

Electronic Scoreboard Policy

VERSION NO. 1.0
APPROVAL Council
Date: 27/11/2025

CM REFERENCE 25/346532
REVIEW November 2028
RESPONSIBLE EXECUTIVE General Manager Infrastructure and Open Space
POLICY TYPE Council
POLICY OWNER Manager Active Kingston

1. Purpose

To outline the Kingston City Council (KCC) position, responsibilities, and processes regarding the installation, ownership, maintenance, and funding of electronic scoreboards within Council-owned sports reserves. KCC has the responsibility to ensure there is a consistent approach to Electronic Scoreboards within its sports reserves and that all scoreboards are safely erected, maintained and do not detract from the visual amenity of users of the site and community.

Electronic Scoreboards will be permitted and approved on Council's sport and recreation reserves provided it is consistent with the criteria and conditions set out in this Policy.

2. Scope

This policy applies to all sporting clubs seeking to install and/or manage electronic scoreboards on Council land within the municipality. The installation and maintenance of Electronic Scoreboards within Council sports reserves must adhere to the details provided in this Policy and applies to the reserves noted in Appendix 1.

3. Policy Intent

KCC currently maintains 68 fields spread across 37 sports reserves to support its various sports clubs. A wide range of scoreboards are installed throughout these facilities to meet the diverse needs of different sports and users. These include traditional manual scoreboards operated by hand, as well as portable models that can be easily relocated as needed. Additionally, Kingston's reserves feature several electronic scoreboards, ranging from basic digital displays to advanced LED versions offering high visibility and enhanced features.

Electronic scoreboards enhance the spectator experience and can support club sporting operations, sponsorship, and community engagement. Scoreboards are a valued and key part of sporting facilities for community sport and are important to the facilities within Kingston. With increasing popularity of electronic scoreboards, expectations are changing resulting in significantly increased demand. However, electronic scoreboards, while beneficial and supported by some State Sporting Associations (SSA), they are not considered an essential component for the functioning of sports activities. They are considered a non-core enhancement rather than a critical requirement for the operation of sport or participation in

sport. Their presence does not directly contribute to increasing participation rates within sport but instead offer supplementary benefits that enhance the overall experience.

Therefore, scoreboards will not be funded by Council. Council supports clubs seeking to install scoreboards through external grant funding, sponsorship, or self-funding. Clubs may also consider applying for a Kingston Community Grant for a partial funding contribution which will be assessed by Council's Grants team.

This Policy sets a framework for the approval and installation of Electronic Scoreboards by tenant clubs on Council sports reserves. Under this Policy, all Electronic Scoreboards will require the written approval of Council via Council's Approval in Principle (AIP) application process prior to installation. This will ensure the following principles are met:

- Ensure that appropriate funding is allocated by the clubs for both installation, operation, management, maintenance and renewal
- Installation of the electronic scoreboard demonstrates benefit to the tenant sporting club/s and broader community
- The methodology for the installation of the electronic scoreboard meets all industry safety codes and legislation.
- Roles and responsibilities for funding, installation, project management, maintenance and renewal and asset ownership are made clear
- The visual amenity of sports reserves is maintained by appropriately locating the electronic scoreboard within the reserve
- Existing assets within the sports reserve are not impacted by the installation of the electronic scoreboard such as trees, irrigation systems, lighting and services.
- A coordinated approach to the use of a scoreboard where there are multiple tenants / sports clubs involved
- Consistency of opportunities, by sporting clubs to generate approved sponsorship or advertising income that supports their activities via the electronic scoreboard in alignment with Council Signage and Advertising Policy.
- Reserves continue to be accessible and safe for use by all sectors of the community.
- Electronic Scoreboard installation meets standards for appropriate type, size, and quality as per this policy, and is consistent across the municipality and across the level of competition and sporting requirements

4. Definitions

Term	Definition
Active Kingston	The Council department responsible for sport and recreation services
AIP (Approval in Principle)	An initial assessment and approval for capital works on Council-owned properties, or for minor capital works and equipment.
Building Permit	A written approval by a private or municipal building surveyor which allows the building work to be undertaken according to the approved plans, specifications and other relevant documentation.
Council	Kingston City Council

