



GLEN EIRA
CITY COUNCIL

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GLEN EIRA CITY COUNCIL SPORTSGROUND, PAVILION & ASSOCIATED INFRASTRUCTURE USER GUIDE



Contents

1.	INTRODUCTION	7
1.1	OVERVIEW	7
1.2	PURPOSE.....	7
1.3	BACKGROUND	7
1.4	OBJECTIVES	8
1.5	SCOPE.....	8
1.6	TERMS AND CONDITIONS.....	9
1.7	KEY COUNCIL CONTACTS.....	9
2.	VENUE USAGE/FACILITY ALLOCATION	10
2.1	SPORTSGROUNDS	10
2.2	SEASONAL ALLOCATION	10
2.2.1	Seasonal Allocation Review and Use of Evidence.....	11
2.3	PRIORITY OF USER GROUP ALLOCATION	11
2.3.1	Participation Priority Hierarchy	11
2.4	ASSESSMENT OF APPLICATIONS.....	13
2.5	APPLICATION PROCESS FOR TENANT CLUBS.....	14
2.6	PRE-SEASON AND FINALS.....	14
2.6.1	Timing and Applications	14
2.6.2	Usage Rules	15
2.6.3	Pre-season Fees.....	15
2.7	PRACTICE MATCHES & CLUB ORGANISED GAMES.....	15
2.8	TENANCY AGREEMENT	16
2.9	CLUB SPORTSGROUND USAGE AND INSPECTION REQUIREMENTS	16
2.10	CASUAL BOOKINGS (TENANTS ONLY).....	16
2.11	PAVILIONS	16
2.12	EMERGENCY ACCESS GATES	17
2.13	PADLOCKS/LOCKS.....	17
2.14	CHANGE IN USE.....	17
2.15	LATE TENANCY APPLICATIONS.....	17
2.16	SUB-LETTING OF FACILITIES	17
2.17	SEASONAL HANDOVER AND OFF-SEASON STORAGE.....	17
2.18	FEES AND CHARGES.....	18
2.19	HOSTING AN EVENT.....	19
3.	FACILITY CLASSIFICATION	20
3.1	SPORTSGROUND AND PAVILION CATEGORIES.....	20
3.1.1	Sportsground Categories.....	20

3.1.2	Pavilion Categories.....	20
3.2	CATEGORY ASSESSMENT AND REVIEW.....	21
3.3	PAYMENT OF FEES.....	21
3.3.1	Non-payment of fees	21
4.	CLUB RESPONSIBILITIES.....	23
4.1	UTILITIES.....	23
4.2	END OF SEASON CLEANING	23
4.3	SPORTSGROUND LIGHTING	23
4.4	GOOD NEIGHBOUR PROGRAM.....	23
4.5	HEALTHY, SAFE AND INCLUSIVE CLUB ENVIRONMENTS	24
4.6	PAVILION ACCESS FOR COMMUNITY GROUPS	24
4.7	BREACH OF TENANCY	24
4.8	ENVIRONMENTAL SUSTAINABILITY AND RESOURCE MANAGEMENT.....	25
4.9	WASTE MANAGEMENT	25
4.10	REPORTING SPORTSGROUND OR BUILDING MAINTENANCE ISSUES.....	26
4.11	COUNCIL LIAISON.....	26
4.12	LINE MARKING	26
4.13	STORAGE OF EQUIPMENT OFF-SEASON	27
4.14	SMOKING.....	27
4.15	BUILDING MODIFICATIONS.....	27
4.16	DEFIBRILLATORS AT PAVILIONS.....	27
4.17	BUSINESS/STRATEGIC PLANNING	27
4.18	SCOREBOARDS.....	28
4.19	ADVERTISING SIGNAGE.....	28
4.20	DISABILITY DISCRIMINATION ACT	28
4.21	PORTABLE GOALS.....	28
4.22	GAS BOTTLE STORAGE.....	28
4.23	INFRASTRUCTURE ON SPORTSGROUNDS.....	28
4.24	MAINTENANCE OF TURF WICKETS	28
4.25	CRICKET WICKET COVERS	29
4.26	REMOVAL OF EQUIPMENT FROM SPORTSGROUNDS AND SURROUNDS	29
4.27	VICTORIAN CHILD SAFE STANDARDS	29
5.	COMPLIANCE ITEMS.....	31
5.1	FOOD REGISTRATION.....	31
5.2	INCORPORATION.....	31
5.3	LIQUOR LICENCE	31
5.4	INSURANCE.....	31
5.5	GOOD SPORTS.....	32
5.6	ANNUAL REPORTS.....	32

5.7	OTHER DOCUMENTATION AND REQUIREMENTS.....	32
5.8	GAMBLING AND BETTING ACTIVITIES.....	32
6.	ELECTRONIC ACCESS.....	34
6.1	ELECTRONIC ACCESS SYSTEMS.....	34
6.2	HOW TO APPLY.....	35
7.	DEFINITIONS.....	36
8.	PAVILION & SPORTSGROUND MAINTENANCE GUIDELINES.....	38
8.1	PAVILION MAINTENANCE.....	38
8.2	SPORTSGROUND MAINTENANCE.....	39
	APPENDIX 1 – CLASSIFICATION OF SPORTSGROUNDS	41
	APPENDIX 2 – CLASSIFICATION OF PAVILIONS.....	42

OFFICIAL

LIST OF SPORTSGROUNDS

Sportsground	Address	Sport
Bailey Reserve	East Boundary Road, East Bentleigh	Cricket Soccer Softball
Bentleigh Reserve	Jasper Road, Bentleigh	Cricket (Turf) Football
Caulfield Park No. 1-7	Inkerman Road, Caulfield North	Cricket (Turf) Lacrosse Soccer
Centenary Park	Brady Road, Bentleigh East	Cricket (Turf) Football
Duncan Mackinnon Reserve	North Road, Murrumbeena	Cricket Soccer Netball Athletics
East Caulfield Reserve	Princes Highway, Caulfield	Cricket Football Soccer Gaelic Football
E.E.Gunn Reserve	Malane Street, Ormond	Cricket (Turf) Football Baseball
Glenhuntly Park	Neerim Road, Glenhuntly	Cricket (Turf) Football
King George Reserve	East Boundary Road, Bentleigh East	Cricket Football
Koornang Park	Koornang Road, Carnegie	Cricket (Turf) Football
Lord Reserve No.1	Munro Avenue, Carnegie	Cricket (Turf) Soccer
Mackie Road Reserve	Mackie Road, Bentleigh East	Cricket Soccer
Marlborough Reserve	Marlborough Street, Bentleigh East	Soccer
McKinnon Reserve	Tucker Road, McKinnon	Cricket (Turf) Football
Moorleigh Reserve	Bignell Road, Bentleigh East	Cricket (Turf) Football
Murrumbeena Park 1	Kangaroo Road, Murrumbeena	Cricket (Turf) Football
Packer Park	Oakleigh Road, Carnegie	Cricket Football Cycling
Princes Park	Bambra Road, Caulfield South	Cricket (Turf) Football

OFFICIAL

		Soccer
Victory Park	Patterson Road, Bentleigh	Cricket Soccer

1. INTRODUCTION

1.1 OVERVIEW

The Sportsground, Pavilion and Associated Infrastructure User Guide (User Guide) supports the implementation of the Sports Ground & Facility Allocation Policy (the Policy).

The User Guide provides detailed operational guidance on the processes, responsibilities and requirements associated with the allocation and use of Council sporting grounds, pavilions and associated infrastructure. It outlines the roles of Council and sporting clubs in managing and maintaining facilities and supports the efficient, equitable and sustainable use of these community assets.

1.2 PURPOSE

The purpose of the User Guide is to assist user groups and sporting clubs to understand the processes that guide the allocation, management and use of Council sporting facilities.

