

City of Kingston

Sportsground & Facilities Allocation

User Guide | 2026



City of
KINGSTON

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1. General conditions

1.1 Document Outline

This document is to be read in conjunction with the Sportsground and Facilities Allocation Policy (2026).

The purpose of this guide is to establish a clear protocol for the allocation of sporting facilities to user groups. It intends to outline the process by which Council allocates sporting facilities to users. This applies to Seasonal Allocations and Casual Use requests.

This document sets out the conditions for use which are to be adhered to by all users of Council sporting facilities and is reviewed regularly.

1.2 Community benefit as priority

Council sporting facilities are in high demand from a wide range of users, including community clubs, social groups, schools, leagues, and commercial organisations. To keep sportsgrounds and pavilions safe, functional, and ready for use, Council must balance heavy user demand with essential maintenance needs.

To achieve this, Council coordinates bookings through a formal allocation process, which sets out scheduled use, responsibilities, and obligations for both Council and users. Some sporting facilities are on lease and licences and are not covered under the allocation process. This process helps Council ensure fair and equitable access, monitor and plan for future demand, apply appropriate fees, avoid scheduling conflicts, and maintain facilities that are inclusive and accessible for the community.

To ensure maximum use benefit for the Kingston community, Council will seek to prioritise booked use of sporting facilities in accordance with the following grouping & use criteria.

1. Kingston based community club – in-season competition (home & away, finals)
2. Kingston based community club – in-season training
3. Kingston based school – primary (during school hours)
4. Kingston based school – secondary (during school hours)
5. Kingston based sporting club pre-season matches/training
6. Kingston based not for profit organisations and casual users
7. All other users

1.3 Definition of Terms

Council	Kingston City Council
Active Kingston	The Council department responsible for sport and recreation services
Allocation/s	The booking of Council sport facilities (e.g. - sporting grounds and/or pavilions).
Casual Booking/s	The booking of Council sport facilities (e.g. - sporting grounds and/or pavilions) by an incorporated entity for sport and/or recreational use on a pay-per-use basis. This includes short-term (including repeated) or one-off bookings for club, league/ association, school, social sport, or recreational use.
Fees and Charges	Costs associated with the Allocation (Seasonal and/or Casual use) of Council sporting facilities to user groups.
IMS Comply System	Internet-based booking & request system used to manage the allocation of Council sporting facilities by the Sport and Recreation Team. See: https://apps.imscomply.com.au/kingstonrm/index.php
Lease Agreement	Contract between the Council and a tenant club for the use of Council sporting facility/ facilities.
Licence Agreement	Contract between the Council and a tenant club for the use of Council sporting facility/ facilities.
Pavilion	Building located within a Reserve or Open Space that is used for sporting-related activities. May include change rooms, social rooms, kiosks, kitchens, offices and public toilets.
Playing surface/ ground	Area for sport and recreational use. (e.g. - sporting ovals, pitches, synthetic playing surfaces, etc.).
Pre-season	The period that occurs outside of an organised sport competition's recognised season.
Reserve	Open space designated for recreational community use. May comprise of a playing surface/ ground.
Season	The periods in which organised sport competition are played. Council recognises the following Seasons: - Winter (1st April – 30th September) - Summer (1st October – 31st March) - NPL Soccer (1st February – 30th September) - Annual (1st January – 31st December)
Seasonal Allocation/s	The booking of Council sport facilities (e.g. - sporting grounds and/or pavilions) by an incorporated sporting club or association for organised sport within a recognised season.
Sport and Recreation team	The division within Active Kingston that manages sporting facility allocations
Users / User Groups	Sporting clubs, associations, organisations, schools and casual users who request use of Council sports facilities (e.g. - sportsgrounds and pavilions) on a Seasonal Allocation and/or Casual Booking basis.

2. Contact Information

Active Kingston Sport and Recreation Team

Phone: (03) 95814608

Email: sport.recreation@kingston.vic.gov.au

Sport and Recreation Liaison Officers – North and South

City of Kingston

Phone: 1300 653 356

Website: <https://www.kingston.vic.gov.au>

3. Allocations

3.1 Allocations – Outline

- 3.1.1 The Sport and Recreation team manage all allocation applications (requests for use of community sporting facilities).

This is done through the IMS Comply System (<https://apps.imscomply.com.au/kingstonrm/index.php>). For general user support, please contact sport.recreation@kingston.vic.gov.au.

- 3.1.2 In order to use the IMS Comply System interface, an account must be created and approved by Council officers. To do this, click on the 'Create account' button and follow the prompts.

- 3.1.3 All allocation applications for Council's grounds and/or pavilions by users must be submitted via the IMS Comply System. Requests received outside of this system will not be considered or processed.

- 3.1.4 Allocations are categorised as either Seasonal Allocations (please see Section 3 of this document) or Casual Bookings (please see Section 4 of this document).

- 3.1.5 User groups must nominate a representative to act as the primary contact to Council. All communication between the user group and Council should be directed through this representative, and Council's Sport and Recreation Liaison Officer.

Council will not liaise with multiple representatives or members from a single user group. The User Group's Primary Contact details are to be submitted via allocation request forms.

- 3.1.6 When completing allocation application, the following documents are to be supplied:

- Incorporation Certificate
- Public Liability Insurance Policy (\$20million cover minimum)
- Certificate of Registration – Food Premises
- Liquor Licence - Victorian Liquor Commission

3.2 Conditions of Allocated Use

3.2.1 Cleaning

Users must ensure that the allocated sporting facility is maintained in a clean, hygienic and tidy condition during and after allocated use times.

Cleaning chemicals and equipment to be supplied by the club, with all cleaning chemicals to be stored according to WH&S guidelines.

- 3.2.1(a) Concerning sporting grounds, this includes but is not limited to:

- Rubbish should be removed from the sportsground and the treed or grassed area immediately surrounding the sportsground as soon as possible after use.
- Any sportsgrounds equipment that was removed be replaced accordingly.

3.2.1(b) Concerning allocated sporting pavilions, this includes but is not limited to:

- All floors, benches and walls are to be kept free of mud, dust and litter.
- Toilets, showers and change rooms are to be hosed or swept as appropriate as soon as possible after use and all paper litter removed from the toilet area.
- Kitchen areas, including floors, benches and sinks are to be wiped clean and/or swept as appropriate and are to be kept free of litter. All utensils and equipment are to be stored in cupboards when not in use. All Kitchen areas are required to be in line with Environmental Health requirements and the Food Handling Certification.
- Rubbish is to be removed from the allocated facilities and placed in appropriate bins. Bins are to be emptied on a regular basis (for Casual use bookings, the requirement is at the conclusion of use), and under no circumstances is food or cooking waste to be left in open containers overnight.
- Appropriate required Chemicals and materials/ items should be stored appropriately
- All equipment should be stored appropriately in designated storage areas. Pavilions should be kept neat and tidy. Stored items should not limit access to emergency exits, essential services and/or equipment.

3.2.1(c) Any cleaning concerns observed by users that are the responsibility of Council should be reported to Council as soon as practicable, and as noted for responsibility in the Maintenance Schedule.

3.2.1(d) Council officers may inspect allocated sporting faculties for cleanliness and maintenance. If the facility is not kept in a satisfactory condition the Club will be notified and held responsible to remedy any concerns raised. Failure to do so within a reasonable time period may result in further action being taken by Council, which may include but is not limited to:

- The facility being arranged to be cleaned by Council (in which case an invoice will be forwarded to the user)
- The allocation and/or future allocations may be jeopardised.

3.2.1(e) The user is responsible for the removal of all rubbish from the allocated facilities during allocated use times (and immediately after).

3.2.1(f) Council will provide an appropriate number of external rubbish bins per sporting facility. This will be at a maximum of 6 bins per facility.

3.2.1(g) Emptying of the public external reserve rubbish bins will be the responsibility of Council.

3.2.2 Maintenance of Council sporting facilities

3.2.2(a) All maintenance responsibilities concerning Council Sporting Facilities are outlined in the Repair and Maintenance Schedule (2025).

3.2.2(b) The user is responsible for the condition of the allocated facility/facilities during its allocation.

3.2.2(c) If a club has a concern or enquiry in relation to the maintenance of the ground, pavilion or sports lights, it should contact the relevant Liaison Officer. Timing of this notification is of particular importance when the work is of a nature which requires immediate attention/repair and where a delay may result in further damage to the facilities.

3.2.2(d) Any repair of damage that is the result of misuse or negligence to the allocated sporting facility during the user's allocated time is the responsibility of the user. The user shall within 14 days of notification by Council undertake repairs to the satisfaction of Council.

- 3.2.2(e) If the damage has not been repaired within 14 days of notification by Council or has not been repaired to the satisfaction of Council, Council will undertake the work and will invoice costs for the repair(s) to the responsible user.
- 3.2.2(f) In the event that the Club requests Council to undertake the repairs on its behalf, then the work shall be arranged as quickly as possible, and an invoice will be forwarded forthwith.
- 3.2.2(g) Maintenance requirements that are the result of fair wear and tear and not damage due to negligence, must be reported as soon as possible to the Council Liaison Officer. Refer to Maintenance Schedule.
- 3.2.2(h) Maintenance of Sports grounds – Season-specific expectations:

The following outlines seasonally specific maintenance and responsibilities for allocated clubs:

Summer Clubs	Council Responsibility	Club Responsibility
Line Marking	As determined by Council, when it is deemed appropriate, Council will undertake painting on sportsground surfaces. Officers to liaise with Clubs regarding this as required. When completed by Council, all regulations will be met and a certificate of compliance provided.	Club to undertake the playing field line marking as required throughout season to maintain and ensure the OHS standards are set. Note that turf-friendly paint is to be used; clubs must not mix in pesticides or weed killers into the line marking paint.
Maintaining grounds; wear & tear	Council's Sportsgrounds team is responsible for the maintenance and upkeep of Council Sporting Fields & reserves. The team will take all action necessary to maintain high standards of playing surfaces. This work includes turf maintenance such as mowing, aerating, fertilizing, and other associated tasks. Sportsgrounds will schedule necessary works around allocated booking times.	Training on natural turf sports grounds is to be rotated appropriately to avoid significant wear in high use areas ie goal square, centre circle, primary pitch/oval.
Closure of grounds/ areas	Council may rope off specific areas or close grounds if deemed unsafe for play and/or where additional maintenance is required.	Allocated Clubs must remain off these areas during training times to enable the maintenance to take effect. Clubs are to refrain from using grounds that have been closed by Council when deemed unsafe for play. Council will work with the affected Clubs to find alternative suitable facilities, where appropriate.

