted by the relevant League/Association)
- Special events: i.e. Lightning Premierships, fundraiser games
- Presentation days
- Holiday Programs and Clinics

Should a club be elevated to a higher level of competition, Council cannot guarantee preferential treatment with respect to ground allocation or level of maintenance. A change in the standard of competition should be brought to Council's attention via the club's Seasonal Information form. Allocation of grounds within the municipality will be assessed in accordance with the availability of grounds and requirements of each user group.

In most cases, pavilion allocation is made on the same proviso as ground allocation.

Please note, that Council reserves the right to remove any club or association from any sporting ground should the sporting ground deteriorate to a condition deemed unsafe.

Fees and Charges

The Fees and Charges policy for seasonal clubs was successfully implemented in 1995. Seasonal Fees and charges are subject to annual Council review.

Goods and Services Tax

Invoices pertaining to reserve and pavilion rental will include a GST component. Please note this charge is levied by the Federal Government not Frankston City Council.

Affiliation

Clubs must be affiliated with their respective national State Sporting Association or Peak Body.

Participation

Clubs must be welcoming to people of all abilities, Aboriginal and or Torres Strait Islander peoples, culturally diverse communities and people of all sexual and gender identities. If the termination or refusal of a member(s) occurs, clubs must provide their reasons for terminating a membership in writing to Council if requested.

If clubs would like support in policy templates, strategies or steps to take in creating

safe and welcoming environments to support inclusion clubs can contact Peninsula Health – Health Promotion team at healthpromotion@phcn.vic.gov.au.

Please note: under the State Government's *Fair Access Policy Roadmap*, all Victorian Councils are required to have a Fair Access Policy in place by 1 July 2024. This Policy aims to deliver equitable access and address and remove the known gender barriers for women and girls accessing community sports infrastructure across the state.

In June 2024, Frankston City Council endorsed the 'Fair Access to Sport Policy' that details Council's requirements, roles, and responsibilities. An 'Action Plan' was also endorsed and outlines what steps and strategies Council and Clubs can take to support the inclusion of women, girls and diverse groups in accessing and using community sports infrastructure.

This will encourage a level playing field in sport and active recreation, so that everyone can fully participate in and enjoy the benefits of community sport, from early participation right through to leadership roles.

For more information, on Council's Engagement process; Frankston Fair Access to Sport Policy; Action Plan; principles; key focus areas and how it relates to clubs, please visit [Engage Frankston](#).

Prioritisation

Applications for use of Council's grounds and pavilions will be considered favourably if the sports club actively:

- Supports Council through the Fair Access Policy and Action Plan requirements.
- Works toward gender equality by utilising the [Frankston Gender Inclusive Sporting Club Toolkit](#), State Sporting Association's 'Club Health checks' or equivalent.
- Provides participation opportunities and inclusive environments through competition, programs, activities, and off-field administration/ volunteer roles for diverse priority groups, including but not limited to: women and girls, LGBTQIA+ community, Aboriginal and or Torres Strait Islander peoples, those living with a disability and/or culturally and linguistically diverse community.
- Considers modified or participation based programs, or low commitment options that may improve access and attract new people to the club.
- Has a club representative attending Council run Sporting Club Forums.

Playing Field Maintenance

Line Marking and Run Offs

All line marking shall be the responsibility of the club. Line marking is to be completed using registered turf paint. The following companies provide accepted turf paints:

- Oasis Turf
- Simplot Australia
- Nuturf Australia
- Turfmate

The use of lime, salt, round up or hot water is prohibited.

A club found to be responsible for using prohibited substances will be responsible for the reinstatement costs to repair the damage caused.

Clubs must ensure that an appropriate run-off area is allowed between the boundary line and any perimeter fencing, coach's boxes or any other immovable object in accordance with the laws and standards of their sports State or National Body and Council requirements. Specific requirements can be obtained from State Sporting Associations. Should there be no specifications, the conditions of the highest standard of that sport shall be met; for example Australian Rules football clubs must follow the standards set by AFL Victoria.

Slip Rails and Gates

If access onto playing fields or access to part of a reserve used for parking is required via an access gate or slip rail, it is the responsibility of the tenant club to unlock the gate at the commencement of the activity and ensure it is locked upon the completion of the activity.

The tenant club must also ensure that the gate or slip rail when open is securely tethered to a post or rail, which should be preferably secured with a padlock. Should an access gate or slip rail be left open the club will be accountable for any damage to the playing field or the surrounding area.

In addition, if the gate or slip rail is left unsecured, the club will be held responsible for any subsequent claim for damages that it may cause to any vehicle or person. It is unacceptable for any access gate or slip rail to be left unsecured and not tethered for any reason. If the gate or slip rail cannot be secured due to missing items,

damage or vandalism, the clubs must use best endeavours to securely tether to a post or rail, which could include using rope or string as a temporary measure.

If your club requires a key to a slip rail or gate, or at any time, padlocks or any other means used to secure the gate or slip rail go missing, please contact Council's Recreation Team via email leisureservices1@frankston.vic.gov.au

Vehicles

Clubs shall ensure that no vehicles are driven on the reserve or on areas of the reserve that are not designated for parking. Emergency vehicle access, accessible pathways and parking and exit routes shall remain accessible at all times.

Clubs may allow access to parking areas around reserves. Should discretion not be exercised by the club and an area has the potential to be damaged due to adverse weather conditions, clubs will be responsible for the damage and charged the cost of reinstatement. In the instance that an area has the potential to be damaged, car parking is to be directed to an alternative location.

Waste and Recycling Removal

Clubs are responsible for the removal of all waste and recycling generated by their own activities. This includes waste and recycling generated by spectators. Clubs will be required to engage a private operator for the removal of both waste and recycling. Waste and Recycling generated by club activities, for example, the club canteen, must be removed by the completion of the day's activities.

Please note:

- If a facility is used by other user groups, the club must ensure the shared allocated spaces in the facility are left in a neat and tidy condition for the next user.
- All public litter bins at Council reserves must be securely housed at all times. No public litter bins are to be removed from any stands or enclosures provided by Council at any time. Lost or stolen bins will be charged to the club.
- Club waste and recycling receptacles must be kept locked emptied when full and should be kept from public access where possible.
- Council will supply public litter bins at reserves for the specific use of public visitors to the reserve. These bins are not to be used for the purpose of club waste and recycling disposal.
- Any waste and recycling left around the reserve or pavilion as a result of club activities will be removed by Council at the expense of the club.

Clubs are also responsible for the provision and service of sanitary bins within pavilion toilets and changerooms. Council is responsible for the supply and service of sanitary bins in public toilets.

Clubs should consider registering with Victoria's Container Deposit Scheme (CDS) as a new way for your club to raise money, all while making a positive impact to the environment. CDS is a new initiative that provide a 10 cent refund to Victorians for every eligible drink container they return, at hundreds of refund points across our state. More information [here](#).

Commercial pick up collections are also available for clubs through Return It, the nominated state government provided for this area. You can find out more or register for a collection here: [Recollect Vic - Return It](#).

Should you have any queries regarding rubbish collection, please contact Council's Recreation Team on 1300 322 322 or email leisureservices1@frankston.vic.gov.au

Covering and Uncovering Concrete Wickets

Council is responsible for the covering and uncovering of concrete wickets. To ensure optimal grass growth, covering of wickets begins at the end of the summer home-and-away fixture and is completed before the start of the winter home-and-away season.