Council Approved Contractor	An OHS approved contractor that has been assessed and approved in the Rapid Global compliance system
Clubs	Abbreviation for Sports Clubs
Electronic Scoreboard	An electronic display that shows team scores and other information such as time clocks, game periods, team names, sponsorship partners and may have game horns or sirens.
Fields	Sport specific playing areas used for playing sport within Kingston Sports Reserves.
Funding	Monetary assets to finance the purchase and installation of the electronic scoreboard.
Planning Permit	Legal document granting permission for a specific use or development on a piece of land
Project Manager	Council Officer within the Infrastructure department who is responsible for the overseeing of the project to ensure compliance and OHS process are completed correctly, and the project is completed appropriately.
Rapid Global	Workplace health and safety software system, which all Council Contractors need to be using, to ensure they meet all appropriate OHS standards and requirements.
Specifications	Details of the equipment to be utilised. May include type, size, features, functions, power source.
Sport and Recreation Liaison Officer	The key contact within the Active Kingston department for Sports Clubs
Sports Reserves	A Council owned and managed area of land designated for sporting and recreational activities, with use intended for both organised sports and informal recreation by the public.
Sports Clubs	A formal organisation whose primary purpose is to provide opportunities for members to engage in sports, either recreationally or competitively.

5. Governance Principles and Council Plan alignment

5.1 Governance Principles

Principle (b) - priority is to be given to achieving the best outcomes for the municipal community, including future generations.

Principle (d) - the municipal community is to be engaged in strategic planning and strategic decision making.

Principle (e) - innovation and continuous improvement is to be pursued.

Principle (g) - the ongoing financial viability of the Council is to be ensured.

Principle (i) - the transparency of Council decisions, actions and information is to be ensured.

5.2 Council Plan Alignment

This Policy supports the delivery of Kingston's Council & Wellbeing Plan 2025–2029, particularly:

Key Direction – Healthy and Connected: We are a healthy, inclusive and accessible community, where social connections thrive, and everyone feels supported and safe.

- Provide environments and services that promote and support mental and physical health and wellbeing.
- Empower and nurture our community to develop and lead community-based initiatives.

This policy aligns with the Council Plan, strategies, and other legislative requirements and has considered the overarching governance principles and supporting principles.

6. Internal and External Assessments

6.1 Risk Assessment

This policy has been reviewed by the Risk Management Coordinator and considered to have a medium risk impact on Council and is considered in Strategic Risk Registers for ongoing monitoring to ensure that the risk is managed effectively and mitigated where possible.

6.2 Delegation and Authorisation (Compliance Framework)

There are no delegated positions with responsibilities for this Policy.

6.3 Gender Impact Assessment

A Gender Impact Assessment was completed and identified that there is a low impact which affects gender diverse people. The issues identified in the GIA are addressed by the Sports Ground Allocation Policy and the Fair Access Policy action plan.

6.4 Privacy Impact Assessment

A Privacy Impact Assessment is not required for this Policy.

6.5 Human Rights Charter

This policy has been reviewed against and complies with the Charter of Human Rights and Responsibilities Act 2006.

7. Key Stakeholders

The following key stakeholders were essential in developing this Policy.

- Active Kingston
- Open Space (Sportsgrounds)
- City Works
- Infrastructure
- Property Services
- Governance
- Sports clubs within the City of Kingston