The User Guide aims to clearly define:

- The roles and responsibilities of sporting clubs and other user groups.
- The roles and responsibilities of Council in the management and maintenance of sporting grounds, pavilions and associated infrastructure.
- The processes for facility allocation and seasonal use.
- The processes for facility maintenance and reporting of issues.
- A framework that supports fair, equitable and transparent allocation of facilities.
- Measures that support the sustainable and responsible use of Council sporting grounds and facilities.

1.3 BACKGROUND

This User Guide has been developed to support user groups in understanding Council's guidelines and expectations relating to the use of sporting facilities in Glen Eira.

The document provides practical guidance to support the implementation of the Sportsground, Pavilion and Associated Infrastructure Allocation Policy and outlines the operational processes that apply to seasonal allocations, facility use and responsibilities of user groups.

Council recognises that community sport plays an important role in supporting health, wellbeing, social connection and inclusion. Consistent with the Council Plan and other relevant Council policies, user groups are expected to contribute to safe, healthy and inclusive sporting environments that support participation and minimise the risk of harm.

The User Guide is reviewed annually and should be read in conjunction with relevant Council strategies, plans and policies, including:

- Sports Ground & Facility Allocation Policy 2026
- Open Space Strategy Refresh 2020
- Get Active - The Future of Sport and Active Recreation
- Active Recreation Action Plan
- Pavilion Redevelopment Strategy

- Glen Eira Tennis Strategy
- Planning for Play guidelines
- Various Park Masterplans
- Council Plan 2025-2029
- Urban Forest Strategy
- Our Climate Emergency Response
- Reducing Harm from Gambling Policy

1.4 OBJECTIVES

This User Guide supports the implementation of the Policy by providing detailed operational guidance on the allocation, management and use of Council sporting facilities.

While the policy establishes the principles and objectives that guide the fair, transparent and sustainable allocation of Council sporting grounds and pavilions, this User Guide outlines the processes, responsibilities and practical requirements that apply to sporting clubs and other users.

The following objectives provide the framework for the development and implementation of Council's User Guide and support the objectives of the Policy:

- Provide a comprehensive and easy-to-understand guide that clearly outlines the responsibilities of Council, sporting clubs and other users in relation to the management, allocation and use of Council sporting grounds, pavilions and associated infrastructure.
- Support the fair, consistent and transparent allocation of sporting grounds and pavilions by detailing the processes, facility categories and criteria used to determine seasonal allocations and the application of annual fees and charges.
- Optimise participation in organised sport and active recreation across Council-owned or managed sporting grounds by promoting efficient and shared use of available facilities.
- Ensure sporting grounds and pavilions are allocated to clubs that demonstrate sound governance practices, open and inclusive membership, elected committees and a commitment to positive community and social outcomes.
- Enable Council to respond to emerging participation trends and support the needs of growth sports while balancing demand across Council's network of facilities.
- Support sustainable facility management by minimising overuse of sporting grounds through appropriate allocation, monitoring of capacity and the prevention of inappropriate use.
- Provide clarity on Council's fees and charges framework to ensure charges reflect both the standard of facilities and Council's ongoing maintenance and management costs.

1.5 SCOPE

This User Guide applies to the management and seasonal allocation of Council-owned or managed sporting grounds, pavilions and associated infrastructure in Glen Eira.

Specifically, the User Guide provides guidance relating to:

- The seasonal allocation of Council sporting grounds and pavilions.
- School bookings for the use of sporting grounds.
- Council's fees and charges framework for sporting facilities.
- Maintenance responsibilities and reporting processes.
- Conditions governing the use of sporting facilities.

This User Guide does not apply to:

- Informal or unstructured recreational use of sporting grounds by individual community members.
- Commercial health and fitness providers operating on Council land unless otherwise approved by Council.
- Tenants occupying Council facilities under separate lease or licence agreements.

This User Guide will be reviewed annually and updated as required. Amendments may also occur during the allocation season where necessary to address changes to Council policy, insurance requirements, risk management considerations or operational needs affecting sportsground users.

1.6 TERMS AND CONDITIONS

This User Guide outlines the terms and conditions governing the use of Council sporting grounds, pavilions and associated infrastructure by sporting clubs and other approved user groups.

All user groups are expected to read and understand the requirements outlined in this document. Compliance with these conditions is a requirement of facility use.

Failure to comply with the terms and conditions outlined in this User Guide may, at Council's discretion, result in action being taken, including suspension or withdrawal of access to facilities and the cancellation of bookings without refund of applicable fees.

The agreement governing the use of Council sporting facilities consists of the following key documents:

1. The Sportsground, Pavilion and Associated Infrastructure User Guide; and
2. The signed seasonal tenancy or user agreement issued by Council.

1.7 KEY COUNCIL CONTACTS

Requests regarding seasonal tenancy agreements are to be forwarded to:

Sports Liaison Team

Phone: (03) 9524 3333

Email: recreationsservices@gleneira.vic.gov.au

Request types include:

- Allocation of sportsgrounds.
- Administration of tenancy agreements and casual bookings with associations.
- All electronic/key access issues

General requests:

Customer Service

Phone: (03) 9524 3333

Email: mail@gleneira.vic.gov.au

Request types include:

- Reporting of sportsground and building maintenance items;
- Graffiti/Vandalism;
- After-hours support. Clubs must be aware that all costs for calls to the after-hours number for non-emergency or user error issues (e.g. access to buildings during non-allocated times or club member forgetting key) will be invoiced the full cost of contractor time.

2. VENUE USAGE/FACILITY ALLOCATION

2.1 SPORTSGROUNDS

Applications for use of Council sportsgrounds may be made by:

- Seasonal tenant clubs (via Seasonal Licence)
- School bookings
- Finals or casual activities

By signing the Seasonal Licence allocation letter, users agree to the terms and conditions outlined in this document.

2.2 SEASONAL ALLOCATION

- **Summer allocations:** Applications open late July, confirmation sent in September
- **Winter allocations:** Applications open late January, confirmation sent in March

The Responsible Manager or delegated officer may approve, modify, or revoke allocations in accordance with the Policy, this User Guide, and relevant Council policies.

Allocations are seasonal and non-transferrable. Facilities relinquished by a club must be returned to Council for reallocation.

Ground Allocation

Day of the Week	Operating Hours
Monday to Thursday	4pm-9pm
Friday	4pm-9pm
Saturday	7am-9pm
Sunday	7am-9pm

Pavilion Allocation

Day of the Week	Operating Hours
Monday to Thursday	4pm-10pm
Friday	4pm-11pm
Saturday	7am-11pm
Sunday	7am-10pm

Council may approve variations to these hours where appropriate.

2.2.1 Seasonal Allocation Review and Use of Evidence

Council undertakes seasonal allocation and review processes to manage access to sportsgrounds and associated facilities in a fair, transparent and consistent manner.

As part of this process, Council may consider evidence of actual use, participation trends, demonstrated demand and facility capacity when assessing applications or reviewing allocations for future seasons.

Evidence may include participation data, allocation requests, utilisation patterns across seasons and known capacity constraints of individual facilities.

Where under-utilisation or unmet demand is demonstrated across multiple seasons, Council may consider adjustments to future allocations to better align access with participation needs, while maintaining stability for existing clubs.

Any changes to allocations will be made through Council's established seasonal allocation process and communicated to clubs in advance of the relevant season.

2.3 PRIORITY OF USER GROUP ALLOCATION

Council regulates sportsground access to maintain community access and sustainable management of facilities.

Allocation considers:

- Access to alternative facilities
- Reliance on Council sportsgrounds for club viability
- Council's responsibility in providing community sport infrastructure

Use may be restricted or relocated for: maintenance, risk management, environmental factors, or to support club sustainability.