Council is committed to uncovering all required cricket wickets by October 1. Uncovering of wickets begins at the end of the winter home and away season and is completed before the start of the summer home and away season.

Should the ground be required for finals or a special event, Council must be notified in writing to ensure the wicket is not uncovered/covered. Council will not be held responsible for uncovering/covering a wicket required for finals, training or social purposes if it has not been notified.

Concrete Wickets

Council will contribute towards the cost of the installation of a new concrete wicket, if deemed necessary. Any addition such as concrete aprons or any other modification requires written Council approval prior to commencement of works and will be at the club's cost.

Written applications for replacement of/or modifications to concrete wickets are to be directed to the Council's Recreation Team via email:

leisureservices1@frankston.vic.gov.au

Jubilee Park Turf Wickets

Council will be responsible for the maintenance of the turf wickets at Jubilee Park.

Match wickets will be prepared each week, including practice wickets.

Any additional wicket preparation (such as Country Week) must be made by written application to Council's Recreation Team via email

leisureservices1@frankston.vic.gov.au

Carrum Downs Synthetic Playing Surface

Carrum Downs Synthetic Oval is multi-purpose synthetic oval certified for soccer, AFL football and cricket use (in the summer season).

The facility is fenced and features sports lighting suitable for night training and games. Portable soccer goals are also on site which must be set up and moved off the oval at the conclusion of the booking.

Clubs can apply to book the facility for casual/short term bookings through the [Booking Manager System](#).

Finals

In order to host finals at any sporting reserve, the respective club is:

- required to apply in writing to Council's Recreation Team via email leisureservices1@frankston.vic.gov.au at least one month prior to the completion of the regular season to seek prior approval from Council:
- once approved, clubs may then submit an expression of interest to host finals with the league and/ or association

Council will work with the club and the local league and/or association in allocating grounds and facilities. It is expected that the league/association will confirm approval from Council before announcing finals venues.

Clubs competing in finals will need to apply in writing in order to continue tenancy throughout this period. Occupancy of clubs not participating in finals matches will conclude at the end of the home and away season.

Pre-season Training and Practice Matches

Council acknowledges sports clubs interest in obtaining facilities to host 'pre-season' training activities including practice matches. All clubs requesting use of Council facilities for pre-season training and/or practice matches are required submit a Pre-Season Training application form via the [Booking Manager System](#).

Approval is also required from the current tenanted sport club of the facility.

Please note that while Council supports these types of activities, requests cannot be guaranteed as it is dependent of competition fixtures/final, routine ground maintenance and/or ground renovations. Sporting clubs are also encouraged to seek alternate preseason training opportunities, including schools, gym's, pools and open space activities within the municipality.

Please see [Appendix 1](#) for Pre Season Training Guideline document.

Training throughout the Season

Tenants must use their discretion in terms of training throughout the season. It is expected that club presidents ensure that all training activities should be spread across the entire ground and concentrated drills avoided in any one area.

Under the requirements of the Gender Equality Act 2020 and Frankston's Fair Access to Sport Policy, consideration must be taken into account regarding equitable access to and use of community sport infrastructure inclusive of; quality, time and location for women and girls teams. It is important to consider allocations of training venue and change room access for all teams to make it fair and accessible to all. Best practice could include consulting with players, coaches and parents to understand the needs of all user groups and supporting preferred training times for as many groups as possible.

If signs of ground over-use occur, Council will instruct that training sessions be curtailed in frequency and/or duration. This will enhance the ability of the ground to sustain the home-and-away season and your club completing the season.

Council may be further required to restrict use of reserves. Additional conditions may be instigated following ongoing collaboration regarding ground surfaces with Council, relevant sporting associations and reserve tenants.

Playing Surfaces

Council will monitor the condition of all reserves and may require clubs to cease playing or training on a reserve should the standard of the ground deteriorate significantly. This may also apply to significant weather events impacting playing surfaces. The restriction may also apply to sections within a reserve, such as in front of the pavilion or goal squares. Council will endeavour to notify the club within 24 hours of any such instance or decision.

Should the club be required to cease training or playing on the reserve, Council will endeavour to arrange another venue in Frankston City.

All casual and school bookings for the venue shall be cancelled and every attempt shall be made to return the reserve back to an acceptable playing standard. For enquiries please contact Council's Recreation Team on 1300 322 322 or email leisureservices1@frankston.vic.gov.au

Risk Management

It is a condition of use that clubs undertake pre-match and training inspections prior to each use. Clubs must utilise the standard checklist of the State or National sporting body in accordance with the laws of that sport. Records must be retained by the Club of all inspections and who completed the inspection. If the relevant State or National sporting body cannot provide a standard checklist please contact Council to obtain a checklist appropriate to your sport.

Council will inspect the grounds and undertake its own risk assessment periodically during the season and will look at ways to minimise the risk to the users.

Pavilion Maintenance

Seasonal clubs are responsible for the interior maintenance (non-structural) of the pavilion. Council is responsible for the interior structural maintenance and the external maintenance of the building. The table below has been established to assist seasonal clubs. *Any queries regarding maintenance not included in the above list should be directed to the Council's Recreation Team via email leisureservices1@frankston.vic.gov.au*

Internal

Item	Work	Council Responsibilities	Club Responsibilities	Subject to Council Approval
Plumbing				
Plumbing	Cost of internal repair due to misuse – including blocked toilets and drains	✓	✓ (if due to club activities)	
	Replacement of plumbing fittings, toilet bowls, cisterns and taps at end of useful life	✓		
	Repair to dripping taps including Replacement of washers in taps	✓		
Electrical				
Electrical wiring, fittings and lights	Addition to power points and lighting (require – Certificate of Compliance and Minor Works Application)		✓	✓
	Repair and replacement of all light globes and fixtures	✓		
	Regular cleaning of light fixtures		✓	
	Repair and replacement of all building wiring from main supply including the switchboard, safety switches, power points and light switches (not new)	✓		
Portable appliances e.g. Fans, kettles, food processors, whitegoods, bain maries	Replacement and repair as required of minor appliances		✓	
	Safety tagging of club appliances		✓	

Item	Work	Council Responsibilities	Club Responsibilities	Subject to Council Approval
Mechanical				
Air conditioning and heating appliances	Initial installation	✓ (to be determined for new build/ renovations)	✓	✓
	Service and repair as per requirements	✓ (If installed by Council).	✓ (if installed by club)	
	Replace at end of useful life	✓ (If installed by Council).	✓ (if installed by club)	
Lifts	Service and repair as per requirements	✓		
	Breakdowns caused by users	✓ (arrange service)	✓ (Club to be charged fee if due to club misuse)	
	Regular cleaning		✓	
Fabrication				
Ceilings, walls, wall finishing's e.g. tiles and skylights	Cost of repair due to misuse		✓	
	Replacement/repair	✓		
Floor surfaces and coverings	Regular cleaning including routine steam cleaning, floor polishing.		✓	
	Replacement or repair of floor coverings at end of useful life or as determined by Risk Assessment	✓		
	Cost of repair or replacement of floor coverings due to misuse		✓	
Painting	Cost of Internal painting if damaged due to misuse		✓	
	Internal painting (in accordance with maintenance programs)		✓	✓
Glass	Regular cleaning		✓	
	Replace broken windows due to misuse		✓	✓
	Replace broken windows from vandalism	✓		
	Replace broken window arising from structural fault or age	✓		