8. Roles and Responsibilities

Stakeholder	Responsibility
Sport and Recreation, Active Kingston	To develop, own and update this policy and liaise with Sports Club for the process and approval of Electronic Scoreboards
Open Space, Kingston City Council	Provide advice and guidance on the location for the installation of electronic scoreboards within sports reserves. Including advice on tree protection zones and services locations within sports reserves.
City Works, Kingston City Council	To provide reactive maintenance support on scoreboards for the following: Electrical issues related to switchboards that provide power to electronic scoreboards and requirements under maintenance to meet compliance requirements, Minor Graffiti that can be cleaned
Infrastructure, Kingston City Council	To review and act as Project Manager in the installation of electronic scoreboards in sports reserves.
Property Services, Kingston City Council	To manage and review the AIP process for the installation of electronic scoreboards in sports reserves. In accordance with this policy.
Governance, Kingston City Council	To support policy compliance and alignment with legislative obligations.
Sports Club/s	To collaborate with their Sport and Recreation Liaison Officer when first investigating electronic scoreboard installation and throughout the project life cycle. Source adequate funding for project as advised by Council officers. And to organise and complete the appropriate processes as per this policy for the installation of Electronic Scoreboards.

9. Related documents

9.1 Legislation

- Local Government Act (2020)
- Public Health and Wellbeing Act (2008)
- The Gender Equality Act (2020)
- Charter of Human Rights and Responsibilities Act (2006)

9.2 Documents and Resources

- Kingston City Council Fair Access Policy (2024)
- Kingston City Council's Sport and Recreation Strategy (2018)
- Kingston City Council's Sporting Pavilion Policy and Design Guidelines (2024)
- Kingston City Council Signage and Advertising Policy
- Kingston City Council's All Abilities Action Plan (2024-2028)
- Kingston City Council's Gambling Policy 2020-2024
- Kingston City Council's Open Space Strategy 2023
- Gender Impact Assessment (2025) (ref. appendix 2)
- Sport Facility Allocation Guide (2025)
- Maintenance Schedule (updated 2025)

10. Scoreboard Installation Guidelines

10.1 Responsibilities

This Policy outlines the terms for funding, installation, management, maintenance, and renewal. The following is a summary of the split of responsibilities between Sports Clubs and Council.

Sports Clubs are responsible for:

- Funding electronic scoreboard installation and infrastructure
- Seeking approval for the projects from Council
- Ensuring installations are completed by a Council-approved contractor.
- The costs associated with any electrical power upgrades, in addition to existing power requirements.
- Ongoing maintenance, servicing, repairs, renewals, and technology upgrades (including software and hardware).
- Arranging and covering the cost of both reactive maintenance and repair, and regular scheduled maintenance servicing
- The ongoing costs of operating the electronic scoreboard including power and cleaning.
- Fund the renewal or replacement of the scoreboard.
- Removal and disposal of the electronic scoreboard at end of life, including reinstatement of surrounding area.

Council is responsible for:

- Approving electronic scoreboard installations via an Approval In Principle (AIP) process.
- Project management of installations to meet safety and infrastructure standards.
- Conducting Audits of the conditions of the scoreboard and structural infrastructure (e.g.: Footings and Support structure) and rectify any safety issues.
- Repair any power and/or electrical faults to the switchboard for the scoreboard when required.
- Undertake minor repairs from vandalism to scoreboard such as graffiti
- Insuring the scoreboard under Councils Insurance Policies

10.2 Approval Process

The following is the process for the approval of scoreboards and installation within Council sports reserves:

- Sports Clubs need to submit an Approval In Principle (AIP) via – ([AIP Link](#)) with the below information on the project for the installation of an Electronic Scoreboard:
 - Total cost of the project (refer section 10.3), with quotes from the contractor
 - All scoreboard information including size, scoreboard specifications (refer section 10.7), and infrastructure requirements
 - Confirmation and demonstration the club have the appropriate funds for the project including contingencies
 - An appropriately Council approved contractor compliant on Rapid Global to complete the project.
 - Preferred location for the installed electronic scoreboard
 - All other appropriate requested documentation
- A submitted AIP is then reviewed in consultation with various relevant internal departments of council. Additional supporting information and/or documentation

may also be requested from the applying club. If ratified, approval will be granted and notification sent to the applying club.

- Once an AIP is approved, Council officers will project manage the installation of the electronic scoreboard to ensure they are appropriately installed by the contractor. Council will fund the cost associated with project management.
- All building permits will need to be obtained and paid for by the club
- Council's Project Manager will manage the following during construction
 - Ensure all permits are correct
 - Hold points during construction
 - Ensure OHS condition are met by contractor
 - Post construction checks and sign off
 - Ensuring no Council infrastructure is affected (i.e. Irrigation),
 - Ensure the electronic scoreboard is installed and positioned correctly in the reserve.