Maintenance of Turf Wickets/ Turf Wicket Tables	Council to undertake initial renovations of turf wicket tables prior to season to prepare for summer cricket. Council may provide additional maintenance as required throughout season if deemed necessary. Council to remove synthetic wicket covers as early as practicable and replace at the end of all fixtured games/finals.	Clubs to maintain and curate turf wickets throughout the season (volunteer or paid curation) and request additional maintenance from Council when deemed necessary. Clubs to inform Council with maintenance requests and/or concerns.
Storage of Turf Wicket equipment.	Provide adequate storage for turf wicket equipment.	Clubs to store all equipment appropriately; access to essential services in pavilions must not be restricted; chemicals and other materials must be stored appropriately.
Sports Lighting	To provide and maintain adequate sports lighting as deemed appropriate by Council.	Clubs are to utilise sports lights as required within curfew times, noting that all use to cease by 10pm each day. Seasonally Allocated Clubs are responsible for holding a current account with an electrical provider and are responsible for all utility costs. Sports lighting requirements specific to national/ state sporting bodies and Leagues/Associations are the responsibility of the Seasonally Allocated club (eg – Lux testing and auditing requirements).

Winter	Council Responsibility	Club Responsibility
Line Marking	Council to undertake the initial playing field line marking as required (for Soccer, AFL, Rugby, etc venues). When completed by Council, all regulations will be met and a certificate of compliance provided.	Maintain marked line throughout the season to maintain and ensure the OHS standards are maintained. If the line fades, Clubs are to contact their Council Liaison Officer to arrange for Council to re-mark the line. Council will invoice the Club for this service. Note that turf-friendly paint is to be used; clubs must not mix in

		pesticides or weed killers into the line marking paint.
Additional Painting on sportsground surfaces	When deemed appropriate, Council will provide additional painting on sportsground surfaces. Officers to liaise with Clubs regarding this.	Clubs to discuss additional sporting field painting with their liaison officer. Permission may be granted for one-off events. Costs to be covered by the clubs. In such cases, turf-friendly paint is to be used; clubs must not mix in pesticides or weed killers into the line marking paint.
Maintaining grounds; wear & tear	Council's Sportsgrounds team is responsible for the maintenance and upkeep of Council Sporting Fields & reserves. The team will take all action necessary to maintain high standards of playing surfaces. This work includes turf maintenance such as mowing, aerating, fertilizing, and other associated tasks. Sportsgrounds will schedule necessary works around allocated booking times.	Training on natural turf sports grounds is to be rotated appropriately to avoid significant wear in high use areas i.e. goal square, centre circle, primary pitch/oval.
Closure of grounds/ areas	Council may rope off specific areas or close grounds if deemed unsafe for play and/or where additional maintenance is required.	Allocated Clubs must remain off these areas during training times to enable the maintenance to take effect. Clubs are to refrain from using grounds that have been closed by Council when deemed unsafe for play. Council will work with the affected Clubs to find alternative suitable facilities, where appropriate.
Maintenance of Turf Wicket Tables & Synthetic Pitches	Synthetics Wickets: Council to cover synthetic wickets & test for hardness prior to permission being granted for winter sport training and/or matches. Turf Wickets: Council to assess (via Clegg Hammer Testing) hardness of wicket tables to determine playability and safety. If deemed unsafe, Council will not grant permission for matches and/or training. Council will irrigate wicket tables when assessed as too hard.	Clubs to inform Council with maintenance requests and/or concerns. Clubs can use wicket covers on wicket tables if a high quantity of rain is expected. However, the clubs must still comply with surface firmness OHS standards for the wicket table.

Storage of Turf Wicket equipment.	Provide adequate storage for turf wicket equipment.	Clubs to store all equipment appropriately; access to essential services in pavilions must not be restricted; chemicals & hazardous materials must be stored appropriately.
Sports Lighting	To provide and maintain adequate sports lighting as deemed appropriate by Council.	Clubs are to utilise sports lights as required within curfew times, noting that all use to cease by 10pm each day. Seasonally Allocated Clubs are responsible for holding a current account with an electrical provider and are responsible for all utility costs. Sports lighting requirements specific to national/ state sporting bodies and Leagues/Associations are the responsibility of the Seasonally Allocated club (e.g. – Lux testing and auditing requirements).

3.2.2(i) Clubs may make additional sportsground maintenance work requests through their Sport and Recreation Liaison Officer, for these to be considered by Council and actioned if deemed appropriate. Refer to Maintenance Schedule.

3.2.3 Security

3.2.3(a) The user is responsible for utilising Council-provided security systems (e.g. - locks and alarms) at allocated facilities to ensure security is maintained.

3.2.3(b) The Club will be held responsible for any security incidents & damages and associated costs incurred by Council as a result of the user's failure to comply with this requirement.

3.2.3(c) The Club must ensure that all facilities are appropriately secure after each use.

3.2.3(d) The use of CCTV within Council Sporting Facilities is subject to the terms and conditions of the Closed-Circuit Television Operational Policy (2025). Tenants managing a CCTV system in a council-owned facility will work in partnership with Council to ensure best-practise implementation of their CCTV program. Tenants will abide by the policy and establish a local standard operating procedure for the usage, maintenance, and data management of the system.

3.2.3(e) Written consent from Council to install or change CCTV systems in Council facilities must be sought via an Application for CCTV Installation process detailed in Closed-Circuit Television Operational Policy (2025).

3.2.3(f) Any call outs received for security alarms, will be on charged to the clubs if the call out is due to the clubs failing to appropriately secure the building, negligence or still being on the premises after the permitted hours.

3.2.3(g) The use of lock boxes to secure keys for facilities is prohibited. Security issues caused by lock boxes being installed (including replacement of locks etc) will be the responsibility of the club including cost reimbursement.

3.2.4 Insurance

- 3.2.4(a) Allocated users are required to take out and keep current during the period of the allocation a Public Liability Insurance policy for a minimum sum of \$20,000,000 (\$20 million dollars), for the user against all actions, costs, claims, charges, expenses and damages whatsoever which may be brought or made or claimed against the user or both arising out of or in relation to the granting of such allocations. A certificate of insurance is to be supplied to Council prior to any allocations being confirmed.
- 3.2.4(b) The user agrees to indemnify and to keep indemnified and to hold harmless the Council, its servants and agents and each of them from and against all actions, costs, claims, charges, expenses and damages whatsoever which may be brought or made or claimed against the Council or the Club or both arising out of or in relation to the granting of such allocation.
- 3.2.4(c) Buildings & contents owned by Council are insured by Council. Council does not insure property, which is owned by a user, including contents within a facility. Users allocated to facilities (particularly sporting pavilions) must hold a current contents insurance policy for equipment and/or items owned by a user that are stored at or within a council sporting facility (for example, sports equipment, furniture, uniforms, electronics, cash and consumable goods kept on premises by the tenant club or others are not insured by Council).

4. Seasonal Allocations

Allocations for consistent (weekly) use of Council sporting facilities within a recognised sporting season are considered Seasonal Allocations.

4.1 Definition & Season Dates

4.1.1 The seasonal dates for the Summer and Winter sporting seasons are as follows:

Season Name	Inclusions	Timeframe
Summer	Home and Away Matches Finals Series'	October 1 st – March 31 st (Inclusive)
Winter	Home and Away Matches Finals Series'	April 1 st – September 30 th (Inclusive)
Football Victoria NPL/ VPL	Home and Away Matches Finals Series'	February 1 st – September 30 th (Inclusive)
Netball (Annual)	Annual Season (which may include sub-seasons)	January 1 st – December 31 st (Inclusive)

4.1.2 Pre Season' is the period that occurs outside of an organised sport competition's recognised season. This includes use for training, practise ('friendly') matches, and other organised recreational use.

4.1.3 Pre-season use is not covered by Seasonal Allocations. A Casual Use booking must be requested for use outside of a Club's recognised season. Casual Use charges will apply. Please see Section 4 of this document for further details.

4.2 Qualification

4.2.1 Seasonal allocations may be applied for by not-for-profit incorporated sporting clubs.

4.2.2 Upon request, Clubs must supply their most recent Annual Report and Profit/Loss statement to the Sport and Recreation team for consideration to receive an allocation.

4.2.3 Priority for the allocation of Kingston City Council sporting facilities is considered when reviewing Seasonal Allocation requests. This is viewable in appendix 2 - Sports Facility Allocation Matrix.

4.3 Previously Seasonally Allocated Clubs

4.3.1 Previously Seasonally Allocated Clubs will receive communication via email (from the IMS Comply System) about the request process opening (i.e.- when it is possible to fill out a Seasonal Allocation Application Form for the upcoming season).

4.3.2 These emails will be sent to clubs via the IMS Comply System no less than 2 months prior to the Season commencing. Subsequent reminders to apply for usage will also be sent via email.

4.4 New Clubs Requesting a Seasonal Allocation

4.4.1 New users will need to request to register an account on the IMS Comply System as a Seasonally Allocated club. If approved by Council Officers, new clubs will receive communication via email (from the IMS Comply System) about the request process opening (i.e.- when it is possible to fill out Seasonal Allocation Application Forms).

- 4.4.2 Council officers will discuss the availability and possibility of new clubs receiving a Seasonal Allocation upon receipt of the application.

4.5 Seasonal Allocation Form Submission Dates

- 4.5.1 The IMS Comply System will remain open to receiving completed applications until one month prior to the start of the upcoming season.

4.6 Completing Seasonal Allocation Application Forms

- 4.6.1 To apply for a Seasonal Allocation, clubs will be required to complete a Seasonal Allocation Application Form on the IMS Comply system.
- 4.6.2 Receipt of applications will be acknowledged via confirmation email. Incomplete or late applications will not be considered.
- 4.6.3 Clubs will be required to upload the following supporting documentation with their Seasonal Allocation Application Form to the IMS Comply System. All must be current (i.e. - not expired)
- The club's Incorporation Certificate
 - The club's Public Liability Insurance Policy (\$20million cover minimum)
 - The club's Certificate of Registration – Food Premises (where applicable)
 - The club's Relevant license from the Victorian Liquor Commission (where applicable)

Application forms that do not include this documentation may not be considered to receive an allocation.

- 4.6.4 For a Seasonal Allocation request to be considered, the club must not have carried over any outstanding accounts or unpaid invoices from prior Allocations.
In discussion with the club's Council Liaison Officer, these must first be paid, or an agreed payment plan entered into, prior to the club's seasonal allocation request being considered.
- 4.6.5 All details are to be revised and updated on the Seasonal Allocation Application Form prior to each season. This includes:
- Club contact information (including names & contact details of relevant committee members)
 - All facilities being requested (i.e. - sports grounds and/or pavilions)
 - Usage and participation data (i.e. - number, age and gender of participants, and number, gender, type and competition of each team that will represent the Club).