Item	Work	Council Responsibilities	Club Responsibilities	Subject to Council Approval
Fixtures, fittings and equipment				
Furnishings and Equipment including tables, chairs etc.	Purchase of units (tables, chairs etc.) with floor protection on legs	✓ (to be determined for new build/ renovations)	✓	
	Cleaning		✓	
	Replacement and repair		✓	
Curtains, drapes, blinds, shutters	Installation		✓	✓
	Regular cleaning		✓	
	Repair and replacement		✓	
Internal and external doors (including cupboard doors and windows)	Regular cleaning		✓	
	Minor Adjustments and repair including hinges, knob, handles, latches, operation etc.	✓ (excluding misuse)	✓ (if damaged through misuse)	
	Replacement due to age or structural fault (Whole fitting)	✓		
	All doors labelled 'safety measure or 'fire doors'	✓		
Permanent Fixtures (Bench tops, hot water service, sinks, in built cupboards, showers and wall mounted hot water services. Also includes ovens/ stoves and commercial extraction fans when installed as part of building structure)	Regular cleaning		✓	
	Repair and servicing of all fixtures as required	✓	✓ (if damaged through misuse)	
	Replace at end of useful life	✓		
Range hoods / Commercial kitchen extraction fans	Regular cleaning as per Essential Services requirements		✓	

Item	Work	Council Responsibilities	Club Responsibilities	Subject to Council Approval
Internal signage/Club information or memorabilia	Install, maintain and replace internal signs	✓ (relating to Council i.e. Corporate signs or compliance signs)	✓ (relating to club)	
	Firefighting protection equipment	✓		
	Regular cleaning as required		✓	
	Replacement or repair of signs due to misuse		✓	
Whitegoods (plug in only)	Purchase of initial units		✓	
	Replacement of units		✓	
	Service and maintenance of units		✓	
Building Compliance				
Legislation	Ensure compliance with relevant legislation	✓	✓	

External

Item	Work	Council Responsibilities	Club Responsibilities	Subject to Council Approval
Plumbing				
Plumbing	Repair or works required for drainage including sewerage drains, water pipes and pits	✓		
	Trade waste trap installation	✓		
	Trade waste trap cleaning (including cost as defined by South East Water)	✓ (Council to book service)	✓ (clubs to pay for service)	
Electrical				
	Repair and replacement of all light globes and fixtures	✓		
	Replacement of all security lighting	✓		

Item	Work	Council Responsibilities	Club Responsibilities	Subject to Council Approval
Electrical wiring, fittings and lights	Cost of repair and replacement of external wiring, switch board, safety switches, power points and light switches if damage is due to misuse		✓	
	Repair and replacement of all building wiring from main supply including the switchboard, safety switches, power points and light switches (not new)	✓		
Building Surrounds				
Car parks	Repair and maintenance of car parks	✓		
	Locking car park gate outside times of permitted use to restrict access.		✓	✓
Open space	Initial landscaping (subject to funding)	✓		
	Tree lopping	✓		
	Tree inspections and tree care	✓		
	Maintaining the garden, grounds and lawns	✓		
Fabrication				
Glass	Regular cleaning		✓	
	Cost to replace broken or cracked windows	✓ (due to vandalism, age or structural fault)	✓ (due to club misuse)	
Painting	Cost of external painting if damaged through users misuse		✓	✓
	External painting (in accordance with maintenance programs)	✓		
Roof, skylights, external walls, guttering and down pipes	All cleaning, maintenance and repair of the structure of the premises as required including re-hanging guttering, replacing weather boards etc.	✓		

Item	Work	Council Responsibilities	Club Responsibilities	Subject to Council Approval
Fittings and Fixtures				
Flyscreens, screen doors and shutters	Install and maintain screen wire door/window	✓		
	Cost of repair or replacement of broken screens	✓ (due to vandalism, age or structural fault)	✓ (due to misuse)	
Signage (on building)	Install and replace all external signs	✓ (relating to Council i.e. Corporate signs or compliance signs)	✓ (relating to club)	✓ (club must seek Council approval)
	Regular cleaning and maintenance as required	✓ (Council signs)	✓ (Club signs)	

Asset Management and Health and Safety

Item	Work	Council Responsibilities	Club Responsibilities	Subject to Council Approval
Fire Services	Service/annual inspection of maintenance of fire service equipment	✓		
	Provision of additional units	✓		
	Replacement of equipment if missing	✓	✓ (Club to be charged cost)	
	Refill fire extinguishers if discharged through Accidental/Misuse	✓ (Council to arrange)	✓ (Club to be charged cost)	
	Payment of fire services levy	✓		
Security / Keys	Provision of facility keys – buildings over 500m2	✓ Up to ten (10) sets of keys for new builds	✓ Cost of additional sets of keys above ten (10)	✓ (seek Council approval for additional keys)
	Cost of Replacement for lost keys		✓ statutory declaration required from key holder	

Item	Work	Council Responsibilities	Club Responsibilities	Subject to Council Approval
	Cost of rekeying building if keys lost	✓ (site rekey at the discretion of Council)	✓ (at club cost)	
	Replacement of damaged keys	✓		
	Replacement of locks external doors	✓		
	Replacement of lost padlocks	✓ (due to vandalism, age or structural fault)	✓ (due to club misuse)	
	Replacement of internal locks	✓		
	Maintain a key register		✓	
	Provision of and payment of all costs for a security system	✓ (to be determined for new build/ renovations)	✓	✓
	Security Grills, roller shutters installation	✓ (to be determined for new build/ renovations)	✓	✓
	Security Grills, roller shutters maintenance	✓ (if installed by Council)	✓ (if installed by Club)	
	Costs associated with clubs not setting monitored alarms or calls outs to re alarm monitored alarms		✓	
Waste and Recycling	Public litter bins	✓		
	Provision of rubbish skips, garbage bins/recycling bins		✓	
	Sanitation Bins	✓ (Public toilets only)	✓ (Pavilion)	
Building	Essential Services Inspections	✓		
	Develop and display Emergency Evacuation Procedures in	✓		
	Conduct annual Condition Audit	✓		
	Graffiti Removal	✓		

Item	Work	Council Responsibilities	Club Responsibilities	Subject to Council Approval
Pathways to exits	Clear access to exit doors at all times		✓	
Pest Control	Pest control relating to structural items e.g. Termites	✓		
	All pest control as required internal and external e.g. spiders, mice, rats etc.	✓ (external as part of preventative maintenance program)	✓ (inside pavilion)	
Cleaning	Keep premises in clean, sanitary condition		✓	

Sport Ground and Reserve Infrastructure

Item	Work	Council Responsibilities	Club Responsibilities	Subject to Council Approval
General Facility				
Sports Ground Surface	Initial installation/construction	✓		
	Mowing (in accordance with maintenance program)	✓		
	Maintenance including Topdressing, Fertilising, Aerating, Seeding, Spraying, Turfing and Turf Conversion (in accordance with maintenance program)	✓		
	Ground markings (must be registered turf paint)		✓	
Sports Ground Fencing	Installation and maintenance of fencing perimeter of facility, around ground/courts, and Internal Fencing and Bollards	✓		
	Installation and maintenance of wind breaks		✓	✓