On completion of the scoreboard installation a certificate of completion and certificate of electrical compliance must be provided to Council by the club and their contractor/s.

10.3 Funding

Clubs are responsible for funding the purchase and installation of Electronic Scoreboards. Council does not contribute to scoreboard capital costs unless part of an approved capital works grant-funded project. Council will contribute in kind towards the project management of the installation and can provide advice on associated extra costs that may arise for the project. These may include geo-technical investigations, managing contaminated soil or extra costs for power and data installation. Council will specify a contingency required on a case-by-case basis.

Clubs are encouraged to apply for external grants or secure sponsorship and funding to pay for electronic scoreboards. Clubs may consider applying for a Kingston Community Grant for partial funding contribution, which will be assessed by Council's Grants team. Scoreboards are eligible under the Bi-Annual Grants Stream (Minor Capital Works) for up to \$10,000. Any state or federal grant funding received will be administered through a funding agreement with Council.

Clubs need to ensure that funding for the scoreboard includes the installation costs and appropriate budget is set aside to cover all costs associated with the project including contingency. Obtaining quotes for the supply and installation of the electronic scoreboard before commencing the approval process is recommended.

This will include but not be limited to:

- Purchase of electronic Scoreboard Infrastructure
- Boring and installation of conduits for power and communications Building and Planning permit costs
- Hardware and Software for operating the scoreboard
- Contingencies for geo-technical investigations, managing contaminated soil or extra costs for power and data installation

Clubs need to also take into consideration ongoing maintenance costs, the possible increase to utility costs (i.e. – electrical) and future renewal. These additional costs following installation will be made clear to clubs up front as part of the approval process.

10.4 Location

Council requires that all sporting clubs consult and liaise with Council officers regarding the proposed location of any new infrastructure within a Council managed reserve for electronic scoreboards. This will ensure:

- Installations are appropriately sited within the open space of the reserve for the amenity of all, including casual users, sports clubs, community groups, and residents.
- Do not interfere with existing services or infrastructure including, drainage, irrigation, or tree roots
- Aligns with the long-term planning and amenity of the reserve

Clubs are encouraged to engage with their Sport and Recreation Liaison Officer early in their planning process for feedback regarding the proposed location of an electronic scoreboard.

10.5 Specifications

Technical specifications regarding electronic scoreboards should be appropriate for the sport, the level of competition and reserve site requirements.

- *Size* – It is recommended that the scoreboard fits the reserve profile. The recommend sizes for an electronic scoreboard are listed below: Other requested sizes will be considered with supporting evidence.

Size Guide Recommendations

Size	Dimensions	Recommended for installation
Small	3m x 2m	Junior sports fields
Medium	4m x 3m	Senior sports fields
Large	6m x 4m	Regional senior sports fields

- *Type of Electronic Scoreboard:*
LED Electronic scoreboards are recommended, as they provide the best multi-purpose use options for clubs.
- *Power and Network Supply:*
These include the cables and conduits required to provide electricity and data connectivity for the scoreboard to function. Power for the scoreboards goes to switchboards located inside pavilions. Wireless communications are recommended to be used for data supply where possible to minimise construction and conduit boring costs.
- *Infrastructure:*
The electronic scoreboard asset consists of several components that form the overall piece of infrastructure.

Standalone electronic scoreboards on steel structures are recommended to minimise the size of infrastructure within sports reserves. This includes the physical framework or casing that supports and houses the scoreboard. It must be durable and designed to withstand outdoor coastal conditions. Additionally, it includes footings, which create the foundation that anchors the scoreboard structure, ensuring stability and safety in varying weather conditions.