2.3.1 Participation Priority Hierarchy

Hierarchy Listing	Guiding Principles
1. Council endorsed major events	• These major events, which occur from time to time, have been assessed as providing a net benefit to the City of Glen Eira. • These major events may only be conducted on large open spaces or at specialist sports venues.
2. Glen Eira community club sport matches – “in season” matches affiliated by peak body (“home and away” and finals matches)	• Community sporting clubs are highly reliant on access to Council managed sportsgrounds for their viability. • Council recognises that the responsibility for the provision of core sporting facilities

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3. Glen Eira community club sport training – “in season”	to provide opportunities to play local sport resides with local government.
4. Glen Eira primary school competition – during school hours 5. Glen Eira secondary school competition – during school hours	- While funding the provision of school sports facilities is not the responsibility of local government, Council is supportive of reasonable school sports use of Council sportsgrounds. - As evidence-based research indicates that lifelong patterns of physically active is often learned and establish in the pre and primary school years, preference of allocation will be given to primary schools over secondary schools.
6. Glen Eira community club matches and training – pre-season	While recognising clubs’ desire to undertake “pre-season” training, other options exist to facilitate pre-season training activities – e.g. indoor centres, gymnasiums, swim centres, running tracks
7. Glen Eira primary school training- during school hours 8. Glen Eira secondary school training – during school hours	- School training/physical education etc does not require the coordination or standard of sportsground facilities that are required for interschool matches and competition. - School training/physical education etc can be conducted at non-Council sportsgrounds and facilities– e.g. school facilities. - Schools that have capacity on their own sportsgrounds, which the school elects not to use, will not be allocated use of Council sportsgrounds for non-competition purposes (eg training/physical education etc). - Peak community/club demand of Council allocated sportsgrounds occurs outside of school’s hours. School allocation of Council sportsgrounds will be limited to school hours
9. Other Glen Eira community organisations 10. All Others	- Sportsgrounds form an important part of Glen Eira’s public open space network. Council acknowledges the importance of volunteers and the public good served by Glen Eira’s not-for-profit community sector. - Council will give preference of allocation to Glen Eira’s community organisations over commercial interests

2.4 ASSESSMENT OF APPLICATIONS

Where two or more clubs have applied for a sportsground and officers are unable to facilitate a shared use, the following assessment criteria shall be used, with the highest scoring club(s) given priority allocation.

An application will not be considered for allocation where a club's application receives a 'no allocation' score

Criteria	Score	Assessment Criteria	Guiding Principles
Fairness	10		Fairness in Glen Eira's sports allocation policy is about: • Giving everyone equal access • Removing old disadvantages • Using clear and consistent rules • Rewarding clubs that support equality • Making sport welcoming for all
	5		
	3		
	1		
	No allocation		
Community Benefit	5	The sports club is a full community-based club.	Community benefit refers to how much a sports club contributes to the wider community. This includes offering opportunities for people of all ages and abilities to participate, supporting inclusive programs, and helping maximise the use of Council managed facilities for the good of the whole community. The Policy aims to "maximise participation opportunities for the community" and support clubs that are "accessible to all members of the community."
	3		
	0	The sports club participates in professional leagues: either state, national or international.	
Gender Equity	5		Gender equity means ensuring that women and girls have equal access, opportunities, and conditions to participate in community sport. Glen Eira's Fair Access Policy focuses on eliminating barriers and systemic causes of gender inequality, ensuring women and girls receive fair access to high quality facilities, popular training times, and leadership opportunities.
	3		
	No allocations		
Local Priority	5	Is the club both a Glen Eira based club and services local community needs.	Local priority refers to giving preference to Glen Eira based clubs and local community needs when allocating sports grounds. The allocation system places importance on making the best use of facilities to support local participation and ensure community organisations within Glen Eira benefit most from Council managed infrastructure.
	3	Is the club one of: a Glen Eira based club or services local community needs.	
	No allocations	Does not meet any of the above criteria.	

Continuing Allocation	5	If club has had an existing seasonal licence for particular venue.	Continuing allocation means that clubs with an existing seasonal licence can continue using the same facility or ground, provided they meet the policy requirements. This includes demonstrating ongoing community benefit, fair charging, compliance, and alignment with Council priorities such as accessibility and inclusive practices. The policy outlines a consistent process for managing ongoing tenure requiring review and assessing requests for new or continuing allocation.
	No allocation	If club has had no existing seasonal allocation for particular venue.	

2.5 APPLICATION PROCESS FOR TENANT CLUBS

Step 1

Seasonal sportsground applications are sent to clubs electronically. Clubs must ensure they fully read and understand all information provided and the obligations imposed on the club if their application is successful.

Step 2

The club submits the tenancy application to Council with all required documentation by the due date. Applications will not be considered until all mandatory documentation has been received by Council. Clubs will be advised if there are any items missing from their application.

Step 3

Applications are assessed against this document. Clubs with outstanding debts owed to Council will not have their applications considered until all debts are paid in full or a payment plan is approved.

Step 4

All clubs will receive written notification of their allocation. If a club is dissatisfied with their allocation, they may contact Council to escalate a dispute. Allocation offers must be acknowledged and signed by clubs prior to formal commencement of tenancy.

2.6 PRE-SEASON AND FINALS

Definition:

Pre-season usage refers to the period leading up to a seasonal allocation. Council allocates pre-season usage for a fee at venues determined by Council.

2.6.1 Timing and Applications

- Council grounds are heavily used during the winter months and require time to rejuvenate in spring and summer. This period allows for renovation, recovery of heavily worn areas, and turf regrowth to ensure the grounds are in optimal condition for the following season.

- No pre-season training will be allocated on Council sportsgrounds prior to mid-January each year.
- Applications for pre-season training will be sent to all clubs on 1 December and are due by 15 December.
- Clubs will be notified via email prior to the commencement of training in mid-January.
- Clubs should not plan any activities or special events until they have received written approval from Council. Unauthorised use may result in liability for damage and may conflict with other scheduled users or essential ground maintenance.

2.6.2 Usage Rules

- Training is only permitted on the allocated days and times.
- All players must wear rubber-soled shoes (runners/sneakers), unless advised otherwise in writing by the Parks Services Department.
- Clubs must rotate training drills to ensure even wear across the sportsground.
- Council may cancel approval at any time due to surface damage or adverse weather conditions.
- All practice match requests must be approved in writing by the Parks Services Department.
- Clubs cannot sub-let or grant permission to other clubs outside the Glen Eira municipality for practice matches.
- Clubs seeking use of grounds before pre-season commences may apply as a casual booking at the applicable casual hire rate.
- Clubs requiring use of facilities for pre-season or finals training must submit the relevant online application forms. *Finals use of both the pavilion and sportsground is not included in seasonal allocations and must be applied for separately.*

2.6.3 Pre-season Fees

- Pre-season usage will be charged according to the fees set out in Council's Sportsgrounds and Pavilions Fees and Charges Framework.
- Pavilion use is not included in this arrangement.
- Clubs requesting use of a sportsground outside their pre-season or seasonal allocation may incur additional charges.
- No pre-season training matches are permitted on sportsgrounds being used to host finals or that are not prepared for the following season.
- Finals training is only permitted once approved by Council.

2.7 PRACTICE MATCHES & CLUB ORGANISED GAMES

Clubs wishing to use a sportsground outside of the signed tenancy period (e.g. practice or social matches, club organised games, tournaments or like events), must request access in writing to the Sports Liaison Officer at least 10 working days prior to the proposed date.

Maintenance work, use of sportsgrounds for finals matches and training will take precedence over requests for pre-season use.

Additional fees may apply.

2.8 TENANCY AGREEMENT

Approval extends only to the days and times allocated and any use outside this approval will be deemed unauthorised and may jeopardise insurance policies held by the club.

Activities deemed to be outside of typical club matters (training, competition, regular social activities) require separate Council approval (refer to 2.19). This allocation is subject to the Clubs adherence to the Conditions of Occupancy contained within this document and all relevant Local, State and Federal laws.

Resolution of matters relating to infringement notices issued under a Local Law will be processed in accordance with the Local Law.

2.9 CLUB SPORTSGROUND USAGE AND INSPECTION REQUIREMENTS

Clubs are required to program their activities on sportsgrounds in a sustainable manner that assists Council in delivering high quality surfaces for community use. Clubs should be proactive in this manner utilising strategies such as the rotation or training activities across the whole playing surface and avoiding high-use and worn areas where possible.