Item	Work	Council Responsibilities	Club Responsibilities	Subject to Council Approval
	<ul style="list-style-type: none"> - Council is responsible for supplying post and rail or bollard fencing to a minimum standard suitable to restrict vehicle movement inside the reserve. Where clubs seek internal fencing to a higher standard, the club will be responsible for the cost of the upgrade. - Clubs are not permitted to erect temporary fencing or restrict access to the reserve without Council approval. 			
Scoreboards	Provision and installation of Scoreboards		✓	✓
	Maintenance and replacement of scoreboards both during their period of occupation and during the intervening period		✓	
	Removal of graffiti	✓		
	<p>Club must provide a written application, including sketch plans with dimensions and a list of materials to Council's Recreation Team if club wishes to install a scoreboard.</p> <ul style="list-style-type: none"> - must meet all Council Building and Town Planning requirements - New scoreboards can only be installed if clubs remove the existing equivalent structure. <p>Clubs will be instructed to make necessary repairs within seven (7) days, if club allows a scoreboard to deteriorate, or become a public danger. If not repaired it will be removed by Council at the club's expense.</p>			
Coaches Boxes / Players Benches	Provision of Coaches/ Players Benches	✓	✓	✓
	Maintenance and repair of Coaches/ Players Benches	✓ (due to vandalism, age or structural fault)	✓ (due to club misuse)	
	Replacement of Coaches/ Players Benches	✓	✓	✓
	<ul style="list-style-type: none"> - Council are responsible for the installation, inspection and maintenance of coaches' boxes. - Clubs must submit a minor works application to Council's Recreation Team if clubs wish to install or replace coaches' boxes at Council reserves. For more information see Building Alternations / Work and for application form see Appendix 2. 			
Sportsground/ court signage	Installation of signage	✓	✓	✓
	Maintenance of signage including appropriate fastening (club installed)		✓	
	Maintenance of signage	✓ (if installed by Council)	✓ (if installed by club)	✓

Item	Work	Council Responsibilities	Club Responsibilities	Subject to Council Approval
Irrigation	Maintenance and Replacement of Automatic and Manual irrigation systems	✓		
	Initial supply of sprinklers/quick couplers/hoses for manual systems	✓		
	Replacement of sprinklers/quick couplers at end of useful life	✓		
	Replacement of stolen/damaged sprinklers/quick couplers (must be accompanied by relevant Police Report)	✓		
	Operation of Automatic and Manual irrigation systems (in accordance with water restrictions)	✓		
	Installation, maintenance and repair of water tanks and pumps (subject to funding)	✓		
Flag Poles	Installation, maintenance and replacement of Flag Poles		✓	✓
	<ul style="list-style-type: none"> - Clubs must submit a minor works application to Council's Recreation Team if clubs wish to install or replace a flag pole at Council reserves. For more information see Building Alternations / Work and for application form see Appendix 2. - Clubs are responsible for the cost of construction and any reinstatement of the area surrounding the flag poles to the satisfaction of Council will be the responsibility of the clubs. 			
Sports lighting	Installation of sports lighting (subject to funding)	✓		
	Maintenance/replacement of globes, poles and of electrical supply including wiring and distribution boards	✓		
	<ul style="list-style-type: none"> - Council will ensure the design and installation of sports field lighting shall conform to the Australian Standard AS2560 "Guide to Sports Lighting" (Contact Standards Australia on 9693 3500). - Sports field lighting can only be used during the hours clubs are allocated use of the facilities and may only be used for the purpose of training and playing. - Floodlights should not be used for social functions unless prior permission is obtained. Written applications must be sent to Council's Recreation Team on 1300 322 322 or email leisureservices1@frankston.vic.gov.au - In instances where State Sporting Associations require an audit of sport lighting at a facility for club competition, the tenant club must arrange at their own expense. - Council will conduct ad hoc audits of sport lighting and will share results with clubs upon written request. 			

Item	Work	Council Responsibilities	Club Responsibilities	Subject to Council Approval
Ground/court surrounds	Collection of rubbish after matches and training		✓	
Park furniture	Maintenance of Council installed park furniture	✓		
Playgrounds	Maintain playgrounds to Australian Standard	✓		
Public Address System	Installation, maintenance and relocation of public address systems on reserves		✓	✓
	<ul style="list-style-type: none"> - Should a club wish to install a public address system written applications must be made to Council's Recreation Team including full detailed plans showing the location of speakers, direction of their aim, hours of use, acoustic levels and an assessment by a qualified acoustic consultant indicating compliance with Environmental Protection Authority (EPA) regulations. - For more information see Building Alternations / Work and for application form see Appendix 2. - A building permit may be required if new poles are to be erected for the public address system. - The public address system must not cause nuisance to neighbouring properties. - If the noise levels produced by the public address system are found to be outside EPA guidelines Council will direct the club to lower the volume accordingly. 			
Telecommunication Towers	<ul style="list-style-type: none"> - There may be circumstances where sporting clubs as tenants are approached by telecommunication carriers for the purposes of installing mobile phone tower base stations. Please note that under no circumstances are clubs to negotiate with these carriers or to enter into any formal lease agreement with them. - Any application should be referred immediately to Council's Recreation Team. - Council receives many applications and draft proposals for the establishment of these facilities. If any of these facilities has a direct impact on clubs Council will write to the clubs advising them of the situation and request feedback on the club's position. - Council reserves the right to restrict usage hours and noise level if the operation is found to be causing nuisance. 			

Sport Specific Infrastructure

Item	Work	Council Responsibilities	Club Responsibilities	Subject to Council Approval
Athletics				
Athletics infrastructure	Provision and maintenance of Discus Cage	✓		
	Replacement of Discus Cage at end of useful life	✓		
	Major maintenance works/renovation of jumping pits (subject to funding)	✓		
	Long Jump Pits	✓ Initial supply of sand at commencement of season	✓ Maintenance across sports season and covering when not in use	
	Provision of Public Address systems/Power Bollards etc.		✓	✓
	Maintenance of Public Address systems		✓	
	Replacement of Public Address systems/Power Bollards etc. at end of useful life		✓	✓
Baseball / Softball				
Baseball/ Softball infrastructure	Provision, maintenance and replacement of Fly Nets		✓	
	Batting cages and backstop nets	✓		
	Player benches	✓	✓	✓
	Major maintenance works/renovation of pitching mounds/skins (subject to funding)	✓		
	Pitching mounds/skins - Initial supply of soil at commencement of season, maintenance across playing season	✓		
	Edging of base running areas	✓		
	Spraying of base running areas, off season	✓		
	Weeding of base areas during season	✓	✓	

Item	Work	Council Responsibilities	Club Responsibilities	Subject to Council Approval
Cricket				
Concrete Cricket Wickets	Provision and modification of concrete wicket	✓		
	Replacement of concrete wickets that are damaged or that are at the end of useful life	✓		
Synthetic Cricket Pitches	Initial installation	✓		
	Repair due to wear and tear or vandalism	✓		
	Replacement at end of useful life	✓		
	Winter covering – adding and removing winter covering	✓		
Jubilee Turf Cricket Pitches	Major maintenance works/renovation of turf table	✓		
	Supply of soil, seed and fertiliser at commencement of and duration of season	✓		
	Preparation and maintenance across playing season	✓		
	Supply and use of covers	✓		
	Maintenance/Replacement of covers	✓		
	Renovation, supply of all materials, maintenance and preparation for turf wickets	✓		
Cricket nets	Maintenance of concrete pitches	✓		
	Maintenance of netting	✓		
	Repair of synthetic surface due to wear and tear	✓		
	Maintenance/Replacement of synthetic surface	✓ (due to vandalism, age or structural fault)	✓ due to club misuse	
	Replacement at end of useful life (refer initial installation)	✓		
	Run ups to cricket nets	✓		