4.7 Application Assessment & notification

- 4.7.1 Seasonal Allocation requests will be assessed by Council's Sport and Recreation team, in accordance with the Sports Grounds & Facilities Allocation Policy.
- 4.7.2 In the event that multiple clubs request the same Council facility in the allocation, Council Officers will review the clash with the affected parties. If a resolution to resolve the clash cannot be reached, Council will use the Allocation Matrix to allocate the resource to the appropriate club (per the Sports Grounds and Facilities Allocation Policy 2025).
- 4.7.3 Council will notify the Club of the outcome of the Seasonal Allocation Application Form via an email that is generated from the IMS Comply system prior to the commencement of the recognised season. Clubs will be supplied with a document that confirms their Seasonal Allocation.

4.8 Acceptance of Terms and Conditions

- 4.8.1 After receiving the Seasonal Allocation confirmation email, the club will subsequently be required to agree to the Terms and Conditions outlined in this guide and the Sports Ground and Facilities Allocation Policy (2025) prior to the season commencing. Failure to do so may result in the Allocation being revoked.
- 4.8.2 After approval of a Seasonal Allocation Request, Council reserves the right to cancel, restrict or relocate allocated use based on ground condition, required maintenance, scheduled works, assessed risk & safety, or misuse of the facility. Council Officers will contact the club should this need to occur.

4.9 Allocations Matrix

- 4.9.1 The Sports Facility Allocation Matrix will be applied to assist with determining use of the council sporting facilities for Seasonal Allocations. This can be seen in appendix 2 of this document. (Please note that additional criteria will be applied for the use of the Kennedy Community Centre Community Pavilion and Oval, per the Funding and Community Access Agreement (Kennedy Community Centre).)
- 4.9.2 Should a tie occur in the use of the allocation prioritisation matrix, Council Officers responsible for allocating council facilities responsibly use discretion to allocate sporting facilities as they see fit.

4.10 Use of Allocated Facilities

Home Matches

- 4.10.1 The allocated Club will be entitled to play home matches at its allocated sports ground(s) during allocated times in accordance with the scheduled Home and Away fixture as determined by the parent sporting association/ league.
- 4.10.2 Any additional competitions or usage (for example- one-off carnivals, events or seasonal finals) that are within the recognised competition season but fall outside of the club's allocated use times are to be applied for as Casual Bookings. These must be requested and approved via Council's IMS Comply System, per Section 4: Casual Bookings of this document. (Note that these may be charged per relevant Casual User Fees and Charges).
- 4.10.3 Cricket turf wickets shall be allocated for competition matches only according to the association's match schedule.

Training

- 4.10.4 Clubs must conduct all training sessions in accordance with the allocated times at their allocated venue(s).
- 4.10.5 Any additional training sessions that are within the recognised competition season but fall outside of the club's allocated use time(s)/ venue(s) are to be applied for as Casual Bookings. These must be requested and approved via Council's IMS Comply System, per Section 4: Casual Bookings of this document. (Note that these may be charged per relevant Casual User Fees and Charges).

Pre-Season Training / Practice Matches

- 4.10.6 Pre-season use is not covered by Seasonal Allocations. A Casual Use booking must be requested for use outside of a Club's recognised season. Casual Use charges will apply. Please see Section 4 of this document for further information.

- 4.10.7 A Club wishing to utilise Council Facilities outside of the recognised season dates must apply for a Casual Booking use via Council's online booking IMS Comply System (see Section 4 of this document).
- 4.10.8 Preseason training requests will only be considered for approval when occurring no more than 12 weeks prior to the commencement of the upcoming season. These will be charged per relevant Casual User Fees and Charges. No club will be guaranteed any pre-season training venue, or use of Council facilities, outside of their Seasonal dates.
- 4.10.9 Current seasonal sporting use will take priority over practice matches and pre-season training.
- 4.10.10 During Summer season, football boots are not to be worn on ovals for pre-season training or practice games, unless written approval is provided by Council.

Finals

- 4.10.11 A Club participating in Finals shall have the use of allocated facilities until eliminated from Finals, if the finals take place within the recognised season dates.
- 4.10.12 Hosting finals will be only considered at venues if facilities are in appropriate condition

Application to host finals

- 4.10.13 Final series matches are not included within a home clubs' seasonal allocation. Application for use of grounds for Finals Series matches will be considered from the governing leagues/ associations only.
- 4.10.14 Clubs bidding for finals through their association / league must seek written support through their Sport and Recreation Liaison Officer before submitting a bid with the association/league.
- 4.10.15 On an occasion where a club has earned the right to host a final at their 'home' venue, the club must notify their Sport and Recreation Liaison Officer. Where a final match occurs outside of regular allocated hours, a casual booking may be required.

Pavilion

- 4.10.16 Pavilions that are Seasonally Allocated are to be used solely by the allocated club/s to conduct the affairs of the allocated club/s. This may include sport training & practises, home matches, meetings, and Club social functions, during the allocated days and times only.
- 4.10.17 The use of the pavilion is only for the duration of the allocated sporting season, at the times specified in the allocation booking.
- 4.10.18 Outside of allocated use, Clubs can request use of the pavilion for events/ functions through the IMS Comply System. Casual/ Hire Use fees may apply.
- 4.10.19 The tenant Club will not be charged for the use of the pavilion outside of their allocated season, where available, for conducting their Annual General Meeting and one club-associated event (e.g. - a Presentation Night). Clubs should contact their Council Liaison Officer to discuss the use of the pavilion outside of their allocated times at least 2 weeks prior to this use.
- 4.10.20 All Club functions (including post-match celebrations) held within the Council-owned pavilion and grounds, must be finished by 11.30pm and the pavilion vacated by midnight unless other restrictions apply (for example: Liquor Licence or lease stipulations). A committee member from the Club must be present at times at all functions.
- 4.10.21 All persons attending an activity on Council reserves must comply with Kingston City Council's Local Laws and all Environmental Protection Authority regulations. See also section 6. 'Local Laws'.

- 4.10.22 The Club must ensure that Council can access the facility without obstruction and must cooperate with Council in facilitating any works or inspections.
- 4.10.23 All Repairs and maintenance obligations of the club are noted in Maintenance Schedule in appendices.

4.11 Access; Issue of keys/ swipe passes

- 4.11.1 Once a Seasonal Allocation is confirmed by Council, the club will be issued with an initial set of keys/ access swipe passes for the allocated pavilion (and grounds) as applicable, at no charge.

Additional Keys/ Access Swipe Passes-

- 4.11.2 Any additional key or access card requests are to be sent via email to the relevant Council Liaison Officer and include relevant details (for example, key type details and/ or a photo of the requested key). Requested keys/ access cards will incur fees charged to the club.
- 4.11.3 Lost or stolen keys or swipe passes will be replaced by Council. The clubs will be invoiced for the replacement of keys, swipe passes and/or locks that are lost, stolen or damaged. These will be supplied and arranged by Council.

Key & Lock Control-

- 4.11.4 No external or internal locks of doors are to be changed by the tenant club. This does not include locks of cupboards and/or fridges.
- 4.11.5 Under no circumstances should key safes be used to house keys or swipe passes for council facilities.
- 4.11.6 Under no circumstances are keys to be loaned to any other club, association, organisation, school or person except in the case of Council-approved casual hire. Non-compliance may result in withdrawal of ground and pavilion usage.

Key Register-

- 4.11.7 Clubs are responsible for maintaining a key register, that details the number of council-owned keys and access swipe passes, and which club members are in possession of them. This information is to be provided to Council upon request.

Return of Keys-

- 4.11.8 Upon request, on conclusion of the recognised season, keys or access swipe passes for allocated facilities must be returned to Council.
- 4.11.9 A Club not returning the keys in accordance with the above may be held responsible for any damages caused to the interior of the facility whilst the keys are in its possession.
- 4.11.10 Failure to return keys may result in exclusion from future ground and pavilion allocations. Any requirement to change locks due to this, will be charged to the club.

4.12 Use of School Grounds

- 4.12.1 Council may Seasonally Allocate a club to a school ground where there is an agreement between Council and the school in place.
- 4.12.2 Council will provide the club with the school's contact details and vice versa. The club is required to contact the school to make arrangements for the collection of keys and the use of changing room/toilet facilities (if included in the allocation).

- 4.12.3 The club shall adhere to Kingston City Council Local Laws and school stipulations whilst on the school premises (e.g. - no smoking or alcohol consumption onsite).

4.13 Seasonal Changeover Procedures

- 4.13.1 The Club must notify their Council Liaison Officer as soon as practical (and no less than within three working days) of completing fixtured matches (including finals) at the end of their season.
- 4.13.2 The seasonally allocated club(s) is/are responsible for a final cleaning of the pavilion and reserve prior to the start of the next season. All points in Appendix 3 – Seasonal Handover Checklist should be undertaken by the club prior to the end of their allocated season. The checklist is to be signed by both clubs and provided to the Liaison Officer prior to the start of the next season.
- 4.13.3 If the facilities are not presented according to the standards outlined in the Seasonal Handover Checklist, the club responsible may be invoiced for cleaning and/or any other items as arranged by Council.
- 4.13.4 Council may arrange an end-of-season inspection of the allocated facilities (e.g. - pavilion(s) and ground(s)). Outcomes of the inspection will be communicated to both summer and winter allocated Clubs and any other relevant stakeholders (e.g. - Council's Building Maintenance team). A list of maintenance items to be actioned may be provided to the Clubs if required. Items will be either Council or Club responsibility to address and should be actioned within two weeks of the initial communication.
- 4.13.5 The inspection will cover breakages, cleanliness, appropriate storage of equipment and associated items, maintenance, and other items as determined by Council.

4.14 Fees and charges

Fees and charges-

- 4.14.1 'Seasonal Allocation' & 'Pavilion' fees and charges will be indexed yearly. Please see the Fees and Charges Policy for additional information.
- 4.14.2 Seasonal Allocation Fees & Pavilion Fees will be calculated at the conclusion of the recognised sporting season. An invoice will be sent to the user to request payment
- 4.14.3 Seasonal allocation and pavilion fees should be paid prior to the club's next sporting season.

On-time payment discount-

- 4.14.4 Clubs that make full payment of seasonal allocation and pavilion fees within 30 days of receiving the invoice will receive a 5% reduction on the invoice total.