Each month Council's Parks Services team will undertake assessments of the condition of each sportsground managed by Council. These assessments and recommendations may result in restricted use and/or closures. Council reserves the right to change any allocation due to ground conditions, risk assessment and possible safety issues. Where possible Council will offer an alternate sportsground, if one is available.

2.10 CASUAL BOOKINGS (TENANTS ONLY)

Casual bookings provide temporary access to Council facilities for an agreed period outside of the times allocated to seasonal tenants.

Approval will be subject to the application being received via the appropriate form at least ten working days prior to the first date requested. Casual bookings will be charged in accordance with the Council adopted Fees and Charges Schedule.

2.11 PAVILIONS

Pavilions are provided to support sportsground activities. Allocations will be made on a seasonal allocation basis. By signing the seasonal allocation form, clubs are agreeing to the conditions of use as outlined in this document.

Pavilion must be kept in a clean and tidy condition, including changerooms. Council staff will undertake regular inspections to ensure clubs are meeting this condition of tenancy.

The allocation of pavilions will be based on access times as detailed in clubs approved tenancy allocation. Council reserves the right to place other user groups within the pavilion during any non-

allocated times.

2.12 EMERGENCY ACCESS GATES

Tenants must be familiar with the emergency access points at your allocated sportsground. Emergency access points are marked by signage: 'Emergency Access Only Do Not Block Entrance Fines Apply'. Should these access points be blocked please report to Council's Customer Service team on (03) 9524 3333.

All clubs are issued with a key which opens emergency access gates. Please ensure all ground managers are aware of the location of this key on-site.

2.13 PADLOCKS/LOCKS

No foreign locks or padlocks are permitted within any Council amenity. Any foreign padlocks or locks found on Council amenities will be removed and the club will incur any on charge fees associated with the removal. If a new Council padlock has been replaced and club does not have key access, please call Sports Liaison Officer who will organise club with new key or remove if required. **Please do not cut padlock.**

2.14 CHANGE IN USE

Clubs must make realistic allocation requests based on club size and reasonable usage for the level of competition they support. Council must be notified of any allocation that is no longer required. Any facilities that are not allocated to its full potential may be made available to other users.

2.15 LATE TENANCY APPLICATIONS

Tenancy applications lodged after the due date, will be considered as a new club and treated accordingly under 2.4 of these guidelines.

2.16 SUB-LETTING OF FACILITIES

No club shall sub-let any part of a sportsground and/or any part of the pavilion during the allocated period. Non-compliance may result in a formal breach of the tenancy agreement and could result in Council withdrawing access to the facility.

2.17 SEASONAL HANDOVER AND OFF-SEASON STORAGE

All clubs must ensure facilities are left in a neat and tidy condition for the incoming club within a reasonable time period from the club's last competition date or as directed by Council.

Club property left on the premises at the conclusion of the allocation may be removed and disposed of by Council. The club will be held responsible for any associated costs.

Outgoing Clubs must remove all equipment/goods from the pavilion during off season periods unless they are tenants of a new pavilion with dedicated year-round storage. Clubs are responsible for organising alternate off season storage solutions.

Clubs allocated use of newly constructed pavilions must adhere to any additional requirements as directed by Council such as steam cleaning and professional cleaning of wet areas.

2.18 FEES AND CHARGES

Each sportsground and pavilion is categorised according to its current standard and charged according to these categories. Costs associated with the use of sports infrastructure are heavily subsidised by Council to encourage an active and engaged community.

Category details and associated charges are reviewed annually and are listed in the endorsed annual budget available on Council's website.

Fee setting approach

Seasonal fees are calculated using a consistent, evidence-based methodology that reflects facility classification, level of access and service provision.

Fees are set to ensure transparency, predictability and equity across clubs, while recognising the significant subsidy provided by Council to support community sport and participation.

Council recognises the cost pressures faced by not-for-profit community sporting clubs and seeks to apply fees in a manner that balances affordability and access with the ongoing costs of maintaining and operating sporting facilities.

Fees and charges are approved annually through Council's budget process and applied in accordance with Council's Pricing Policy and the adopted Schedule of Fees and Charges.

In addition to seasonal allocation fees, clubs may be charged for utilities and sport-specific services where applicable, including lighting, turf wicket preparation and other facility-specific costs.

Any additional charges are applied consistently and in accordance with Council's Pricing Policy and the adopted Schedule of Fees and Charges.

Tiered Charging Framework

Council applies a tiered charging framework to ensure that fees reflect the level of community benefit provided, the nature of activities undertaken, and the impact on Council facilities.

While all allocations are assessed on a case-by-case basis, the following categories provide a general guide.

Community Sports Clubs

- Not-for-profit, volunteer-based clubs primarily focused on participation and community outcomes.
- Typically eligible for standard community sport fees.

Elite or Semi-Professional Clubs

- Clubs competing in higher-level competitions, including those operating within structured professional or semi-professional leagues.
- May be subject to modified or higher fees reflecting their increased capacity and facility demands.

Commercial Programs and Private Providers

- Privately operated programs, including coaching clinics, academies or other fee-for-service activities conducted on Council facilities.
- Generally subject to commercial hire rates or additional charges.

Council reserves the right to determine the appropriate category based on the nature of the activity rather than the organisational status alone. Where activities vary within a single organisation, different fee structures may apply to different uses.

2.19 HOSTING AN EVENT

Council encourages opportunities for club members and their families to become engaged in club activities. Events and other activities that require external infrastructure or reasonably vary from what the public observes as typical training, competition or club social activities must be approved by Council.

When planning your event, please ensure you have met all the compliance items involved in hosting an event on Council Land. Activities including infrastructure such as a jumping castle, pegging something into the ground or filming of any kind requires a permit.

Please visit Council's website or contact Council Event Officer 9524 3333 for information on holding an event in Glen Eira.

3. FACILITY CLASSIFICATION

3.1 SPORTSGROUND AND PAVILION CATEGORIES

All Council sporting pavilions and playing fields operated under a licence agreement are classified annually based on their standard. Classification ensures fees reflect the quality of facilities and supports equitable allocation.

Classification is achieved through:

- Development of categories that differentiate between the standard of playing fields and pavilions within the City of Glen Eira.
- Facility audits and assessments to determine condition, quality, and compliance with Council requirements.

The purpose of this classification is to ensure that:

- Fees charged to clubs reflect the quality and functionality of the facility.
- Clubs are allocated facilities that meet the intended standard for their level of sport.
- Council can plan for maintenance, upgrades, and capital works to maintain community sporting infrastructure.

3.1.1 Sportsground Categories

Sportsgrounds are classified into three categories (A, B, and C):

- **Category A:** typically used for higher-level competitions; charged at the highest seasonal fee.
- **Category B:** suitable for standard community sport; charged at a medium fee.
- **Category C:** suitable for casual or developmental use; charged at a lower fee.

Classification is determined through facility audits and considers:

- Condition of the sportsground surface, including wear and resilience.
- Presence and quality of irrigation systems.
- Presence and effectiveness of underground drainage systems.

Sportsground Classification List can be found in Appendix 1

3.1.2 Pavilion Categories

Pavilions are classified based on the quality of facilities and compliance with Council's Minimum Standards. Categories reflect both the standard of the pavilion and the number of amenities available:

- **Category A:** meets most Minimum Standards; charged at the highest rate.
- **Category B:** meets some Minimum Standards; charged at a moderate rate.
- **Category C:** does not meet Minimum Standards; charged at a lower rate.

Assessment criteria include:

- Overall condition of the building and associated amenities.
- Number and standard of amenities that meet Council Minimum Standards, including:
 - Social room
 - Change rooms
 - Kitchen
 - Storage
 - Office/Meeting room
 - First Aid facilities

Pavilion Classification List can be found in Appendix 2

3.2 CATEGORY ASSESSMENT AND REVIEW

- An initial assessment of all sporting facilities has been undertaken to determine their category (see Appendices 1 and 2).
- Categories are reviewed annually to reflect:
 - Completed capital works or upgrades.
 - Changes in facility condition or compliance with Council Minimum Standards.