Item	Work	Council Responsibilities	Club Responsibilities	Subject to Council Approval
Football / Soccer / Rugby				
Fixed Goal Posts – Football, Soccer and Rugby	Initial installation	✓		
	Repair of any damage and seasonal maintenance	✓ (due to vandalism, age or structural fault)	✓ due to club misuse	
	Replacement at end of useful life	✓		
	Seasonal installation, removal and appropriate storage during off-season	✓		
	<p>Clubs will contact Council's Recreation Officer for approval if wanting to move goal posts.</p> <ul style="list-style-type: none"> - the work will be conducted by Council at the clubs expense - Council will not install goal posts at a reserve that previously has not had goal posts unless there is a clearly identified need. <p>Council will remove goal posts at selected grounds at the completion of the winter season and reinstate at the completion of the summer season.</p>			
Portable Soccer Goals	Provision, Maintenance, Replacement and Storage of portable goals on sports playing fields		✓	
	Securely storing goals when not in use i.e. chaining goals together or securing within storage area.		✓	
	<p>Clubs:</p> <ul style="list-style-type: none"> - are responsible for the removal of any graffiti and any damage caused through misuse - Must ensure that any portable goal posts in use on Council owned sporting fields must adhere to Standards Australia Handbook (HB 227-2003). This includes the manufacture, use and storage of these goalposts. 			
Goal Nets/Corner Flags	Provision, Maintenance and Replacement of Goal Nets/Corner Flags		✓	
Goal Post Padding/Flag Holders	Provision, Maintenance and Replacement of Goal Post Padding/Flag Holders		✓	

Item	Work	Council Responsibilities	Club Responsibilities	Subject to Council Approval
Sports Ground Fencing – Players Races	Installation	✓	✓	✓
	Repairs and Maintenance	✓ (due to vandalism, age or structural fault)	✓ due to club misuse	
Netball				
Netball Courts	Installation	✓		
	Repairs and Maintenance of court surface	✓ (due to vandalism, age or structural fault)	✓ due to club misuse	
	Sweeping and cleaning of courts		✓	
Goal Posts	Initial installation	✓		
	Repair of any damage and seasonal maintenance	✓ (due to vandalism, age or structural fault)	✓ due to club misuse	
	Replacement at end of useful life	✓		
	Seasonal installation, removal and appropriate storage during off-season		✓	
Shelters	Provision of shelters	✓	✓	✓
	Maintenance and repair of shelters	✓ (due to vandalism, age or structural fault)	✓ (due to club misuse)	
	Replacement of shelters	✓	✓	✓
	Clubs must submit a minor works application to Council's Recreation Team if clubs wish to install or replace shelters at Council reserves. For more information see Building Alternations / Work and for application form see Appendix 2 .			

Building Alterations/Work

All maintenance or capital improvements undertaken to the pavilion require written consent from Council before commencement. Clubs must complete the 'Guidelines – Council Permission for all Minor Works to Council Sporting Facilities' (See [Appendix 2](#)) application and submit the application via Council's Recreation Team on 1300 322 322 or email leisureservices1@frankston.vic.gov.au

Minor improvement works consist of works up to \$50,000. Any works exceeding \$50,000 will be classified as a Capital Works budget submission to be managed by Council staff. Twelve months' notice will be required for such submissions.

If a club requires technical advice pertaining to alterations please contact the Council's Recreation Team on 1300 322 322 or email leisureservices1@frankston.vic.gov.au

Trade Waste Traps

A change in legislation to the South-East Water Trade Waste Act has resulted in Council installing trade waste traps at pavilions with kitchen facilities. Installation was funded by Council. Trade waste traps require cleaning and/or emptying by South East Water or a recognised contractor. This will be organised by Council.

Should you have any queries regarding trade waste traps, please contact the Council's Recreation Team on 1300 322 322 or email leisureservices1@frankston.vic.gov.au

Back Flow Devices

These devices are fitted at the water meter to prevent reverse water flow. They are required to be tested annually by a qualified person and the result of the test is given to South East Water.

Council arranges for this to occur when requested by South East Water.

Keys and Security

All Council sporting pavilions are either on a restricted key system or swipe card system, allowing Council to retain access to all pavilions for random inspections and emergencies. A maximum of ten keys/ swipe cards per pavilion are provided to clubs. Should clubs require additional keys or swipe cards, they will be issued at the Clubs expense. To obtain additional keys or swipe cards, an email to Council's Recreation Team is required - leisureservices1@frankston.vic.gov.au

Replacement keys or swipe cards will not be allocated unless a Statutory Declaration is received from the relevant club outlining the whereabouts of previously held keys or swipe cards. The system is registered with the Security Centre and all additional keys can only be obtained with Frankston City Council authority. If the security of the allocated facility has been compromised by the loss of a key/s by club, the rekeying

of the facility will be undertaken by Council at the clubs expense. In the instance of the loss of a swipe card, Clubs must notify Council as soon as possible to deactivate the card. The Club will be responsible for the cost of a replacement card.

If a key to a pavilion is lost, damaged or broken, or cylinders need to be changed the club will be responsible for the cost of the replacement of the cylinder/s and keys. Clubs are not permitted to change locks, even if a break-in occurs. Clubs will be responsible for all costs associated with replacement keys.

Changeover of Keys/Swipe Cards

The changeover of keys or swipe cards from season to season is the responsibility of co-clubs. Council encourages the changeover of keys prior to the changeover of seasons. If tenant clubs reach a mutually acceptable agreement the out of season tenant may hold on to one key however must ensure all other keys/ swipe cards are handed over to the co-tenant.

The changeover of keys requires co-operation and at times, flexibility. Temporary key sharing is required in instances such as registration days and special events that your co-club wishes to hold but are not within their period of occupancy.

Key/Swipe Card Register

At the changeover of seasons clubs must keep a key/ swipe card register. This must state the names of key/ swipe card holders, their respective titles and phone numbers. A copy of this signed register must be provided to Council's Recreation Team with the Seasonal information application at the start of the season. Please retain a copy for your club's records.

Breaches of Security

Any breaches to the security of the pavilion should be reported to Council's Recreation Team on 1300 322 322 during business hours 9:00am to 5:00pm, Monday to Friday. Breaches of security outside of these hours should be reported to the Council after hours service on 1300 322 322.

Under no circumstance should clubs engage private contractors to complete any repairs works should there be any damage to the pavilion unless Council permission has been granted.

In the event of a break in or criminal damage to the facility, clubs are required to report the incident to the police. Council must receive a police report number from the club prior to further investigation.

Council will endeavour to supply secure buildings. Clubs are encouraged to ensure alarm systems are operational at change-over between seasons to avoid confusion. Council reserves the right to enter pavilions to perform annual inspections or maintenance work. If your pavilion has an alarm system and Council has not been supplied with access requirements, the club will be held responsible for security firm call out fees.

In the instance where an incident has occurred and the club is seeking footage from Council's CCTV system, the request must be in made writing to Council's Freedom of Information Officer via email at foi@frankston.vic.gov.au.

Pavilion Storage

Clubs are discouraged from storing large quantities of consumer goods within the building (such as alcohol) which are likely to attract forced entry to the building. Should it become evident to Council that a lack of security by the club in relation to the storage of consumer goods contributes to an unreasonable incidence of damage to the building, Council may direct the Club to bear the cost of re-instatement of any damage and/or improve the security of the building. The club shall bear all costs related to damaged fixtures or fittings within the pavilion.