Unable to make payment-

- 4.14.5 Should a club be unable to make payment of invoiced seasonal allocation and/or pavilion fees, their Council Liaison Officer should be contacted to discuss payment options (e.g. - a payment plan).
- 4.14.6 Clubs that do not contact their Council Liaison Officer to discuss inability to make payment of Seasonal Allocation Fees & Pavilion Fees may preclude that club from future allocations.

Cancellation of Seasonal Allocation-

- 4.14.7 Where a user no longer requires the use of allocated sporting facilities, this information should be provided to the Sport and Recreation team in writing as soon as practicable. A pro rata or casual use charge may be arranged for prior usage, in which case an invoice will be sent to the user.

Utility Charges-

- 4.14.8 The Club will be the responsible account holder for utility charges as applicable at sporting facilities. For example, this may include gas, water, electrical and internet charges within sporting pavilions, and electrical charges for sports lighting. Irrigation systems are normally powered from within the Pavilion of a sportsground. All utility costs related to this are the responsibility of the clubs.
- 4.14.9 Clubs who share a council sporting facility that are allocated to Summer/Winter sporting seasons are responsible for making arrangements regarding the division of utility charges as per the clubs allocated usage. (For example, this may be managed by each Club notifying the service providers for utility provision at the start of each season as well as for the meters to be read at the end of the season. Alternatively, the club who is the account holder may invoice the other club for usage.)
- 4.14.10 A Club that does not pay utility charges as invoiced by the service provider or the account-holding club may risk consequences from the utility provider and may jeopardise its current facility allocation and/or future allocations.
- 4.14.11 Council will on charge the relevant costs of utilities if the Utility bill is in Councils name.

Sports Lights-

- 4.14.12 Seasonally allocated clubs are to utilise sports lights as required within curfew times, noting that all use to cease by 10pm each day.
- 4.14.13 Seasonally Allocated Clubs are responsible for holding a current account with an electrical provider and are responsible for all utility costs.
- 4.14.14 Sports lighting requirements specific to national/ state sporting bodies and Leagues/Associations are the responsibility of the Seasonally Allocated club (eg – Lux testing and auditing requirements).

4.15 Council right to casually hire seasonally allocated facility

- 4.15.1 Council may hire out sports facilities on a Casual Hire basis when not allocated to regular user groups. Council's Sport and Recreation team will liaise with users regarding this Casual Hire.
- 4.15.2 In instances where facilities are leased to users, Council will adhere to the terms and conditions set out by the applicable Lease Agreement.

Third Party Use

- 4.15.3 Under no circumstances is the Club permitted to sub-let or allocate Council's ground(s) and/or facilities on a seasonal or permanent basis. Non-compliance may jeopardise the Club's seasonal allocation.

4.16 User-paid alterations to Council sporting facilities

(i.e. - building works/ upgrades/ improvements)

- 4.16.1 If the user wishes to make alterations, additions, deletions, upgrades, improvements or install permanent signage to allocated Council facilities (at the cost of the user), permission must be sought from Council via the submission of an Approval in Principle (AIP) Form (available on the Council webpage).
- 4.16.2 Should a user's AIP submission be approved; the user must adhere to the conditions outlined in Council's AIP response in undertaking the improvement works.
- 4.16.3 All approved works shall be carried out under the supervision of Council.

- 4.16.4 If consent provided all works must be completed by qualified tradespersons approved by Council; to Council's reasonable satisfaction and in accordance with Council's reasonable requirements (including Council's requirements as to the standard, type, quality, size and colour of any of the Users Property)
- 4.16.5 The user is responsible for obtaining town planning approvals and statutory building approvals and at their own cost.
- 4.16.6 Buildings, improvements, additions and extensions which were built, constructed, made or installed to the facilities by the club will become the absolute property of Council without the club being entitled to any payment or compensation in request thereof.
- 4.16.7 The Electronic Scoreboard Policy (2025) outlines the terms for funding, installation, maintenance and renewal of electronic scoreboards in sporting reserves. Sporting Clubs are responsible for the funding, installation, and servicing & repairs of electronic scoreboards. Should a Club wish to install an electronic scoreboard, written approval must be sought via the Approval in Principle process.
- 4.16.8 No alterations are allowed to be made to sportsgrounds under any circumstances. All queries regarding the quality and condition of sportsgrounds must be through the Liaison Officer.

5. Casual Bookings

5.1 Definition & Dates

Allocations for pay-per-use of Council sporting facilities are considered Casual Bookings. Casual Bookings may occur year-round.

5.2 Qualification

- 5.2.1 Casual Bookings may be applied for by users, which includes incorporated sporting clubs, community groups, schools, social groups, commercial organisations, and other incorporated entities.
- 5.2.2 All users must have current Public Liability Insurance (minimum \$20 million cover) at the time both the booking request and requested booking dates.

5.3 Completing Casual Booking Request Forms

- 5.3.1 To apply for Casual Bookings, users will be required to complete a Casual Booking Request Form on the IMS Comply system. It is recommended to complete this form at least one week prior to the commencement of the requested booking.
- 5.3.2 Users must complete the Casual Booking Request form in as much detail as possible. This includes information regarding the intended use of the sporting facility or facilities. Failure to complete the form accurately may result in future Casual Booking requests being denied and/or revoked.
- 5.3.3 Users will be required to upload the following supporting documentation with their Casual Booking Request Form to the IMS Comply System. All must be current.
- The user's Incorporation Certificate
 - The user's Public Liability Insurance Policy (\$20million cover minimum)

Application forms that do not include this documentation may not be considered to receive an allocation.

5.4 Request Assessment and Notification

- 5.4.1 Casual Allocation requests will be assessed by Council's Sport and Recreation team, in accordance with the Sports Grounds & Facilities Allocation Policy.
- 5.4.2 In the event that multiple clubs request the same Council facility via a Casual Booking Request Form, Council Officers will refer to the date that the forms were received when considering priority (i.e. - forms will be assessed in the order they were received).
- 5.4.3 Casual Booking Requests assessed by the Sport and Recreation team. Factors that influence the approval of requests include:
- Scheduled or urgent facility maintenance requirements.
 - Council-led major works or events.
 - Assessment of the facility's condition & the suitability of the playing surface for the requested use.
 - Identified safety risks of the request.
 - The use of the facility by others, including community members and/ or other users.
 - The type and nature of the requested use of the facility.
 - Projected wider community benefit of the requested usage.
 - Prior usage by the applicant
 - Any outstanding debts
- 5.4.4 Council will notify the user of the outcome of the Casual Booking Request Form via an email that is generated from the IMS Comply system prior to the requested use date.
- 5.4.5 Should the request not be able to be fulfilled; Council may suggest alternatives to the user via an email from the IMS Comply System. The user can then indicate their next preference for use, which will subsequently be assessed by the relevant Council officer.

5.5 Acceptance Terms and Conditions

- 5.5.1 In accepting the Casual Booking, users acknowledge that they agree to the Terms and Conditions outlined in the Sports Grounds & Facilities Allocation Policy (2025).
- 5.5.2 After approval of a Casual Booking Request, Council reserves the right to cancel, restrict or relocate allocated use based on ground condition, required maintenance, scheduled works, assessed risk & safety, or prior misuse of the facility.
Council will discuss this with the user via phone or email should this need to occur. See section 6 of this document for further details.
- 5.5.3 All persons attending an activity on Council reserves must comply with Kingston City Council's Local Laws and all Environmental Protection Authority regulations. See also section 6: 'Local Laws'.

5.6 Issue of keys/ access swipe passes

- 5.6.1 Once a Casual Booking Allocation is confirmed by Council, the user may be issued with an initial set of keys/ access swipe passes for the allocated pavilion (and grounds) if required and as applicable, at no charge.
- 5.6.2 Arrangements to pick up the keys/ access swipe passes will need to be discussed with the Sport and Recreation Support Officer. Keys/ access swipe passes will be collected from the Customer Care Desk at the Council Municipal Offices (1230 Nepean Highway, Cheltenham) which is open Monday – Friday 8:30am – 5:00pm.
- 5.6.3 The user may be invoiced for the replacement of keys, swipe passes and/or locks that are lost, stolen or damaged.
- 5.6.4 Under no circumstances are keys to be loaned to any other user except where express permission is provided by Council in writing. Non-compliance may result in withdrawal of ground and pavilion usage.

Return of Keys-

- 5.6.5 On conclusion of the casual booking allocation, keys & access swipe passes for allocated facilities must be returned to Council.

Keys/ access swipe passes should be deposited at the Customer Care Desk at the Council Municipal Offices (1230 Nepean Highway, Cheltenham) which is open Monday – Friday 8:30am – 5:00pm.

- 5.6.6 A user not returning pavilion keys and/or Swipe cards in accordance with the above may be held responsible for any damages caused to the interior of the facility whilst the keys are in its possession. In addition, should keys be misplaced or lost by the user, council may invoice the user for changing of locks as necessary.
- 5.6.7 Failure to return keys may result in exclusion from future casual booking allocations.

5.7 Final use inspection & cleaning of allocated venue

- 5.7.1 Users are responsible for conducting a final cleaning of the sporting facility used upon completion of the casual booking. All rubbish should be removed from the reserve and/or pavilion, any council sportsground equipment returned and replaced, and pavilions cleaned to an acceptable standard. If the facilities are not cleaned to the standards listed in Section 2 of this document - 'Cleaning/ rubbish collection', the user may be charged for any cleaning carried out by Council.
- 5.7.2 If the user notes any maintenance requirements for the sporting facility utilised, they should inform the Sport and Recreation Support Officer by email within 3 business days of the use of the facility.

5.8 Fees and charges

- 5.8.1 Casual Use Booking Fees and charges will be indexed yearly. Please see the Fees and Charges Policy 2025 for additional information.
- 5.8.2 Casual Use Booking Fees will be calculated at the time of booking and communicated to the user in writing at the time of booking confirmation.
- 5.8.3 An invoice will be sent to the user to request payment at the conclusion of the Casual Booking, or where more than one Casual Booking forms a series of bookings, after the conclusion of the final booking.
- 5.8.4 Casual booking fees should be paid within one month of the receipt of the invoice. Failure to make payment may preclude the user from future allocations.

Cancellation of Casual Booking

- 5.8.5 Where a user no longer requires the use of allocated sporting facilities, this information should be provided to the Sport and Recreation team in writing as soon as practicable.
If the booking is part of a series of bookings, a final invoice amount for prior use will be calculated and an invoice provided to the user.

Utility Charges

- 5.8.6 Casual bookings may incur fees and charges for utilities used onsite. This may include gas, water, electrical and internet charges within sporting pavilions, and electrical charges for playing area sports lighting. These will be invoiced as appropriate to the user.