This review ensures that fees and allocations remain fair, transparent, and reflective of facility quality, while supporting ongoing maintenance and community sport development.

3.3 PAYMENT OF FEES

An invoice for seasonal tenancy fees will be issued to clubs within eight weeks of the commencement of the season. Fees must be paid by the due date specified on the invoice. Clubs that do not pay by the due date and have not made alternative arrangements with Council will be considered non-paying.

3.3.1 Non-payment of fees

Seasonal fees and charges for the use of Council sporting grounds, pavilions, and associated infrastructure are due within 30 days of issue.

Clubs that do not meet payment conditions may be ineligible for future allocation of Council-owned or managed facilities until outstanding amounts are resolved. Council recognises that clubs may

occasionally experience genuine financial hardship. Clubs that are unable to meet their financial obligations are encouraged to contact Council in writing as soon as possible to discuss a suitable payment arrangement.

Where clubs enter into a payment plan, allocations will generally not be affected provided the agreed plan is being met. If debts remain unresolved and Council is required to initiate debt recovery, the club will be responsible for any reasonable costs incurred in recovering the debt, and outstanding amounts may impact eligibility for future allocations.

Council is committed to working collaboratively with clubs to support financial sustainability while ensuring that facilities remain available to the broader community.

4. CLUB RESPONSIBILITIES

4.1 UTILITIES

Utility fees will be included as part of the overall charge for pavilion allocation. These fees contribute to the costs associated with the provision and use of utilities within the pavilion, including electricity, gas and water. Incorporating utility costs into the pavilion allocation fee ensures a simplified and consistent charging approach for clubs while assisting Council to recover a portion of the operating costs associated with maintaining and servicing these facilities.

4.2 END OF SEASON CLEANING

At the end of each seasonal tenancy Council contractors will inspect pavilions identifying maintenance issues, assessing cleanliness and safety. A table outlining maintenance responsibilities of clubs and Council is provide under the Pavilion Maintenance Schedule (Part 8).

Should it be found that clubs are not meeting obligations, Council will request they be rectified. If issues are not rectified and/or clubs continue to breach their tenancy, Council may rectify the issue at club's expense and/or clubs may not be considered for allocation. Clubs will be charged in full for remedial work incurred through deliberate damage, including damage by visiting clubs.

4.3 SPORTSGROUND LIGHTING

All new sportsground lighting systems are operated by timers to ensure lighting is used only during allocated tenancy hours. Timers will be set in accordance with the approved allocation for each club.

Sportsground lighting is not permitted to operate after 9:00 pm unless prior written approval has been granted by Council. Approval for extended use will only be considered where Council is satisfied that there will be minimal impact on nearby residents.

The use of sportsground lighting for night competition matches is only permitted at designated venues that meet the appropriate lux levels for community-based competition and must be approved by Council. The use of sportsground lighting for social functions or non-competition events is strictly prohibited.

Use of sportsground lighting will be charged at an hourly rate, as set out in Council's adopted Fees and Charges framework.

4.4 GOOD NEIGHBOUR PROGRAM

Glen Eira City Council want to ensure that both tenant sporting clubs and local residents are both able to enjoy the use of sportsgrounds. Common areas of conflict affecting sportsgrounds include parking, noise levels, and inappropriate use of sportsground lighting and disruptive departures from the reserve. Council supports the 'Good Neighbour' program and encourages improved relationships between sports clubs and surrounding residents. Council encourages clubs to circulate a copy of the club social calendar and typical weekly activities with details of a club contact person to local residents early in tenancy periods, so they are aware of major events.

4.5 HEALTHY, SAFE AND INCLUSIVE CLUB ENVIRONMENTS

Council expects tenant clubs to operate in a socially responsible manner and to provide safe, inclusive and family-friendly environments for participants, volunteers, spectators and the broader community. This supports Council's commitment to promoting community health and wellbeing and reducing preventable harm across community settings.

Clubs must take reasonable steps to prevent and reduce potential harm associated with club activities, including those related to alcohol consumption, gambling and other behaviours that may negatively impact health, wellbeing or participation, in accordance with Council policies, including the Reducing Harm from Gambling Policy.

These expectations align with Council's public health approach to preventing and reducing gambling-related harm and promoting healthy community environments. This includes, but is not limited to:

- ensuring gambling activities or promotions do not target or involve children and young people
- avoiding the normalisation or promotion of gambling in sport environments
- managing club activities, sponsorships, fundraising and events in a manner that aligns with community wellbeing expectations, and does not normalise or encourage gambling participation, particularly among children and young people
- complying with all relevant legislation, licence conditions and Council policies relating to alcohol and gambling

Clubs must ensure that sponsorship arrangements, partnerships and promotional activities do not promote gambling participation in a manner that is inconsistent with Council's Reducing Harm from Gambling Policy, particularly where activities occur on Council managed land or facilities.

Council may raise concerns with clubs where activities or practices are considered inconsistent with these expectations.

4.6 PAVILION ACCESS FOR COMMUNITY GROUPS

Community groups may apply for pavilion use outside of allocated seasonal tenant timeframes. An agreement with Community group(s) may be arranged and Clubs will receive notification by the Sports Liaison Officer. As per section 2.11, pavilions must be consistently kept in a clean and tidy condition for all user groups.

4.7 BREACH OF TENANCY

Council reserves the right to suspend or revoke a club's Seasonal Tenancy Agreement at any time if the conditions of the agreement are breached. Where a club fails to comply with the terms of the agreement, the following process may apply:

- Council will contact the club regarding any issues that come to its attention.
- The club will be given an opportunity to rectify the issue and provide its account of the event.

- If the club does not respond in a timely or appropriate manner, and depending on the severity of the breach, Council may consider revoking the tenancy of the facility.
- Failure to rectify an issue may put future allocations at risk.
- Clubs will receive formal written advice from Council regarding any breach, which will be recorded against the club's tenancy history as outlined in clause 2.4 of this document. Any costs associated with damage to sportsgrounds, pavilions, or neighbouring properties will be charged to the club.

4.8 ENVIRONMENTAL SUSTAINABILITY AND RESOURCE MANAGEMENT

Sports clubs are prominent stakeholders in communities and as such should be aware of their responsibilities to the members of the public that they serve through their activities, particularly in respect to juniors and young people.

Council requires clubs to be proactive in delivering their activities in a socially responsible way, whether it be relating to club governance, alcohol management (where applicable), awareness and addressing of social issues such as mental health, healthy food provision and other best practices.

Council is also committed to improving environmental outcomes and encourages allocated users to sustainably manage the use of sportsground facilities, including water, energy, waste minimisation and recycling.

4.9 WASTE MANAGEMENT

Sports clubs and user groups are responsible for managing waste generated through their use of Council sportsgrounds and facilities. This includes promoting appropriate waste disposal, minimising contamination of recycling streams, and maintaining clean, safe and presentable facilities.

Periods of increased activity such as finals, tournaments and club-organised events typically result in higher volumes of waste. Clubs are responsible for planning for increased waste generation associated with these activities. Council may provide additional waste collections where required; however, requests for additional services must be made in advance and may incur additional fees.

Standard waste services form part of pavilion operating costs. Excess waste, illegal dumping or unscheduled waste resulting from club activities may be identified through inspections and considered as part of tenancy compliance and end-of-season assessments.

Each sportsground is provided with bins for public use, which are serviced by Council contractors. Clubs are also allocated bins for their exclusive use.

Club-allocated bins must be secured within the provided bin enclosure to prevent theft or damage. If a bin is stolen or damaged, clubs should contact Council's Customer Service team as soon as practicable to request a replacement.

Bins must be placed out at the kerb on the designated collection day and returned to the enclosure following collection.

Hard rubbish removal is not available for clubs to dispose of unwanted equipment unless otherwise approved by Council.