- **The Structure:** This includes the physical framework or casing that supports and houses the scoreboard. It must be durable and designed to withstand outdoor conditions.
 - **Footings:** The foundation that anchors the scoreboard structure, ensuring stability and safety in varying weather conditions.
 - **Electronic Screen and Hardware Components:** The screen displays scores, messages, or advertisements, and the internal hardware drives the scoreboard's operations.
 - **Power and Network Supply:** These include the cables and conduits required to provide electricity and data connectivity for the scoreboard to function. Power for the scoreboards goes to switchboards located inside pavilions.
- *Design:*
The structural design and installation of the scoreboard must adhere to safety standards, accounting for factors such as wind loads and durability, to prevent risks to players, spectators, and the surrounding environment.
 - *Software and Hardware:*
The software interface and computing systems enable users to operate the scoreboard, input scores, and manage additional features like advertisements or community messages. Software and Computers are recommended to interface with the scoreboard and will enable users to operate the electronic scoreboard, input scores, and manage additional features like advertisements or community messages.
 - *Security Roller Door:*
Installing a security roller door on the electronic scoreboard is required by Council to prevent damage and graffiti.

Each of these elements play a vital role in the overall performance and usability of electronic scoreboards, ensuring they meet the needs of the community sports club/s when in use and are safe for the broader community, and to protect and increase the life of the asset.

10.6 Installation

When considering the installation of electronic scoreboards in sports reserves, it is essential Council addresses potential risks and safety concerns to ensure they are structurally sound and do not compromise the broader infrastructure.

Some of the key issues that can arise, include power-related issues which have the potential for electrical faults or overloading, which may disrupt other critical infrastructure at the sportsground, such as lighting, irrigation systems, or PA systems. Ensuring that scoreboards are properly installed into the reserve's electrical network is crucial to maintaining the functionality of these systems. Therefore, it is a requirement of this policy that Council project manage the installation.

Installations must comply with all relevant building codes and safety standards and must be carried out by the Council-approved contractor, to maintain quality and safety assurance.

Once the installation of the scoreboard has been completed, a project handover/closure process will be conducted. This will include the following:

- A final inspection and sign off completed by Council's – Project Manager.
- All specifications and details of the electronic scoreboard to be provided to Council

- All construction documentation to be provided to Council as instructed, as per the approval process in their AIP.
- The new scoreboard listed on Councils asset register
- City Works team notified of the new asset for ongoing structural maintenance and electrical power issue repairs.

10.7 Maintenance and Renewal

Maintenance:

Sports clubs are responsible for the proactive and ongoing maintenance and upkeep of electronic scoreboards to ensure they remain functional and efficient. The club/s should follow the manufacturer's recommended scheduled maintenance servicing once the electronic scoreboard is installed to mitigate risks and ensure the safety and functionality of electronic scoreboard infrastructure at the reserve.

Addressing both routine and long-term needs to maintain the electronic scoreboard's operational and technological standards. These include:

- *General Cleaning:*
Keep the electronic scoreboard clean and free from dirt or debris to maintain its appearance and functionality.
- *Regular Servicing:*
Pay for and ensure the scoreboard undergoes regular programmed servicing, reactive repairs, and replacement if unrepairable
- *Hardware:*
Conduct repairs, servicing, and maintenance of the electronic screen and other hardware components.
- *Technology Upgrades:*
Update hardware and technology as needed to keep the scoreboard compatible with evolving systems.
- *Software Management:*
Renew, and upgrade software licenses to ensure seamless operation.
- *General Repair Costs:*
Cover the costs and take responsibility for any repairs required to the electronic scoreboard.

Council will have the following maintenance responsibilities for electronic scoreboards installed in sports reserves:

- Cleaning of Graffiti on scoreboards
- Investigating and repairing electrical and power issues from the switchboard source for the scoreboard
- Structural audits

Renewal:

Sports clubs are responsible to fund the renewal or replacement of electronic scoreboards.

The scoreboard electronic screen has an estimated lifespan dependent on hours of use and other factors for LED of 100,000 hours of use which can equate to between 10-years and 15-years dependent on the frequency of use. The structure of the scoreboard which holds the screen has a longer life span and is estimated between 15 years to 25 years, with factors including location, weather conditions, inspections and maintenance.