5.9 Casual hire use / Third Party Hire

- 5.9.1 Under no circumstances is a user, who has been granted an allocation for the use of Council sporting facilities, permitted to sub-let or sub-allocate these facilities to another user. Non-compliance may jeopardise the user's current and future allocation(s).

5.10 Casual Bookings: Sporting Events

- 5.10.1 Some Casual Bookings may be classified as an ‘Event’. Upon receipt of the Casual Booking request, Council Officers may seek clarification regarding details of the request to determine whether it may be classified as an ‘Event’.
- 5.10.2 Factors that guide classification of booking requests as ‘Events’ include:
- The manner in which the requested facility will be used for sport and/or recreation
 - Other associated uses of the facility during the booking request period (including but not limited to: temporary food/ alcohol service/ consumption, and activities or activations)
 - Whether additional set-up/ pack-down time is required
 - Whether additional services are required (e.g. – temporary fencing, temporary bin requests, portable bathroom facilities, etc.)
 - The number of people expected to attend
 - The potential impact(s) of the booking on other stakeholders (for example, local residents, other community groups or businesses, etc.)
 - Potential for high traffic (foot or vehicle) and associated plans to manage the flow of both pedestrians and vehicles in the area.
- 5.10.3 In instances where a Casual Booking request may be classified as an ‘Event’, the entity making the request needs to complete an Event Notification Form. This can be located on the Kingston City Council website. It’s recommended to complete this form 2 months prior to the requested booking date.
- 5.10.4 In completing the Event Notification Form, users may be required to provide additional information and details regarding the booking request, including a site map, risk management plan, event management plan, and traffic management plan.
- 5.10.4 Upon receipt of the Event Notification Form, council officers will liaise internally to provide feedback on the requested use of Council sporting facilities. Additional information may be sought from the user in order to provide accurate advice regarding the request.
- 5.10.5 Event approval and Booking Approval will be granted if deemed appropriate by Council officers. Additional management information will be provided to the user regarding the management of the event.
- 5.10.6 Users hosting an Event must abide by Council Policy, Local Laws, and the Terms and Conditions outlined in this document and the Sport Facility Allocation Policy.
- 5.10.7 Users who host events must comply with all aspects outlined in Section 2 in this document. In particular, booked facilities must be maintained, and cleaned appropriately at the conclusion of the event.

6. Local Laws

Users are responsible for adhering to all Council Policies and Local Laws. Failure to do so may result in prosecution and/ or jeopardise the user’s current and/or future allocations.

6.1 Advertising

- 6.1.1 The erection of advertising signs at a reserve may be approved by Council for a specified period of time, subject to a successful outcome of an Approval in Principle application & relevant planning permits (if required). Further conditions can be found on the Kingston Council Webpage.

6.2 Liquor Licencing

- 6.2.1 It is an offence to keep, store, sell or consume liquor in Council facilities without the user first having obtained an appropriate licence from the Victorian Liquor Commission.
- 6.2.2 Council requires all applicants to strictly observe the requirements of the Liquor Act and any conviction for breaches of the Act may result in a formal complaint being submitted to the Victorian Liquor Commission, and/or jeopardise the club's current and/or future allocations.
- 6.2.3 Clubs must provide a copy of the approved liquor licence to Council on request.

6.3 Gambling

- 5.3.1 In accordance with Council's Gambling Policy 2020, Council will not support new agreements for Council owned or managed land or facilities to be provided to any clubs, community groups, organisations or associations who undertake gambling activities in Kingston or elsewhere, unless there is significant community benefit demonstrated.

6.4 Smoking

- 6.4.1 Users must comply with Kingston's smoking laws and regulations. Smoking is banned in council-owned buildings and in all parks and reserves.
- 6.4.2 The ban includes tobacco products (including cigarettes, cigars and pipes), e-cigarettes and vapes.

6.5 Selling of Goods

- 6.5.1 Users are not to sell or dispose of or permit to be sold or disposed of commodities or goods of any description for any purpose other than supplementing club funds.
- 6.5.2 Council prohibits the buying or selling of cigarettes, e-cigarettes, cigars, tobacco, and other related products within any Council building.

6.6 Car Parking

- 6.6.1 Designated parking areas shall be determined in consultation with an appointed Council Officer.
- 6.6.2 The user is to accept the responsibility for the control of cars parking in allocated reserve car parks during and immediately after seasonally allocated times.
- 6.6.3 Users will accept any costs incurred due to maintenance/repair incurred through failure to adhere to agreed parking restrictions.

6.7 Environmental Control

The Club is responsible to ensure that regulations regarding environmental control are obeyed by all members of the user group as well as visitors (e.g. - spectators) to the allocated council sporting facility/facilities.

7. Closure/ unavailability of allocated facilities

- 7.1.1 Council has the authority to close or make unavailable Council facilities for the following reasons:
 - the facility is affected by inclement weather conditions.
 - the facility is assessed as unsafe
 - the facility is required to undertake repairs/ redevelopment works.
 - the facility is required for council-organised community or large-scale events.

- 7.1.2 In cases where a user has an allocation for a facility that is to be made unavailable, the user will be informed of this as soon as practicable.
- 7.1.3 If deemed appropriate by Council, Council will assist the user with relocation of their allocation (or part of their allocation) to another facility during the closure to minimise any negative impacts on the club's operation.
- 7.1.4 Council's Sportsgrounds and Building Maintenance teams regularly inspect council sporting facilities. Should a particular portion of a Council facility be deemed unfit for use, these teams will visually designate the affected areas that are temporarily closed. Users are asked not to use these spaces until the designation is removed. The Sport and Recreation team will communicate these details with the affected user. Access to the remainder of the facility, if deemed appropriate, will continue – as specified by Council.

8. Unauthorised Use

- 8.1 Users who employ use of Council sporting facilities without following the process outlined in this guide may be subjected to: -
- exclusion from future allocation requests
 - an invoice for the use of Council sporting facilities, and/or monetary penalty for unauthorised entry.
- 8.2 Failure to adhere to the conditions and terms outlined in this policy may result in exclusion from future use of Council's facilities.

9. Appendices

Appendix 1 - Sports Facility Allocation Prioritisation Matrix

<u>Criteria</u>	<u>Assessment</u>	<u>Guiding Principles</u>
Commitment to Fair Access actions outlined in Councils Fair Access Policy 2024/ Under-represented communities	High level of commitment demonstrated to achieving Fair Access actions noted in the Fair Access Policy (2024)	Council recognises the social and physical wellbeing benefits that come from participating in community sport. Council encourages clubs to provide welcoming and supportive environments for all people. Preference will be given to clubs that demonstrate and are providing participation opportunities for underrepresented target groups (e.g. females, gender diverse, LGBTQIA+, people with disabilities, Multicultural people, First Nations people, older adults)
	Moderate level of commitment demonstrated to achieving Fair Access actions noted in the Fair Access Policy (2024)	
	No commitment demonstrated to achieving Fair Access actions noted in the Fair Access Policy (2024)	

Historical use of facilities	Home ground of a Kingston-based club & historical use	Council recognises the social and cultural importance of a club's historical connection with a home ground and will give priority to a home ground application over a non-home ground application. Council will give preference to Kingston home-based clubs over non-Kingston clubs. The length of club's past tenure of a sportsground will be considered when assessing an application. The amount of historical use (number of teams & participants, hours of use) will be considered when assessing an application.
	Kingston-based club & historical use	
	Other clubs	
Lease / Licence Status	Current lease at requested Facility	The current and/or former lease status of the tenant club at the applied venue/ facility will be taken into account.
	Lease in overholding or negotiation	
	No current or former lease	
Participation Levels and Growth	High growth in club participation numbers/ types over the past 5 years.	Council recognises that membership growth (particularly in diverse communities) in community sporting clubs aligns with Council's Fair Access Policy (2024) and the Council and Wellbeing Plan (2025). Club participation numbers refers to club membership demographic data (categorised by age/ gender). Club participation type refers to the competitions that governing sporting leagues/ associations provide entry for. These competitions may include Seniors (Women's & Men's) Juniors (Girl's and Boy's), Masters (Women's & Men's), all-abilities programs, and competitions for diverse communities.

	Some Growth in club participation numbers/ types of growth over the past 5 years.	Club growth refers to increases in club members, and/ or increased club representation within different competitions. High growth would be demonstrated by: • Increase club participation numbers by no less than 5% per annum within the past 5 years, and/or- • The addition of three or more club participation types in the past five years Some growth would be demonstrated by: • Increase club participation numbers by up to 5% (and no less than 2%) per annum within the past 5 years, and/or- • The addition of up to two club participation types in the past five years
	No/ minimal demonstrated growth in club participation numbers/types over the past 5 years	No/ minimal growth would be demonstrated by: • Increase club participation numbers by up to 2% per annum within 5 years, and/or- • No additional club participation types in the past five years
Hierarchy of sportsgrounds	Allocation consistent with sportsground classification	Council sportsgrounds are classified as local, district or regional which provide different standards of sports facilities (e.g., pavilions, sportsgrounds, parking etc). Preference will be given to a club's allocation (based on club size or level of competition) where the allocations are consistent with the sportsground's classification.
	Allocation 1 level above or below sportsground allocation	
	Allocation 2 levels above or below sportsground classification	

Division of sports seasons	In-season application	Council recognises that differences can arise when sporting clubs wish to use sportsgrounds outside of the traditional sporting season (i.e., ‘in season’).
	Out of season application, with no in-season club contesting allocation	Using the State Government’s determination for the division of sporting seasons as a basis for Council allocations, Council will allocate according to the traditional sporting seasons.
	Out of season application with an in-season club contesting allocation (with justification)	In the absence of an application from an ‘in season’ club, Council may consider an ‘out of season’ application where there is sufficient sportsground capacity. (Also subject to clause 2.3)
Ground Capacity	Optimal Use	To maximise opportunities for participation, Council aims to achieve optimal and sustainable use of sportsgrounds (i.e., achieving full capacity of use while preserving satisfactory sportsground conditions, and abiding by council advice, i.e.- stay off certain parts of the Grounds as advised) Council will evaluate a club’s capacity to achieve optimal and sustainable sportsground use by assessing the application against what Council determines to be capacity usage of the sportsground.
	Moderate Over-use or Under-Use	
	High Over-use or Under-Use	
Governance	Good tenancy record, no outstanding debt and Mandatory documentation provided	Council recognises and supports the importance of clubs having good governance processes and procedures. Council values good relationships with clubs, co-tenants and the local community. Clubs’ tenancy record will be taken into

	Fair tenancy record, Outstanding debt with a payment plan & some mandatory documentation provided	account for future allocations. Council will take into account the following • Positive feedback of tenancy • Number and severity of tenancy breaches and/or complaints over the previous 5 years • Clubs maintaining facilities appropriately • Providing a facility in the best condition at seasonal changeover
	Poor tenancy record, Outstanding debt with no payment plan & mandatory documentation not provided	Clubs will not be considered for allocation if they have outstanding debts to Council and do not have a Council approved repayment plan in place at the time of application. Council requires that clubs practice good governance and provide evidence of mandatory documentation. 1. Incorporated Association Certificate. 2. Certificate of currency for Public Liability Insurance 3. Financial statements (previous financial year's profit and loss statement and balance sheet) as required 4. Other documentation as stipulated by Council including but not limited to: • Food registration • Liquor licence • Club training plan/ schedule • Fair Access Action Plan

Appendix 2 - Seasonal Allocation Handover Inspection Checklist

Thank you for your tenancy of the City of Kingston's sports grounds and pavilions. The City of Kingston prides itself on providing high quality sports grounds and pavilions to its community.