Missed collections or waste-related issues should be reported to Council as soon as practicable.

Helpful information – Waste support and programs

Council provides access to e-waste and vape disposal points, along with other recycling and sustainability initiatives. Where capacity allows, clubs are encouraged to participate in these initiatives and to recognise volunteer-led efforts to reduce waste.

Participation in the Container Deposit Scheme (CDS) is also encouraged, as it can support fundraising while promoting positive waste diversion outcomes.

4.10 REPORTING SPORTSGROUND OR BUILDING MAINTENANCE ISSUES

Tenant clubs must report all building or sportsground maintenance items to Council via (03) 9524 3333 or via report an issue on Council's website. Reports are logged and allocated to the appropriate department for inspection and during your call you will be issued with a job number which will allow you to follow up on status of the job if required. Please do not report any building or sportsground items directly to the Sports Liaison Officer.

4.11 COUNCIL LIAISON

To ensure efficient communication between Council and clubs during a tenancy, each club is required to nominate a key representative to act as the Council Liaison. It is recommended that this person be a committee office bearer, such as the President or Secretary.

The nominated representative will be the primary contact for all matters relating to the use of Council facilities. Clubs must notify the Sports Liaison Officer immediately of any changes to the nominated representative or their contact details.

Most correspondence from Council, including updates on ground conditions, maintenance issues, and tenancy matters, will be sent via email. It is therefore essential that the nominated contact has reliable internet access and is able to receive and relay information promptly. The club representative is responsible for ensuring all relevant information is communicated to appropriate club personnel.

4.12 LINE MARKING

All line marking for competition purposes is the responsibility of the club. Council will arrange the initial marking of sporting fields at the start of each relevant season to ensure compliance with competition standards.

Clubs must ensure that all subsequent line marking:

- Conforms to the relevant sporting association guidelines, including field dimensions and safety run-offs; Council requires a minimum of 4 metres from all fences or other obstructions.
- Is carried out using suitable marking paint. Substances such as lime, herbicides (e.g., Roundup), or any other products that may damage or kill turf are strictly prohibited.
- Does not include logos, signage, or other artwork on sports fields unless prior written approval has been granted by Council.

Clubs will be responsible for any costs associated with reinstating damaged turf caused by the use of unapproved products.

4.13 STORAGE OF EQUIPMENT OFF-SEASON

Outgoing clubs must remove all equipment/goods from the pavilion during off season periods. Clubs are responsible for organising alternate storage solutions if items cannot be stored in designated areas onsite.

4.14 SMOKING

The tenant club must ensure compliance with Council's smoke-free policy which prohibits smoking in any Council owned building, including pavilions.

Smoking is also banned within 10 metres of a sporting venue that is an outdoor public place during an organised underage sporting event.

This includes training or practice sessions to prepare for an organised underage sporting event and breaks or intervals during the course of the event, training or practice session

4.15 BUILDING MODIFICATIONS

Clubs are not permitted to modify any part of a Council building without the express written consent of Council.

Clubs will be held liable for any and all costs associated for reinstating Council buildings due to unapproved club modifications.

Please contact Council's Building Maintenance Officer for more information regarding building modifications.

4.16 DEFIBRILLATORS AT PAVILIONS

Clubs may choose to install and maintain defibrillator at pavilions (internally/externally), which will remain their responsibility and require Council approval to install.

Automated External Defibrillator (AED) are not provided or maintained by Council at sport and community use pavilions

Tenant clubs who have purchased a defibrillator and share sites with other clubs, may opt to place the defibrillator in a central location at the pavilion with access available to other clubs and pavilion users. Accessibility/access to club owned defibrillators is a decision for the primary club as owner of the unit.

4.17 BUSINESS/STRATEGIC PLANNING

It is recommended that clubs develop 3 - 5-year business plan that sets out the club's aspirations and financial targets. Many associations provide strategic planning resources that can be used as templates for club plans.

4.18 SCOREBOARDS

The installation, maintenance and replacement of scoreboards is the responsibility of the tenant Club(s). The tenant club will be responsible for providing a written proposal to Council for consideration and approval of any changes being considered to the scoreboard.

4.19 ADVERTISING SIGNAGE

Clubs are not permitted to erect permanent advertising on pavilions or sportsgrounds, in accordance with Council's Community Local Law and signage requirements. Temporary advertising may be displayed on match days and other club events, provided it is installed and removed promptly, does not damage Council assets, and complies with all relevant local laws and permit conditions. Commercial signage may only be displayed where a specific permit has been granted by Council.

4.20 DISABILITY DISCRIMINATION ACT

Council's commitment to provide disability access in all Council owned or managed premises requires tenants to adopt inclusive practices in line with the obligations under the Disability Discrimination Act and the Equal Opportunity Act.

4.21 PORTABLE GOALS

Tenant Clubs are responsible for ensuring that all portable goals used at Council facilities comply with the Australian Standards relevant to their manufacture, installation, use, storage and maintenance. Visit the product's safety websites to see a copy of these Standards.

When in use, portable goalposts must be anchored correctly, and regular checks should be conducted throughout the user group's season to ensure ongoing safety.

During the winter tenancy period, storage of portable goals should be off-field, location rotated regularly to assist with ground maintenance. Do not store goals on wickets. During the summer tenancy period, portable goals must be stored away in club storage areas.

4.22 GAS BOTTLE STORAGE

Gas Bottles are not to be stored in any facility and must be taken off-site when not in use.

4.23 INFRASTRUCTURE ON SPORTSGROUNDS

Sportsground infrastructure refers to the hard-built infrastructure that supports training and competition needs of seasonally allocated sports clubs e.g. nets, lights, coaches' boxes etc. Please view sportsground maintenance items Club v Council in section 8 of this document for maintenance responsibilities of these items.

4.24 MAINTENANCE OF TURF WICKETS

Council seeks to ensure that turf wickets are maintained to a safe and playable standard while keeping costs manageable for clubs. Maintenance arrangements may be implemented in partnership between Council and clubs, with responsibilities agreed on a seasonal basis.

Clubs may be asked to contribute labour towards routine maintenance tasks, such as rolling and

general upkeep, with Council providing guidance, oversight, and technical advice as required. Where clubs do not wish to provide labour, or where additional work is required, Council may arrange for contractors to carry out maintenance, with any associated costs charged to the club.

Clubs that wish to take on full responsibility for the maintenance of wickets may be supported by Council through training, equipment guidance, and seasonal preparation. Council will continue to manage major seasonal renovations and may hand over wickets to clubs for ongoing maintenance prior to the start of competition.

Fees associated with turf wicket maintenance, including any contributions for contractor labour, will be charged in accordance with Council's annual Fees and Charges.

4.25 CRICKET WICKET COVERS

The purchase, storage and ongoing maintenance of cricket wicket covers is the full responsibility of the club. These items should not remain on sportsgrounds when not being utilised for their specific purpose. Council staff will not remove covers under any circumstances.

4.26 REMOVAL OF EQUIPMENT FROM SPORTSGROUNDS AND SURROUNDS

All equipment must be removed from sportsgrounds and surrounding areas at the conclusion of each session. This ensures that:

- Community users are not disrupted.
- Council staff can safely carry out maintenance and inspections.

Clubs must not use metal pegs, as these can cause damage to maintenance machinery and present a safety hazard to other park users. Where pegs are required, the use of coloured or highly visible pegs is recommended to enhance safety and reduce the risk of injury or damage.

Council will provide guidance on approved equipment types and placement to support safe and effective use of sportsgrounds.

4.27 VICTORIAN CHILD SAFE STANDARDS

All organisations in Victoria that provide services or facilities for children are required to comply with Child Safe Standards, to ensure that the safety of children is promoted, child abuse is prevented, and allegations of child abuse are properly responded to.

The Child Safe Standards are minimum compulsory standards for all organisations that interact with children and young people. The Standards aim to prevent abuse through a focus on cultural change and help to protect children from the risks of abuse.