Software to operate the scoreboard must be regularly upgraded and updated to ensure it keeps up to date with the latest programs and technology. This is generally an ongoing process with the software provider.

In summary:

- LED Electronic screen – 10-15 years
- Scoreboard Structure – 15-25 years
- Software to operate scoreboard – ongoing updates required.

10.8 Ownership and Insurance

Electronic Scoreboards and infrastructure installed within Council sports reserves and on Council land will become a Council asset. The Asset will be owned by Council with the sports club maintaining operational and financial responsibility for its upkeep.

Council ownership of electronic scoreboards ensures that the use of scoreboards within Council-owned sports reserves is consistent and aligns with Council values and policies.

Insurance is noted as being required for all scoreboards and will be assessed based on Council's asset register.

10.9 Permits and Planning considerations

Planning Permits for Electronic Scoreboards may be required depending on the specific circumstances and will be assessed on a case-by-case basis. Sufficient lead time should be factored into project planning to allow for any necessary permits to be obtained.

10.10 Main Uses

Electronic scoreboards installed within Council sports reserves are intended to support sporting activities and enhance the experience for players, officials, and spectators. The primary use of electronic scoreboards will be for displaying relevant game information such as:

- Scores
- Timekeeping
- Match statistics
- Club messaging directly related to scheduled sporting events
- Appropriate club sponsorship and advertising

Clubs must ensure the scoreboard is not used for gambling or smoking advertising, political messaging, or any content that may be deemed inappropriate or inconsistent with Council values and policies.

10.11 Sponsorship, Advertising and other uses

Sports Clubs are encouraged to utilise scoreboards for broader community benefit including movie nights, event messaging, or charity events where appropriate.

Electronic scoreboards can offer benefits to sports clubs by enhancing the overall experience for players, spectators, and the wider community. They provide real-time updates, ensuring that everyone remains engaged and informed during games. They also present opportunities for clubs to generate revenue through sponsorship and advertising, showcasing local businesses and partners prominently.

Any additional uses outside of standard sporting operations must be approved by Council in advance.

10.11 Review

This policy will be reviewed every three years or upon significant change in technology or Council direction.

Appendix 1.**City of Kingston Sports Reserves**

	Sports Reserves	Location
1	Glen Street Reserve	Aspendale
2	Regents Park	Aspendale
3	Browns Reserve	Aspendale
4	Aspendale Gardens Sports Ground	Aspendale Gardens
5	Bonbeach Reserve	Bonbeach
6	Roy Dore Reserve	Carrum
7	Chelsea Recreation Reserve	Chelsea
8	Bicentennial Park	Chelsea
9	Chelsea Sportswomen's Centre	Chelsea
10	Beazley Reserve	Chelsea Heights
11	Le Page Park	Cheltenham
12	Kingston Heath Reserve	Cheltenham
13	Kingston Heath Regional Soccer Complex	Cheltenham
14	Keys Road Reserve	Cheltenham
15	Namatjira Park	Clayton South
16	The Grange Reserve	Clayton South
17	Keeley Park	Clayton South
18	Chadwick Reserve	Dingley Village
19	Dingley Reserve	Dingley Village
20	Rowan Road Reserve	Dingley Village
21	Edithvale Common	Edithvale
22	Edithvale Recreation Reserve	Edithvale
23	Heatherton Recreation Reserve	Heatherton
24	Highbett Reserve	Highbett
25	Southern Reserve	Mentone
26	Mentone Reserve	Mentone
27	Dane Road Reserve	Moorabbin
28	GR Bricker Reserve	Moorabbin
29	Doug Denyer Reserve	Mordialloc
30	Jack Grut Reserve	Mordialloc
31	Ben Kavanagh Reserve	Mordialloc
32	George Woods Reserve	Mordialloc
33	Dales Park	Oakleigh South
34	Dolamore Reserve	Parkdale
35	Gerry Green Reserve	Parkdale
36	Walter Galt Reserve	Parkdale

Appendix 2.**Gender Impact Assessment – Documentation**

CM Ref: 25/286275