To assist us in continuing to provide the best possible experience to all future users we ask that you please complete the following items prior to the conclusion of your tenancy/season and submit the completed document to your Liaison Officer.

General

- ☐ Ensure all outstanding utilities bills are paid.
- ☐ All keys or access swipe cards returned to Council and Key Return Statement Form received from Council.
- ☐ Report any maintenance items to Council. Refer to Maintenance Schedule for responsibilities
- ☐ Ensure all equipment is neatly stored in designated areas
- ☐ Properly dispose of any items or equipment no longer required. Hard rubbish pick-ups can be arranged through Council. If required, please contact your Liaison Officer. Clubs are to ensure that only approved and appropriate items are left out for pick up.

Cleaning

Kitchen/Bar Area

- ☐ Cooking areas – clean oven, racks and stove top.
- ☐ Exhaust hood – ensure exhaust hood is professionally cleaned. Proof of this being completed to be supplied to Council on request.
- ☐ Sinks – ensure sink is dry and clean.
- ☐ Surfaces – wipe down all surface areas.
- ☐ Dishwasher – clean inside, including all racks and rubbers. Remove food from filter & rinse.
- ☐ Refrigerator – pull out and clean behind and underneath.
- ☐ Cupboards – empty and wipe out.
- ☐ Dispose or store of all leftover food and beverages.

Inside

- ☐ Windows – clean all windows and doors. Clean in the window tracks and blinds.
- ☐ Cupboards and draws – empty and wipe clean.
- ☐ Ledges – wipe clean all ledges including, windows, skirting boards, top of doors, sliding door tracks.
- ☐ Floors – vacuum or sweep floors before mopping and steam clean carpets
- ☐ Lights – ensure all lights are working. Replace any lightbulbs or fluorescent tubes as required.
- ☐ Bins – Empty all internal rubbish bins and ensure they are clean and odour-free.
- ☐ Extras – All furniture to be left clean and tidy.

Bathrooms and Laundry Spaces

- ☐ Mirrors – clean all mirrors and remove wipe marks.
- ☐ Toilet – scrub and disinfect including under seat and around the outside of the bowl.
- ☐ Shower – clean taps & shower head, remove mould from grout, mop floor & allow area to dry.
- ☐ Basin Areas – clean basins and drains, wipe down all bench tops, wall tiles and taps.
- ☐ Extras – wipe down soap holders, towel rails and toilet paper holders.

Outside

- ☐ Decking – clean & hose down all outside verandas or decks, remove spiderwebs & clean any appliances including barbecues.
- ☐ Sports grounds & surrounding areas – ensure grounds are free from rubbish.
- ☐ Remove cobwebs from the exterior façade, ensuring walls, windows, eaves, & other surfaces are clean.
- ☐ Garden beds within the appropriate area must be kept neat and tidy, and free of weeds.

Sportsground

- ☐ All wicket covers, rollers, equipment has been stored away in maintenance shed and open space is free from clutter.

Other

- ☐ Test and tag electrical equipment to ensure compliance with safety standards Club to provide evidence of completion to council on request.
- ☐ Ensure no gas bottles are stored inside the pavilion.
- ☐ Ensure that equipment is stored in incorrect areas or blocking emergency exit pathways.
- ☐ Verify that all locks installed on the premises are Council locks, and if not, please discuss with your Liaison Officer.
- ☐ Address and repair any damage resulting from improper use or negligence.
- ☐ Notify Council of any updates or changes made to alarm codes.

To be completed by Council

Turf wicket table safety and suitability for play

- ☐ (Cricket season- wicket has healthy turf coverage following seasonal renovation)
- ☐ (Football season- wicket table has been watered, and hardness levels fall within acceptable player safety/compliance range for contact sport to commence)

Synthetic wicket cover (leading into the winter season April)

- ☐ (Cricket pitch has been covered with a synthetic wicket cover and rubber granules topped up. Hardness levels fall within acceptable player safety/compliance range for contact sport to commence)

Line Marking

- ☐ (Winter Season- Council has completed the initial line mark and provided compliance documentation)

Failure to complete the above items may result in exclusion from future ground and pavilion allocations. The parties acknowledge that the above information is a true and accurate record of the facility condition at the time of inspection.

Clubs Sign off

Club Name: _____

Club Name: _____

Name: _____

Name: _____

Position: _____

Position: _____

Signature: _____

Signature: _____

Appendix 3 - Maintenance Schedule

Please note that the Maintenance Schedule is regularly updated.

1. General Maintenance & Repairs Procedure

For general maintenance and repairs, the Tenant is required to follow the below procedure:

Review the maintenance schedule in the occupancy agreement (e.g. lease or licence) to determine who is responsible for the maintenance or repair.

If the maintenance responsibility or repair is the responsibility of Council kindly contact the relevant Council Officer (your User Coordinator) and ask to have maintenance or repair request logged and provide the following information in your request:

- a) Property and Tenant name
- b) Site Address
- c) Room number if applicable
- d) Description and photos of the maintenance issue

The Council Officer will then triage the request.

2. Emergency Repairs/After Hours Procedure

Emergency repairs refer to tasks requiring immediate attention:

- a) malfunctions or issues impacting the security of the Premises,
- b) severe flooding.
- c) burst pipes / major blockages.

- d) hazards with an immediate safety threat that cannot be isolated.

Call Council's Customer Service Centre on [1300 653 356](tel:1300653356) to report the matter.

Minor issues that may impact services or facilities in the short term, are not deemed as an emergency, and are to be reported via the General Maintenance & Repairs Procedures. i.e. lighting not operating, cleaning.

Misuse of the Emergency Repairs Procedure may result in costs associated with attendance to be on charged to the Tenant.

3. Maintenance Responsibility

- a) The Tenant is fully responsible for the maintenance and repair of any fixtures, fittings or equipment installed by the Tenant, or those not listed within this agreement.
- b) The Tenant is further responsible for any fixtures, fittings and equipment installed by Council and specified in the fixtures, fittings and equipment responsibilities list in occupancy agreement (eg. lease or licence) between Council and the Tenant.
- c) Any works or repairs that are not detailed in the maintenance schedule are the sole responsibility of the Tenant.
- d) The Tenant must not carry out any alterations or works to the Premises without prior written consent from Council.
- e) The Tenant to keep a maintenance log of all works and provide evidence to Council upon request.
- f) All tradespeople or technicians (contractors) who are performing maintenance and repair work on behalf of the Tenant must be registered on Council's Rapid Global system.
- g) If the maintenance or repair works are required as a result of the Tenant's misuse, unauthorised work, or installations on the Premises the Tenant must reimburse Council 100% of the overall cost of the maintenance and repair works.

4. Climate Emergency Ecological Response Plan CEERP

The Tenant must adhere to Council's Climate Emergency Ecological Response Plan to reduce emissions located at:

[Climate and Ecological Emergency Response Plan - City of Kingston](#)

5. Works carried out by the Tenant

All work including but not limited to plumbing, electrical, building and ground maintenance, repair work and capital works must be carried out by a qualified and accredited tradesperson or technicians (**Contractors**).

All qualified Contractors who are performing maintenance and repair work on behalf of the Tenant must:

- a) Have permission from the Landlord to undertake the works.
- b) Provide the Tenant with a certificate of compliance for the works (where applicable).
- c) Be registered on Council's Rapid Global System. Council will require evidence of the contractor's public liability insurance as part of its registration and will request this from the contractor.

For advice and guidance, kindly contact the relevant Council Officer (your User Coordinator). If you require further information, please contact us at info@kingston.vic.gov.au or on [1300 653 356](tel:1300653356).

For capital works requests, complete and lodge an [Approval in principle for works on Council properties - City of Kingston](#) form. This application form is located on Council's website www.kingston.vic.gov.au.

Facility Maintenance

Item	Council Responsibility	Tenant Responsibility
Air-conditioning / Heating Appliances	Repair, maintain and replace, at the end of the appliance's economic life, if installed by Council. As part of Council's renewal program to be determined by Council.	- Cost of repairs due to misuse. - Repair, maintain and replace if installed by Tenant.
Bathroom Amenities	Repair or replace bathroom fixtures and fittings, due to fair wear and tear, or end of serviceable life. Subject to the Tenant complying with its responsibilities. As part of Council's renewal program to be determined by Council.	- Provide, maintain change stations and sanitary stations. - Provision of all consumable products. - Regular cleaning and disinfection of all surfaces. - Repairs to all surfaces including tiled surfaces due to misuse. - Dusting of exhaust fans and ventilation grills by a Council approved contractor, as required.
Car Parks and Civil Assets including pathways and pavements	Repair of pavement, driveway and car park as determined by Council.	Reimburse Council for any damage caused by misuse or damage caused by the Tenant if within the lease area.
CCTV Systems	- Maintain and service CCTV, if installed by Council. - If CCTV is installed due to liquor licence requirements, Council to maintain and service.	- Gain Council's written consent to install / change CCTV systems, The Tenant must follow the <i>Application for CCTV Installation and Approvals in Principle</i> processes detailed in Council's CCTV Standard Operating Procedures. In alignment with Council's CCTV Policy. - If CCTV is required due to liquor licence, the Tenant will reimburse Council the installation, maintenance and service costs. - Tenants, who are a CCTV Owner managing a CCTV system in a Council owned or managed facility are responsible for: - Abiding by Council's CCTV Policy and establishing a local standard operating procedure for the usage, maintenance and data management of their CCTV system. - Ensure all staff who operate or interact with CCTV systems are trained in Council's CCTV Policy and comply with relevant privacy and data legislation. - Comply with Council's CCTV Policy and privacy legislation.