Clubs are not permitted to use emergency exits, toilets or shower areas for storage.

Emergency Exits

Clubs are responsible for ensuring access ways and emergency exits are always clear and not blocked by any means. Emergency exit doors are not permitted to be locked from the inside of the pavilion.

Cleaning

Clubs must ensure that the exterior and interior of pavilions are kept in a clean and tidy condition throughout occupancy. Council will undertake random inspection of pavilions and if a pavilion is found to be in an unsatisfactory state, the club will be given notice and will be required to clean the pavilion. If cleaning is not undertaken, Council will perform the cleaning and invoice the club.

Utilities

Clubs will be responsible for the payment of gas, electricity and internet (if applicable) bills. Payment is to be paid directly to the responsible authority. Clubs are encouraged to keep relevant electricity meter readings at the change-over of seasons to avoid any confusion in relation to billing. It is the responsibility of the clubs to ensure utility accounts are transferred at season changeover.

Bond

Council may impose a bond on a club that does not have a history of using Council's sporting facilities. In addition, if a club fails to pay a utility account they will be required to submit a bond to Council. Unpaid accounts will be deducted from bond monies and reoccurring non-payment may jeopardise the clubs ongoing or future occupancy.

It is recommended that clubs organise billing periods to coincide with the changeover of seasons.

In the event that a pavilion is occupied by more than one club (i.e. summer/winter tenant or two summer clubs) and there is an agreement between parties to share the payment of accounts, each club must agree to the conditions of payment. Please ensure that this agreement is placed in writing. Clubs are requested to forward documentation of the agreement to Council.

Please be advised however, that Council will not take responsibility for disagreements between clubs regarding payment of shared bills. Clubs are responsible for liaising with one another to settle shared accounts.

Food Safety

All sporting clubs or community groups selling food to the public on a regular basis through a kiosk, bar, bistro, or market stall should be registered as a food business with Council's Environmental Health team.

Food business registrations are renewed annually (applications for renewal are issued in November each year), and a Council Environmental Health Officer will inspect the kitchen facilities each year to ensure compliance with food safety requirements.

These groups also follow a Food Safety Program, keep simple records for each day food is sold, and nominate one person to coordinate the sale of food and training of volunteers who will handle food.

Those groups who only:

- Conduct a barbecue where the only foods being sold are cooked sausages or hamburgers in bread with tomato sauce and onions. No salad, chicken or veggie burgers are being sold; or
- Share food among their own members;

Do not need registration.

For further information around Food Trader requirements and registrations based on certain foods, please see [here](#). To register your club as a food trader please [log in or sign up](#).

Where groups are preparing food for the consumption of other members a few basic principles are suggested:

- Fresh foods should be prepared at the venue prior to serving rather than being prepared in domestic kitchens and being transported to the venue. It is important to keep catering simple; cooked foods are safer than raw foods. All food preparation surfaces and utensils should be washed in hot, soapy water just prior to use.
- All fresh foods should be stored in a refrigerator or coolers containing several frozen ice blocks. It is difficult to keep hot foods warm, so cook or reheat close to serving. Special care should be taken to thoroughly cook all meats, poultry, and frozen foods.

- Hand washing is very important. Food handlers should use soap and warm water for at least 10 seconds followed by drying hands using disposable paper towelling. Clean disposable gloves should be used if foods will not be cooked after handling. Never use gloves when cooking due to the risk of burns.

Council's Environmental Health team has prepared brochures on sausage sizzles and cake stalls providing detailed information. If your club would like to hold a market stall at a local market or festival, please contact Council's Environmental Health team on 1300 322 322 or email info@frankston.vic.gov.au

Facility Usage

Playing Fields

Playing field/s should only be used during the times indicated in Schedule 1 of the club's Licence of Permissive Occupancy. All requests to use playing field/s outside of the times indicated in Schedule 1 of the club's Licence of Permissive Occupancy must be placed in writing to the Council's Recreation Team via email

leisureservices1@frankston.vic.gov.au

For example, clubs must seek written approval one month in advance from Council for the following types of activities (some of which may require a Minor Event Application Form):

- Training throughout the season, if the ground/s for proposed use is/are different to that of the club's home ground
- Pre-season training
- Pre-season matches
- Finals training and hosting final games (to be applied for by the relevant league/association)
- Special events: i.e. Lightning Premierships, fundraiser games
- Presentation days
- Holiday Programs and Clinics

Game Day Attendance

Clubs are able to charge a fee spectators on game days/finals, however as the reserves are open public space they are not permitted to restrict access or charge a fee to members of the public who are wishing to access the reserve at any time.

Subletting of Playing Field/s

Clubs are not permitted to sublet playing field/s to any other group. Should a club sublet a playing field/s they may jeopardise the future occupancy of their club. Any request for use must be directed to Council's Recreation Team via email

leisureservices1@frankston.vic.gov.au

The club shall not be permitted to use the playing field/s for any illegal or objectionable purpose or for any dangerous, offensive, or noxious behaviour.

Subletting of a Pavilion

Council reserves the right to use any sporting pavilion social room spaces outside of the clubs allocated seasonal tenancy times. Council will liaise with the club to give advance notice of any bookings. Clubs must ensure that the pavilion is left in a clean and tidy condition, with club property safely stored.

Clubs are not permitted to sublet a pavilion to any other group without seeking prior approval from Council. Should a club sublet a pavilion without prior approval they may jeopardise the occupancy by the club.

The club shall not be permitted to use the pavilion in a commercial operation.

The club shall not be permitted to use the pavilion for any illegal or objectionable purpose or for any dangerous, offensive or noxious behaviour. The pavilion may not be used for accommodation, or to cause any nuisance to abutting properties or reserve users.

Social functions must be related to the permitted use of the facility. They should be open to members of the general public, as well as club members, and encourage club development, membership and participation. Examples of club related social functions include; presentation nights and open days.

Social functions that are not club related including birthday parties, weddings or other such events, require pre-approval in writing to Council Recreation Team. Club must ensure the clubs insurance policy covers these types of activities / events. Clubs will need to provide Council with details of insurance to host non-club function activities. In addition, clubs will need to provide a plan on how the club proposes to effectively manage private functions safely with minimal disturbance to local residences.

If music is part of a social function, club related or otherwise, it should not be heard in the habitable room of a residential premise after 10pm during the week Sunday to Thursday and 11pm on Friday and Saturday.

Any damage to facilities as a result of a social function is the responsibility of the club. This includes the removal of rubbish left over from functions.

Liquor Licence

Consumption of liquor on Council premises will not be permitted without the club holding the appropriate liquor licences. Liquor Licences must be applied for through Liquor Control Victoria. For more information visit their website [Liquor | vic.gov.au](http://www.vic.gov.au) (www.vic.gov.au) or contact them on 1300 182 457 or via email contact@liquor.vic.gov.au.

The following types of liquor licences are available for clubs to determine which one best suits their requirements:

- BYO permit – when clubs only want a permit that allows members and their guests to bring their own liquor and drink it on club premises.
- Restricted club licence – when clubs want to sell liquor to members and their guests on the club premises.
- Renewable limited club licence – when clubs want to sell alcohol from a booth or marquee outside the club rooms or hold events run by non-members.
- Full club licence – allows all the above circumstances as well as other events and functions.
- Temporary liquor permits – clubs are also able to apply for temporary liquor permits when they are having one-off events not at their club rooms and not covered under the other party's liquor licence or they need to extend their existing license for a one off or series of events.