On 1 July 2021 the Victorian Government announced new Child Safe Standards to more closely align with the National Child Safe Principles. The New Standards came into effect on 1 July 2022.

Contact the Commission for Children and Young People for more information and to view the new Standards Telephone 1300 782 978 or (03) 8601 5281 or Email: contact@ccyp.vic.gov.au

5. COMPLIANCE ITEMS

5.1 FOOD REGISTRATION

The Victorian Food Act 1984 specifies that anybody who prepares, stores or sells food has a legal obligation to be registered with local government and if required, use a food safety program to ensure they prepare, store and transport food in a safe and suitable manner. All sporting clubs selling food must be registered as a food business with Council's Environmental Health Services team. For more details on food registration and which category your club falls under please contact the team via (03) 9524 3333.

5.2 INCORPORATION

All user groups must be incorporated under the Associations Incorporations Act 1981, or operate under the auspices of an incorporated body. Incorporation provides a legal identity separate from individual members, offering protection from personal liability.

For more information on how to become incorporated, groups should contact Consumer Affairs Victoria on 1300 55 81 81

5.3 LIQUOR LICENCE

Clubs wishing to sell or serve alcohol on Council premises must hold a valid liquor licence. Clubs may not permit the sale or consumption of alcohol in Council facilities without:

- Council's written consent (landlord consent), and
- Proof of a current approved liquor licence.

Clubs must seek Council's consent (see landlord Consent for Liquor Licenses Procedure 2016) prior to liquor licence applications being submitted to the Victorian Commission for Gambling and Liquor Regulation. Compliance with this procedure and participation in the Good Sports program is a condition of tenancy.

5.4 INSURANCE

Council holds Public Liability Insurance for its own operations only. Clubs and tenant organisations are not covered under Council's insurance.

All clubs must:

- Hold Public Liability Insurance in the name of the user group, with an insurer approved by Council.
- Maintain coverage of at least \$20 million per occurrence, and \$10 million personal indemnity (or higher if reasonably required by Council).
- Provide a Certificate of Currency annually as part of the tenancy allocation process.

Clubs without current insurance will not be eligible for tenancy.

5.5 GOOD SPORTS

The Good Sports Program (Australian Drug Foundation) supports clubs in managing alcohol responsibly and reducing alcohol-related harm, including underage or binge drinking. Participation is mandatory for all clubs holding a liquor licence, and clubs must maintain a current accreditation certificate for the duration of their tenancy.

5.6 ANNUAL REPORTS

As a condition of tenancy, clubs must provide Council with:

- The most recent annual report, and
- Financial statements (balance sheet and profit & loss).

These documents are required to demonstrate good governance and financial responsibility.

5.7 OTHER DOCUMENTATION AND REQUIREMENTS

Council may request additional documentation or participation from clubs as required, including:

- Risk management policies
- Ground and pavilion requests
- Club training plans
- Attendance at mandatory training or tenant forums

Compliance with these requirements forms part of the tenancy agreement and ensures clubs remain eligible for allocation of Council-managed sportsgrounds and facilities.

5.8 GAMBLING AND BETTING ACTIVITIES

Clubs are expected to minimise and, where possible, avoid gambling-related activities in line with Council's Reducing Harm from Gambling Policy.

Where gambling-related activities are undertaken, they must::

- comply with all applicable legislation and regulatory requirements
- not involve or target children or young people
- not be promoted in a way that encourages harmful gambling behaviours
- be conducted in a manner consistent with Council's expectations for safe, inclusive and family-friendly sporting environments
- align with Council policies relating to harm prevention, including the Reducing Harm from Gambling Policy

Low-risk activities such as raffles, tipping competitions or similar fundraising activities may be permitted where they provide a clear community benefit.

Clubs must ensure that sponsorship arrangements, partnerships and promotional activities do not promote gambling participation in a manner that is inconsistent with the Reducing Harm from

Gambling Policy, particularly where activities occur on Council-managed land or facilities.

Council reserves the right to direct a club to amend or cease gambling-related activities where they are considered to present an unacceptable risk to participants, the community or Council, or where they are inconsistent with Council policy.

Compliance with relevant Council policies, including the Reducing Harm from Gambling Policy, forms part of tenancy expectations and may be considered in allocation decisions and ongoing eligibility for facility use.

6. ELECTRONIC ACCESS

6.1 ELECTRONIC ACCESS SYSTEMS

All City of Glen Eira sports pavilions are fitted with an electronic access system, and access passes are issued to clubs for the duration of their tenancy. Clubs must comply with the following conditions regarding access passes:

- **Non-transferable:** Access passes must not be loaned or given to any other club, association, organisation, school, or individual. Responsibility rests with the nominated pass holder(s) on the signed access agreement.
- **Non-compliance:** Misuse of access passes may result in the suspension or withdrawal of sportsground and pavilion access.
- **Notification of changes:** Any changes to pass holders must be forwarded promptly to Council's Recreation Liaison Officer.
- **Padlocks:** Padlocks on designated doors/chains must not be removed or replaced. Any replacement initiated by the club will incur a \$500 fee.

Pass Allocation

- Each pavilion is issued with five access passes per club. Additional passes may be purchased at \$100 per pass.
- **Access hours:** Buildings may only be accessed during the approved allocation times detailed in the club's tenancy confirmation letter.
- **Extended access:** Two nominated club representatives will receive broader access from 7:00am to midnight to accommodate deliveries or incidental club tasks. This does not grant full tenancy rights beyond allocated activities.

Building Zones

- Each pavilion is divided into zones to allow clubs to secure specific areas, such as bars or storage.
- Zone assignments for each pass holder must be nominated via the online application form.
- **Expiry:** Access passes operate only for the home and away tenancy period. Clubs progressing to finals must notify the Sports Liaison Officer via email to extend access accordingly.

Damaged or stolen/lost electronic padlocks.

Clubs will incur the full cost to replace lost/stolen or damaged locks. Replacement of electronic padlocks is \$1700 per lock.

6.2 HOW TO APPLY

Before commencing the online application, clubs should gather the following details for each applicant:

- Full name
- Position held at the club
- Phone number
- Email address
- Number of pavilions each applicant requires access to
- Zone required for each applicant
- Type of access card required
- Identification of the two club representatives who will receive extended access (7am – midnight)

Application Notes

- Access to multiple pavilions can be provided on a single access card. Please indicate this requirement on the application form.
- For clubs requiring more than 10 card holders, a second application form must be submitted.
- Pass holders and access requirements can be updated at any time by emailing the Recreation Liaison Officer with the specific request.
- Clubs are responsible for verifying that the access provided matches their submitted requirements. Council will supply details of access once cards are issued.

Lost, Damaged, or Stolen Cards

- Any lost, stolen, or damaged access passes must be reported to Council immediately.
- Replacement passes will incur a fee charged to the club.
- Damaged passes must be returned to Council before a replacement is issued.

7. DEFINITIONS

Term	Meaning
Access	The degree to which a facility can be used
Agreement	The “agreement” consists of the relevant completed application forms and the signed tenancy documentation that is distributed on receipt of the application forms.
CALD	Culturally and Linguistically Diverse
Club	The incorporated body of people, herein applying for tenancy of a Sportsground.
Council	City of Glen Eira, including its staff and contractors.
Festival/event	An activity, public or private, whereby a gathering of more than 50 people is organised and which uses a public thoroughfare or public amenity for activities other than it’s dedicated purpose (this requires a permit).
Gecko Cover	A cricket wicket cover placed on grounds at the end of the summer season period to enable safe and full utilisation of sportsground for winter tenants.
Home Ground	The primary sportsground that a club uses to conduct the majority of competition matches. Tenancy typically includes the ground and associated pavilion.
Juniors	An age category of players aged 18 years and under.
Non-seasonal Use	The use of a sportsground outside of the defined allocation agreement for activity such as pre-season training and practice matches, finals training and matches. Such usage is to be applied for separately by the seasonal tenant and may incur additional charges.
Pavilion	A building connected with a sportsground, which may be used in conjunction with the use of the sportsground.
Practice nets/Batting cage	Caged areas for cricket / baseball batting practice.
School Use	Any school granted permission to use a sportsground during school hours.
Seasonal Allocation	An agreement between a user group and Council for use of a sportsgrounds during the given season.
Seniors	An age category of players aged 18 years and over.
Sportsground	An area of open space provided specifically for the purpose of conducting formal sport or encouraging informal recreation activity.
Summer Allocation	From 01 October to end of home and away season.
Synthetic Surfaces	Hard wearing surface (not turf), such as rubber or carpet.
Synthetic Wicket	A synthetic cricket wicket with concrete base.
Temporary Allocation	A sportsground allocated to a club when the club’s primary

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Term	Meaning
	sportsground has been closed due to unsuitability or redevelopment works.
Training	Non-competitive activities undertaken to prepare participants for competition.
Turf Wicket	A prepared grass wicket generally used for high-grade cricket competition.
User Group	A group of people who have been granted a seasonal or casual allocation. This includes sports
Winter Allocation	From 01 April to end of the home and away season.