Item	Council Responsibility	Tenant Responsibility
		- Maintain and service CCTV and alarms if installed by Tenant.
Ceilings	• Major repairs and/or replacement due to Premise faults or age as part of Council's renewal program. As determined by Council.	• Cost of repairs due to misuse. i.e. damage by balls or other equipment, physical tampering. • Cleaning as required. • Dusting of all ceiling vents and grills by a Council approved contractor, as required.
Cleaning – Floor Coverings	• Replace if required due to fair wear and tear as part of Council's renewal program. As determined by Council.	• Regular cleaning and maintenance of the floor coverings, such as carpet, floorboards, and tiles, • Repair and/or replace if floor coverings are damaged due to misuse. • Biannual Steam Clean of carpeted areas, with evidence provided to Council of completion. • If serving alcohol, quarterly steam cleaning / deep cleaning of carpets. • Polishing of floor surfaces when required.
Cool Rooms	• Maintain and repair cool rooms (refrigerated mechanical) if installed by Council. Subject to the Tenant complying with its responsibilities.	• Seek Council's written approval to install. • Regular cleaning & disinfecting of all ceiling, walls, and floor surfaces. • Supply and maintenance of all fixtures including shelving. • Maintain and repair cool rooms (refrigerated mechanical) if installed by Tenant. • Reimburse Council for the cost of maintaining and repairing Cool Rooms.
Curtains, Stage Curtains, drapes, and blinds	• No responsibility	• Seek Council's written approval to supply and install. • Regular cleaning and repair. • Replacement if required.
Doors	• To repair or replace internal and external doors, including automatic doors and security screens, as determined by Council. • To ensure that all doors remain operational.	• Cleaning of internal & external doors. • Reimburse Council for the cost of replacement or repairs due to misuse. • Door mat replacement. • Intercom systems and doorbells.

Item	Council Responsibility	Tenant Responsibility
Electrical	• Carry out electrical maintenance to existing wiring only, including wiring and fittings where no misuse has occurred. • RCD and thermal imaging as per requirements. • Programmed maintenance of electrical switchboards as required.	• Ensure no misuse of electrical wiring and fittings. • Seek Council's written approval for any additional wiring. • All electrical works must be carried out by a Council approved contractor. • Electrical diagrams and relevant Certificates of work to be forwarded to Council upon immediate completion. • Reimburse Council for the cost of updating the Electrical Panel Board Schedules.
Electrical Appliances	• Supply, maintain, and replace as Electrical Appliance as per Appendix 1, Council responsibility column.	• Seek Council's written approval to install an electrical appliance in the Premises. • Install, maintain, service and repair all electrical plug-in & hard-wired equipment in accordance with the manufacturer's requirements, and replace when required. • Supply, maintain, and replace as per Appendix 1. • To repair or replace any items if damaged through misuse. • To provide proof of tag and testing, by a qualified electrician annually, in accordance with AS3760. • Reimburse Council the cost of tag and testing if arranged by Council.
Electrical – Lighting	• Initial installation of lighting. • Replace all lights, globes, fluorescent tubes, where over 3.01 meters in height. • Lighting and switchboard upgrades if required due to fair wear and tear, as part of Council's renewal program. As determined by Council.	• Seek Council's written permission to install or upgrade. • Reimburse Council for costs of repairs and replacement due to misuse. • Replace all globes and fluorescent tubes up to and including 3 meters, using a Council approved contractor. • Regular cleaning of light fixtures. • All costs associated with additional lighting, including updating the Electrical Board Schedules. • All lamps, globes, and ornamental lighting i.e. festoon lighting.

Item	Council Responsibility	Tenant Responsibility
Electrical – Security Lights	- Maintain existing external security light fittings attached to buildings (not streetlights) where over 3 meters in height. - Replace if required, due to fair wear and tear, as part of Council's renewal program. As determined by Council.	- Supply (subject to written approval from Council), maintain, and repair any new or additional security lights. - Regular cleaning and of light fixtures - Replace all security light globes and fluorescent tubes under 3 meters using a Council approved contractor.
Electrical – Scoreboard Controls (if located in Premises)	Council responsible for switchboard repairs only.	Supply (subject to written approval from Council), maintain and repair in accordance with manufacturer's requirements.
Electrical – Solar Panels	Council to repair if initially fitted and supplied by Council.	- Supply (subject to written approval from Council), maintain, and replace. - Replacement of existing solar panels and associated equipment as required. - Reimburse Council for repairs and maintenance where Council has arranged the works.
Essential Safety Measures	- Council to ensure its Essential Safety Measure obligations are compliant with the relevant Building Regulation. - To initially provide and subsequently service and replace the extinguishers at the end of their serviceable life. - To fill fire extinguishers when discharged from a legitimate use. - Install and maintain all emergency lighting as per Australian Standard AS2293. - To provide, install and update emergency evacuation diagrams and signage.	- Notify Council as soon as possible if the extinguisher is discharged or stolen. - Council will arrange filling of the extinguisher at the Tenant's cost if due to misuse. - Report all emergency lighting faults. - Report any defects to Council. - Must always maintain clear exits and paths of travel. - Keep records of exit and path of travel inspections available for audit. - Reimburse Council the cost of essential safety measure obligations.
Fencing	- Maintain and repair all external perimeter fencing where this forms part of leased area. - Replace external perimeter fencing if required due to fair wear and tear as part of Council's renewal program. As determined by Council.	- Report any issues of safety to Council as soon as possible. - Repair and maintain internal fencing within the leased area - Reimburse Council for replacement/repairs of all fences, including around the leased area due to misuse. - Tenant to ensure fence meets with relevant safety regulations for the service provided.

Item	Council Responsibility	Tenant Responsibility
Fixtures & Fittings	Maintain, repair, and replace due to fair wear and tear, items listed in Appendix 1 under Council responsibility column.	- Maintain, repair, and replace due to fair wear and tear, items listed in Appendix 1, under the Tenant's responsibility column. - Reimburse Council the cost of repair and replacement due to misuse.
Flyscreens	No responsibility.	Install, maintain, repair, and replace screens when required.
Gates including locks and closers	Replace due to fair wear and tear as determined by Council.	- Advise Council if gates, locks and closers are not working properly. - Reimburse Council the cost of repair and/or replacement due to misuse. - Reimburse Council for fees associated with remote gate access.
Grease Traps (if fitted)	Repair and replace due to fair wear and tear, if installed by Council, subject to the Tenant complying with its responsibilities. As determined by Council.	- Lodge a service agreement with South East Water and pay relevant registration. - Arrange and pay all costs associated with the regular maintenance and cleaning of the grease traps, from kitchen waste outlets through to point of discharge. - All cleaning and maintenance must be completed by a licensed waste transporter. The contractor must register each pump-outs in South East Water's Wastelog system. - Waste cooking oil to be disposed through a certified disposal centre. Provide Council with records of cleaning annually or upon request. - Provide Council with a Commercial Kitchen Registration annually or upon request.
Grounds	- Trees will be inspected, pruned and maintained by Council arborists through a regular maintenance program. - Planting of trees - Maintain and replace existing structural retaining walls, as part of Council's renewal program. As determined by Council.	- Report any issues or safety concerns with trees to Council's Customer Service Team to request tree inspection (email info@kingston.vic.gov.au). - Maintain garden beds including pruning shrubs and plants, watering, weeding, mulch and tan bark. Ensure weed cover of less than 10% at all times. - Maintain, clean, sweep and weed pathways. Ensure weed cover of less than 10% at all times.

Item	Council Responsibility	Tenant Responsibility
		• Clear accessways such as footpaths, play spaces and doorways refer to Australian Standard AS1428. • Mow and edge lawns including nature strips (if applicable). • No trees are to be planted without permission of Council. Council has an annual tree planting program. To request planting of additional trees in garden areas, contact Council's Customer Service Team and submit a request. • To seek Council approval for any modification to grounds or removal/replacement of vegetation including shade sails, irrigation systems, installation of flagpole etc. • Flagpole installation and maintenance. • Maintenance of sheds/storage areas. • Maintain, clean and paint outdoor furniture. • Install and maintain shade sails. Annual inspection to be conducted by a qualified contractor at the Tenant's cost. • Install and maintain standalone awnings. • Install, maintain and replace gardening equipment e.g. irrigation system, garden hoses, sprinklers. • Install, maintain and replace ornamental retaining walls and garden edging.
Hazardous Materials	• Council to implement appropriate actions and procedures to manage hazardous materials. • Council to carry out works in accordance with relevant Australian standards.	• Refer to hazardous materials report located in red ESM boxes or QR code located at building entry before undertaking maintenance and cleaning. If this is unavailable, please seek advice from Council. • Ensure that the red ESM boxes or QR code located at building entry are free from obstructions. • Carry out works in accordance with relevant legislation. • Inform Council if any suspected disturbance, damage, or deterioration of hazardous materials.

Item	Council Responsibility	Tenant Responsibility
Keys, locks, and swipe cards	• Install lock cylinders (which are part of Council's master key system). • Council will provide keys and/or swipe cards to the Tenant. • Replacement of lock, if required, for security or due to fair wear and tear. Subject to the Tenant complying with its responsibilities. • Replace lost or damaged keys by the Tenant at Tenant's cost. • Repair or replace swipe card system if faulty.	• Ensure that locks remain operational. • The Tenant must request permission from Council to install or change any lock or padlock. • Repair and replace the lock if due to misuse. • All replacement locks must include a lock cylinder which is part of Council's master key system at the Tenant's cost. • The Tenant must ensure that all locks and padlocks within the building are accessible by Council's master key system. • Cost of additional keys or swipe cards • Cost of after hours call out fees. • Reimburse Council for the cost and installation of lock cylinders, if due to misuse, loss of keys or damage by the Tenant. • Adhere to Council procedures for swipe card access control. • Maintain a key/card register and audit annually. • Notify Council of lost keys/cards.
Kitchen	• Environmental Health Services unit to provide direction to groups in designing, constructing registering and operating kitchens according to Food Standards Australia and New Zealand requirements and the <i>Food Act 1984</i> (Vic). (Includes compliance with any Food Safety Program). • Inspect annually to ensure commercial hood is cleaned and maintained in accordance with Australian Standard AS1851-2012. • Existing filtered water installed by Council (if listed in appendix 1) to be maintained and repaired as per Council's maintenance program. • Replace kitchen if required due to fair wear and tear as part of Council's renewal program. As determined by Council.	• Maintain, repair and replace all kitchen appliances and equipment, fittings, fixtures such as but not limited to cupboard doors, grout, bench tops, shelving, basins, taps and drawers and regularly clean and service appliances in accordance with manufacturer's instructions. • The Tenant is responsible for all item replacement due to mold and or rodent damage. • Regular cleaning and maintenance of duct work/hoods for non-commercial and commercial kitchens, by a Council approved contractor, in accordance with Australian Standard. The Tenant is to provide evidence of completion to Council. • Reimburse Council the cost of commercial hood cleaning if arranged by Council. • Clean removable filters and fans on a regular basis and repair and replace. • If the Tenant sells, prepares or stores food at the Premises they must notify