As per the '*Guidelines for Applying for the Sale or Consumption of Liquor For Sporting Clubs in Council Owned Facilities*' Council prefers applications for planning permits and liquor licences that adhere to the following:

- 1) Sale and consumption of alcohol hours should be consistent with organised club activities, events and matches. Preferred hours are:
 - Monday to Wednesday 7pm – 9:30pm
 - Thursday – 7pm -11pm
 - Friday – 7pm – 12 pm
 - Saturday – 12 noon to 12 midnight
 - Sunday – 12 noon to 9:30pm
 - Public holidays – 12 noon to 10pm
- 2) Alcohol should not be sold or consumed during junior games and training; however it is acceptable for junior events.
- 3) Clubs are encouraged to work towards Good Sports Gold Medal Accreditation.
- 4) The bar should be separate from the kiosk/canteen where possible.

Applications for liquor licences will require approval and agreement through Council. A planning permit may also be required to allow consumption of liquor on the premises to vary the type of existing licence or extend the hours of the licence. For further information on this matter, please contact Council's Town Planning Department on 1300 322 322. Should Council give consent, the Club must comply with all conditions of the licence and the conditions imposed by Council. In addition, the club must comply with any relevant planning permit conditions. Any variation to the licence must be communicated and approved by Council. A copy of the liquor licence must be included with the application for seasonal occupancy.

Failure to adhere to these conditions will result in immediate suspension of the clubs occupation at all Council facilities. Sale to, or consumption of liquor, by minors shall also result in immediate suspension of the clubs occupation at all Council facilities.

Research indicates that community sporting clubs are high risk environments for risky drinking and alcohol-related harm. It is important to plan to minimise the issues that may occur, and Council strongly encourages clubs register with Good Sports. For more information visit www.goodsports.com.au or contact 1300 883 817.

Smoking and Vaping at Sporting Reserves

Smoking and vaping is prohibited by legislative requirement inside and within 10 metres of any Council building. Additionally, under the Tobacco Act 1987 (VIC) smoking and vaping is banned within 10 metres of any public outdoor sporting venue during an organised underage sporting event and playgrounds. E-cigarettes (vapes) are regulated the same way as smoking, meaning that vaping is prohibited anywhere that smoking is.

Specific sporting leagues may also have additional rules in regards to smoking and vaping, so please ensure the relevant requirements are adhered to.

Should clubs fail to adhere to these requirements it may jeopardise their future occupancy.

If your clubs would like support in creating smoke and vape free policies, designated areas, signage and communicating change to members please contact Peninsula Health – Health Promotion team: healthpromotion@phcn.vic.gov.au

Healthy Food and Drink Policy

Council recognises the importance of eating a variety of core foods in the promotion of health and wellbeing, as well as the role that good nutrition has in optimising player performance. As part of Council's Health and Wellbeing Plan 2021-2025, Council is working towards improving the availability of a variety of nourishing food and drinks supplied at Council facilities.

In January 2020, Council implemented the [Healthy Choices Policy](#) to improve the range, availability and promotion of nourishing food and beverage options at all Council settings, services, and programs, for Council personnel and the community to access. This includes supporting and encouraging sporting associations and clubs to increase the availability and promotion of nutritious foods and drinks options in their canteens for the benefit of club members and visitors.

By expanding the variety of food and drink options in consultation with customers and sponsors, clubs may

- attract new business to the canteen/kiosk
- increase profitability

- enhance the health and wellbeing of staff, volunteers, club members and visitors
- Support the community and club

For more information and support, please visit or contact:

- Peninsula Health – Health Promotion team - healthpromotion@phcn.vic.gov.au
- Vic Kids Eat Well - <https://www.vickidseatwell.health.vic.gov.au/>
- Healthy Eating Advisory Service (HEAS)- <http://heas.health.vic.gov.au/>

Sponsor, Fundraising and Voucher Giveaways

Council acknowledges that sponsors and club fundraising both play a vital role in community sporting clubs. Council encourages clubs to seek opportunities that align with club's vision, values, policies and strategies. Where possible, clubs are encouraged to avoid sponsor branding, advertising and/or fundraising activities with industries, brands, companies or organisations who profit from products that are harmful to health and wellbeing including tobacco, gambling, alcohol, or food and drinks products that do not support health.

Council understands the importance that player awards or giveaways can play in the recognition of player performance and the other benefits it provides including; increasing junior players confidence and resilience. We encourage clubs to avoid 'harmful' industry (mentioned above) awards, give-aways, gifts and vouchers for children and/or youth and are encouraged to consider seek alternatives from organisations that promote a range of health behaviours.

From 1 September 2020, when club's apply for VicHealth funding, they may be required to complete a harmful industry relationship declaration (in most cases, if the funding amount is \$35,000 or greater). For more information about VicHealth's Harmful Industry Relationships Policy - what needs to be declared and how it will be assessed, click [here](#).

For further information or ideas around alternative sponsorship, vouchers and giveaways that align with healthy lifestyles, please contact Council's Recreation Team via email leisureservices1@frankston.vic.gov.au

Coffee Carts and Food Trucks

Clubs arranging for coffee carts or food trucks to attend match days must provide the business and contact details of the supplier including a copy of their Statement of Trade.

Insurance

All clubs and user groups must supply a Certificate of Currency for public liability insurance noting Frankston City Council as an interested party to the value of

\$AUD20 million prior to taking possession of a pavilion or reserve. This information is to be provided in the Seasonal Information forms. In the event a current Certificate is not supplied, or has expired, use of the playing field/s and pavilion will be refused.

Further enquiries regarding insurance should be directed to your governing body to understand what other policies are in existence and what other policies may be available to purchase.

Clubs and user groups are responsible for obtaining insurance for any contents, stock, fixtures, fittings or assets not owned by Council. These may include bar and canteen stock, televisions and videos, gym, sports equipment or furniture.

Indemnity

The Club and/or User Group covenants and agrees:

- to indemnify, keep indemnified and hold harmless Council, its Councillors, officers, employees, agents and contractors or any related service authority from and against all actions, Claims, Losses, damages, penalties, demands or costs (including all legal costs on a full indemnity basis but excluding indirect loss or consequential loss) caused to the permitted use of the premises and facilities or any persons (including the Council officers) or property by reason or in connection with the permitted use of the premises and facilities ; and
- not to make any Claim of any kind against Council, its officers, employees, agents and contractors or any related service authority for any Losses or damage caused to the permitted use of the premises and facilities, or for any loss or injury caused to any person suffered while using the premises and facilities except to the extent caused or contributed to by the negligent act or default of Council.

Release

The Club and/or User Group covenants and agrees that the Club and/or User Group, to the fullest extent permitted by law, releases Council and holds Council harmless from all Claims, Losses and liabilities arising out of

- the use or occupation of the permitted use of the premises and facilities by the Club and/or User Group or any other persons; and
- any accident, damage, Loss, death or injury arising out of or in any way connected with the permitted use of the premises and facilities except to the extent caused or contributed to by the negligent act or default of Council.

Advertising and Signage

If a club wishes to undertake minor works or erect signage in or on a pavilion or within a Reserve, then we request the club make an application in writing to Council via an email to info@frankston.vic.gov.au. Details to be provided include:

- Scope of proposed works/ purpose of proposed sign

- Plans, drawings, maps and specifications
- Builder/ Contractors details including insurance information

It is important for clubs to note that works/signage may require a Statutory Planning and/or Building permit (to be determined by Council) and this can add costs and time to the proposed project. In addition, if the Reserve is on Crown Land, it may be necessary for Council to make an application to the Department of Energy, Environment and Climate Action (DEECA) for consent and this can take additional time depending on the nature of the project.