8. PAVILION & SPORTSGROUND MAINTENANCE GUIDELINES

8.1 PAVILION MAINTENANCE

	Maintenance items	Council Responsibility	Club Responsibility
EXTERIOR	Cleaning (pavilion and grounds)	(inspection undertaken post season)	ALL
	Painting (excluding club signage)	X	
	Roller shutters, grills	X	(repair to be charged to club if deemed at fault)
	Guttering, downpipes, stormwater drains	X	
	Electronic doors	X	Repairs due to club damaged OR foreign locks cut off. Cost of repairs to be charged to clubs.
	Security lighting	X (outside pavilion)	
	Roof repairs/replacement	X	
	Security cameras/alarms		X (Internal only. External = No unless approved by Council)
	Plumbing maintenance (blockages, repairs, and replacements)	X	(repair to be charged to club if deemed at fault)
	Public toilets	X	
	Structural maintenance (including footings, foundations, stumps, windows, walls, external doors)	X	
	Clug signage		
	Graffiti	X	X
	Vandalism	X	
	BBQ (unless in park)		X
	Cleaning		ALL (includes professional steam cleaning)
	Cyclical Painting	X	
	Floors and floor coverings	Changerooms & non-social rooms – repair due to wear and tear	Social room/bar area – Repair due to club damage (consult with Council on replacements)
	Electricity supply mains, switchboards	X	
	Exit signs and Emergency lighting	X	
	Replacement of globes	X	
	Fire prevention e.g. Smoke alarms,	X	

OFFICIAL

INTERIOR	fire hoses		
	Fittings	X	X
	Fixtures	X (hard wired to building)	X (all other)
	Equipment	X	
	Heating and Air Conditioning- Replacement	X (In Social Room ONLY)	X (Council managed repairs at club cost)
	Hot Water service	X	
	Grease traps	X	X
	Roof/Ceiling repairs	X	
	Water leakage	*case by case – to be advised by council	
	Window fittings (e.g. blinds)		X
	Electronic doors	X	Repairs due to club damage or the cutting off of foreign locks to be charged to clubs.
	Vandalism (club inflicted)		X
	Bar equipment- repair and replace		X
	Cool Room		X
	Gym-installed by club		X
	Hot Water Urn	X	
	Pest Control	Possums, birds	Rats, mice, insects
	Canteen/Kitchen appliances/items		X

8.2 SPORTSGROUND MAINTENANCE

Maintenance items	Council Responsibility	Club Responsibility
Coaches' boxes	X	
Cricket pitch synthetic	X	
Cricket pitch Gecko covers (install & remove)	X	
Cricket Pitch Rollers	X	
Line Marking	X (Initial line marking only)	X (Re-marking)
Fencing and gates	X	
Football (AFL and Soccer) goal posts	X (Permanent posts installation and removal)	
Scoreboard – install and maintenance		X (requires Council approval)

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Club scorer box		X (requires Council approval)
Sirens		X (requires Council approval)
Sportsground maintenance (i.e. mowing, top dress)	X	
Turf wicket maintenance	X	
Sportsground watering, irrigation, and sprinkler controls	X	
Flagpoles		X
Signage (reserve signage)	X (as approved and installed by Council)	X (erected in conjunction with club activities only)
Cricket nets & batting cages	X	
Synthetic areas	X	
Safe storage of portable goals		X
Cricket net/batting cage power outlet	X	
Crushed rock/ground maintenance – baseball grounds	X	
Sportsground lighting	X (timers, on-going maintenance to ensure 50 lux and globe replacement)	X (upgrades to increase lux level to allow for night matches to be played)

APPENDIX 1 – CLASSIFICATION OF SPORTSGROUNDS

CLASSIFICATION	A	B	C
Bailey Reserve No.1		X	
Bailey Reserve No.2		X	
Bailey Reserve No.3-4			X
Bentleigh Reserve	X		
Caulfield Park No.1	X		
Caulfield Park No.2		X	
Caulfield Park No.3		X	
Caulfield Park No.4		X	
Caulfield Park No.5			X
Caulfield Park No.6			X
Caulfield Park No.7			X
Centenary Park 1	X		
Centenary Park 2		X	
Duncan Mackinnon Reserve No.1			X
Duncan Mackinnon Reserve No.2			X
East Caulfield Reserve No.1	X		
East Caulfield Reserve No.2			X
E.E.Gunn Reserve No.1	X		
E.E.Gunn Reserve No.2-3			X
Glenhuntly Park		X	
King George Reserve No.1		X	
King George Reserve No.2			X
Koornang Park	X		
Lord Park No.1		X	
Lord Park No.2		X	
Lord Park No.3		X	
Mackie Road Reserve	X		
Moorleigh Reserve	X		
Marlborough Reserve			X
McKinnon Reserve No.1	X		
McKinnon Reserve No.2			X
Murrumbeena Park 1	X		
Murrumbeena Park 2			X
Packer Park	X		
Princes Park No.1	X		
Princes Park No.2		X	
Princes Park No.3			X
Princes Park No.4		X	
Victory Park 1		X	
Victory Park 2		X	

APPENDIX 2 – CLASSIFICATION OF PAVILIONS

Reserve	Address	Pavilion Classification
Bailey Reserve (Soccer)	East Boundary Road, East Bentleigh	C
Bailey Reserve (Softball)	East Boundary Road, East Bentleigh	C
Bentleigh Reserve	Jasper Road, Bentleigh	B
Caulfield Park No.1	Inkerman Road, Caulfield North	B
Caulfield Park No.2	Inkerman Road, Caulfield North	A
Caulfield Park No.3-4	Inkerman Road, Caulfield North	C
Caulfield Park No.5-7	Inkerman Road, Caulfield North	C
Centenary Park	Brady Road, East Bentleigh	A
Duncan MacKinnon Reserve	North Road, McKinnon	N/A
East Caulfield Reserve	Princes Highway, Caulfield	C
E.E.Gunn Reserve	Malane Street, Ormond	B
E.E.Gunn Reserve (Baseball)	Malane Street, Ormond	C
Glenhuntly Park	Neerim Road, Glenhuntly	B
King George Reserve	East Boundary Road, East Bentleigh	B
Koornang Park	Koornang Road, Carnegie	B
Lord Reserve	Munro Avenue, Carnegie	A
Mackie Road Reserve	Mackie Road, East Bentleigh	A
Moorleigh Reserve	Bignell Road, East Bentleigh	A
Marlborough Reserve	Marlborough Street, East Bentleigh	C
McKinnon Reserve	Tucker Road, McKinnon	B
Murrumbeena Park	Kangaroo Road, Murrumbeena	A
Packer Park	Oakleigh Road, Carnegie	C
Princes Park (Oval 1)	Bambra Road, Caulfield South	B
Princes Park (Oval 2)	Bambra Road, Caulfield South	B
Victory Park	Patterson Road, Bentleigh	A



GLEN EIRA
CITY COUNCIL

Glen Eira City Council

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