Item	Council Responsibility	Tenant Responsibility
		Environmental Health Department and become registered under the <i>Food Act 1984</i> (Vic) where applicable. • At the Tenant's cost, comply with all requirements of the <i>Food Act 1984</i> (Vic). • Comply with all directions, requirements and recommendations given by the Environmental Health Department at Tenant's own cost. • All costs associated with any changes in regulation or classification of food Premises are to be met by the Tenant and in accordance with relevant legislation.
Lifts	• To maintain in accordance with manufacturer's instructions. • Replace if required due to fair wear and tear as part of Council's renewal program. As determined by Council.	• Ensure the lift is not overloaded and use is consistent with operational instructions. • Reimburse Council the cost of repair and replacement due to misuse. • Follow the operational instructions outlined in the manual. • Regular cleaning of flooring and walls. • Lift padding to be used when transporting bulky items.
Meters	• Provide access to meters via power industry locks. • Arrange the installation of separate meters or check meters if required.	• Ensure clear accessibility to meters at all times.
Painting	• To paint external areas of the Premises, if required due to fair wear and tear, as part of Council's renewal program. As determined by Council. • Council to patch and paint if damaged.	• To paint internal areas of the Premises whenever reasonably required by Council. • Seek Council's written approval. Tenant to reimburse council if painting is required due to misuse. • To paint and maintain safety strips painted on steps and walls as required.
Pest Control	• Conduct a pest visual assessment of the building, as determined by Council. • Repair building damage caused by timber pests (including termites), subject to the Tenant complying with its responsibilities.	• All internal and external pest control (including bait station provision) as required by the Environmental Health Services department of Council. • Regular monthly inspections of all bait stations. • Keep written records of all bait refills. A copy of these records is to be provided to Council annually or upon request. • A licensed pest inspector to conduct an annual inspection of the property. The

Item	Council Responsibility	Tenant Responsibility
		annual inspection report is to be provided to Council or upon request. • Pest treatments to be completed as per the recommendations in the licensed pest inspector's report. • Keep all areas in a clean and hygienic state to reduce the risk of pests. • Treatment for pests as required.
Plumbing	• Repair or replace broken sewer pits drainage and water pipes as determined by Council. • Repair or replace internal service plumbing fittings and appliances such as toilet cisterns, toilet seats, taps, hot water service, zip taps, due to fair wear and tear or end of serviceable life. As part of Council's renewal program. As determined by Council. • Carry out all major plumbing repairs and maintenance. • Thermo mixing valve maintenance. • Backflow prevention maintenance.	• Reimburse Council for the cost of internal repairs due to misuse. • Reimburse Council for the cost of repairs or works required for sewerage or drain blockages, due to the Tenant's misuse. i.e. sanitary items
Roofs, External Walls, Spouting and Downpipes	• All maintenance and repairs to the structure of the Premises as determined by Council. • Gutter cleaning. • Replace, if required due to fair wear and tear, roof, spouting, gutters, and downpipes, as part of Council's renewal program. As determined by Council.	• Reimburse Council for the cost of repairs due to misuse.
Services	• Provide training and support for smart devices.	• Maintain and replace all hardware. • Install, maintain, repair, and replace smart devices when required • Seek Council's written approval to install NBN. • Tenant to reimburse Council for any costs in association with the NBN connection. • Reimburse Council for all Building Control or smart device costs including training. and call out fees. • Reimburse Council for monthly cellular costs.

Item	Council Responsibility	Tenant Responsibility
Security Alarm Systems	Maintain, monitor and service Security Alarm Systems if installed by Council.	- Seek Council's written permission to install. - Provide and keep Council updated with the most current security code for the facility for Council's use as required. - Reimburse Council for fees associated with false alarms, not arming buildings, security attendance for avoidable issues. - Maintain a list of authorised users. - Maintain, monitor and service Security Alarm Systems if installed by Tenant. - Provide Council with an updated list of authorised users.
Signs	- Initial Council identification signage. - Replace and maintain Council signage.	- Seek written permission from Council for any new or additional signage. - Maintain, replace, and clean all internal/ external signs. - Change of information to signs. - Reimburse Council for the cost of additional signage or changes to building signage. - Follow Council's directions and policy regarding the use of advertising signage and comply with all planning requirements in relation to signage. - Reimburse Council for any repairs to fencing or other surfaces from damage of advertising signage. - Follow Council's directions and policy regarding the use of advertising signage. - Any advertising signage is to be lightweight material, (No Metal signage). - Council will remove any signage deemed unsafe or unsuitable.
Skylights	Replace due to fair wear and tear, as determined by Council, as part of Council's renewal program.	- Reimburse Council for repair or replacement due to misuse. - Cleaning of all ceiling diffusers by a Council approved contractor, as required. - Cleaning of all skylights by a Council approved contractor, as required.
Smoke detectors	- Carbon monoxide monitoring devices if installed in the building. - Maintain and replace hard wired smoke detectors if installed in building.	- Seek written permission from Council to install or replace smoke detectors. - Install, maintain and replace battery operated smoke detectors and carbon monoxide monitoring devices.

Item	Council Responsibility	Tenant Responsibility
Waste	• Provide a maximum of six rubbish bins for curb side waste collection. The number of bins allocated to the property will be determined by waste services. • Provision of one annual hard rubbish collection service, as determined by Waste Services. Collection pile to be no bigger than two cubic meters (2m x 1 m x 1m) and items to be consistent with standard Council hard waste service.	• Arrange and pay for regular removal of refuse, rubbish, and recycling from the Premises. • Arrange a commercial waste service if more than six bins are required. • Comply with all recommendations and requirements given by Council, based on any Waste Management Plans and supporting strategies. • Arrange installation, servicing and emptying of sanitary bins.
Water Tanks & Pumps	• Periodic inspection and remedial works as required. As determined by Council. • Replace if required due to fair wear and tear as part of Council's renewal program. As determined by Council.	• Reimburse Council the cost of repair and replacement due to misuse. • Tenant to maintain, repair and service as required if installed by the Tenant at the Tenant's cost.
Windows, Operable Walls/Bifold doors and Roller Shutters	• Inspection and maintenance of internal operable walls and roller shutters as per manufacturer recommendation. • Replacement of internal operable walls and roller shutters due to age, as part of Council's renewal program, as determined by Council. • No responsibility for cleaning windows.	• Repair if damaged through misuse. • Replacement of operable walls due to misuse. • Clean regularly, all external and internal windows. • Tenant to use a Council approved contractor for cleaning windows over 3 meters.
Vandalism/Graffiti/Break Ins	• Secure the Premises. • Repair structural internal and external damage, as determined by Council. • Removal of external graffiti.	• Contact police and obtain a police report as soon as possible. • Notify Council and provide a copy of the police report as soon as possible. • Repair internal damage and replace contents as required.

Maintenance Schedule: Appendix 1

Fixture, Fittings and Equipment Listing

The fixture, fittings and equipment listing, detailed below, outlines who is responsible to maintain, repair and replace the items listed:

Location/Room	Item	Council Responsibility	Tenant Responsibility
Kitchen			
	Bain Marie	No	Yes
	Fridge	No	Yes
	Fridge Glass Door	No	Yes
	Deep Fryer and used oil waste container	No	Yes
	Stand-alone Cooktop	No	Yes
	Dishwasher	No	Yes
	Glass Washer	No	Yes
	Microwave	No	Yes
	Pie Warmer	No	Yes
	Stove	No	Yes
	Exhaust Hood, Extraction Canopy, Rangehood & Duct Work	No	Yes
	Zip Tap (if installed by Council)	Yes	No
	Oven	No	Yes
	Combi Oven Steamer	No	Yes
	Pass through dishwasher	No	Yes
	Hot Food Display	No	Yes
	Hot Box	No	Yes
	Heat lamps with lights	No	Yes
	Freezer	No	Yes
	Pest/insect zapper	No	Club
Bar			
	Bar Fridge	No	Yes
	Beer Lines	No	Yes
	Cash Register	No	Yes
	EFTPOS Machine	No	Yes
	Fridge	No	Yes

Location/Room	Item	Council Responsibility	Tenant Responsibility
	Glass Washer	No	Yes
	Ice Machine	No	Yes
	POS System	No	Yes
	Keg Room	No	Yes
	Fridge pass through	No	Yes
	Beer tapping board	No	Yes
	Dishwasher	No	Yes
	Exhaust fans and ceiling fans (if under 3m)	No	Yes
	Exhaust fans and ceiling fans (if over 3m)	Yes	No
	Freezer	No	Yes
	Post Mix Gun	No	Yes
	Insect Lamp	No	Yes
	Pre-mix Beer Cooler	No	Yes
	Drip Tray	No	Yes
	Coffee Machine	No	Yes
Club rooms / Social area			
	Audio Visual Equipment	No	Yes
	Display Cabinets	No	Yes
	Pool Table	No	Yes
	Projector	No	Yes
	Sound System	No	Yes
	Speakers	No	Yes
	Tables & Chairs	No	Yes
	Television, DVD, Video NBN connection cabling to building	No	Yes
	Stand-alone Trophy Cabinet	No	Yes
	Stand-alone Reception Desk	No	Yes
Gym			
	Gym equipment	No	Yes
	Water fountain	No	Yes
Offices			
	Table and chair trolley	No	Yes
	Table and chair storage	No	Yes

Location/Room	Item	Council Responsibility	Tenant Responsibility
	Computers	No	Yes
	Stand along Desks	No	Yes
	Filing Cabinets	No	Yes
	Printers	No	Yes
	Tables & Chairs	No	Yes
	Whiteboards	No	Yes
Other			
	Portable fans		
	Dryer	No	Yes
	Furniture	No	Yes
	Scoreboard control	No	Yes
	Washing Machine	No	Yes
	Shelving (free standing or fixed	No	Yes
	Other water fountains installed by the club	No	Yes
	Built in Cabinetry installed by the club	No	Yes
	Built in Cabinetry installed by Council	Yes	No

The Tenant is fully responsible for the maintenance and repair of any fixtures or fittings installed by the Tenant, or those not listed within this agreement.



City of
KINGSTON