Advertising and signage in Council Reserves is managed in accordance with Council's [Outdoor Advertising Signage Design Guidelines](#). These guidelines provide direction based on the Frankston Planning Scheme and give an indication of where a planning permit is likely to be supported and where it is not.

Signage advertising 'unhealthy' or 'harmful' products or industries, including but not limited to, tobacco products, gambling or gaming, alcohol, is not permitted. Council will not support new requests for advertising, promotion or signage of gambling on Council-owned or managed land, resources and facilities.

Public Toilets

Public toilets erected on Council reserves are maintained by Council. This includes public toilets attached to pavilions and those that are free standing. Toilets located inside a pavilion and available for public use remain the responsibility of the clubs to clean and must be kept in a hygienic state and in working condition at all times.

Where chronic vandalism or misuse of these toilets occurs they may be closed upon consideration by Council. Please contact Council's Recreation Development Officer if your club is affected.

For further information please see: [Frankston Public Toilet Action Plan](#).

Discarded Syringe Collection

Council is aware that inappropriate disposal of syringes in toilet blocks and playing areas of public reserves may pose a potential health hazard to the public using such facilities.

In order to minimise the health risks and emotional trauma associated with a needle stick injury, Council encourages sporting clubs to check facilities such as toilet blocks, ovals and playing areas before use.

Relevant advice on the safe handling of needles and syringes can be obtained from Council's Environmental Health Office on 1300 322 322.

Car Parks, Access Roads and Car Park Lighting

Car parks and access roads are the responsibility of Council. Car parks will be graded on a continuous maintenance schedule. Roads that require sealing will be placed in Council's Draft Capital Works program and prioritised accordingly. Car park lighting is the responsibility of Council. Car parks will be lit for safety where possible.

Animals

Animals are prohibited in any Council owned building with the exception of guide and assistance animals. Should clubs fail to adhere to this policy they may jeopardise their future occupancy.

Privacy Notice

Frankston City Council is committed to protecting your privacy. The personal information collected with your application for seasonal tenancy will be used by Council to liaise with your club in relation to your application and any subsequent tenancy. This may involve disclosure of personal information to other parties, such as Council's contractors or other agencies. Personal information will only be used and disclosed as authorised by law.

Please notify any changes to the nominated liaison person or office bearers' details by emailing leisureservices1@frankston.vic.gov.au. For further information about how Council handles personal information, or to request access to your personal information, see Frankston City Council – Privacy [here](#) or contact Council's Privacy Officer on 1300 322 322 or by emailing privacyofficer@frankston.vic.gov.au

Further Reading

This manual should be read in conjunction with a number of Council policies, including:

- Sports Development Plan (2013 -2019)
- [Municipal Health and Wellbeing Plan \(2021-2025\)](#)
- [Active Leisure Strategy \(2021-2029\)](#)
- [Community Local Law \(2020\)](#)
- [Frankston Fair Access to Sport Policy \(2024\)](#)
- [Healthy Choices Policy 2020](#)
- [Frankston Family Violence Prevention Action Plan](#)
- [Frankston Public Toilet Action Plan](#)
- [Community Grants Policy 2022-2026](#)



Appendix 1: Pre-Season Training – Condition of Use

In order for Council to maintain safe and sustainable facilities for the current summer season and to ensure quality facilities are available for the next winter season, the following pre-season training guidelines have been developed:

- All summer tenants (if any) must agree to clubs request to access facilities.
- Sports Grounds that are considered in an acceptable condition (by Council) will be available for pre-season training. The quantity of use will be dependent on the condition of the grounds.
- Sports Grounds that begin to show signs of wear and tear due to pre-season training activities will become unavailable for use.
- Runners must be worn at all times prior to March 1st. The use of football boots is not permitted.
- Approved training sessions must be cancelled if significant rainfall has occurred within 24 hours.
- All training activities must be undertaken away from 'high traffic areas' i.e. goal squares, penalty areas, centre squares etc.
- Pre-season training application forms must be submitted providing summer tenant consent.
- All requests must be submitted at least 14 days prior to the proposed commencement date.

Clubs must comply with any Victorian Government legislation and any regulations or guidelines stipulated by their sporting associations.

Please note: Clubs are not permitted to commence training until written authorization is received from Council.

Applications must be made online via the Bookings Manager, link here: [Bookings Manager Login](#)



Appendix 2:

Guidelines – Council permission for all minor works to council sporting facilities

In order for a club to make minor improvements (up to \$50,000) on any Frankston City Council sporting facility, approval must first be granted by Council in writing. Please note, all improvements made on Council land becomes a Council asset and can only be used while the club has an agreement with Council, and unless previously approved will be available for use by other facility users.

Council Permission Process

1. Club identifies project and scope/ specifications.
2. Club phones/emails Councils Recreation Team to discuss the project to obtain 'in-principle approval' to progress or advice that the project is not suitable and will not be supported. Clubs should email: leisureservices1@frankston.vic.gov.au
3. If 'in-principle approval' is given the Club obtains quotes, develops plans and identifies a preferred contractor.
4. Club completes all sections of the attached Application Form and attaches
 - a. Quote
 - b. Letter on club letterhead stating the cost of the approved works will be 100% covered by the club.
 - c. Contractors' insurance certificate, business details, Workcover certificate.
 - d. Plans, Maps and specifications as required.
5. Council considers application and approves/does not approve application. Further information and a site visit with the contractor may be requested to assist with the assessment of the project.
6. If the application is successful the timing of the works is negotiated.
7. Council provide written confirmation approving the works outlining any conditions that must be adhered to.

Additional Information

Maintaining facility condition – The condition of the facility must be maintained. If damage is caused to the facilities relating to the works, the club and/or contractor is responsible to reinstate the facility to its original condition at their cost.

Council inspections – Inspections may be required to be undertaken during the works to ensure that contractors conform to Councils safety standards. A final inspection will be carried out after the completion of the works to ensure the project is delivered as agreed.

Building & Planning permits – If Building & Planning Permits are required, designs & plans will also need to be drafted, by a qualified draftsman, which will need to be added to your project costs. Also be aware of time delays preparing and submitting permits. Frankston City Council Planning Department can be contacted on 1300 322 322 for further details.

Project Funding – For any proposed work, consideration should be given to any unforeseen costs that may arise from implementing the project. It is recommended that when planning a project, contingency costs are factored in (e.g. 15% of total costs).

Council Sporting Facilities Minor Works Application Form

Please complete all sections and provide the required attachments.

Project Title: _____

Location: _____

Club: _____

Project Manager: _____ **Phone:** _____

Details of works (Scope):

Project Costs:

Cost: \$ _____ **GST inc.**

Contingencies \$ _____

Total \$ _____

Funding Source (Club Contribution): _____

Funding Source (External Funding): _____



Name of Contractor: _____

Phone: _____

Email: _____

Is a Planning/Building Permit required? Yes No:

(If yes please attach permit issued by Frankston City Council)

Project Justification: (How will this improve the facility/increase participation?)

Attachments Checklist:

- Quote
- Letter on club letterhead confirming zero cost to Council
- Contractors insurance details, work cover certificate, business details
- Plans, drawings, maps and specifications
- Building and Planning Permit Application (if required)

Name of Club Representative: _____

Signature: _____

Date: _____

