



Sportsground User Guide

PENRITH
CITY COUNCIL

penrithcity.nsw.gov.au

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1 INTRODUCTION

The Sports Ground User Guide contains information and requirements for new and ongoing hirers about the use and hiring of Council's sporting grounds.

The user guide sets out how to access these facilities, their cost and any conditions of use.

The primary aim of the user guide is to outline clear operational and governance arrangements for the occupation of Council's facilities.

It is important that Hirers understand the information and comply with the requirements.

1.1 FACILITY ALLOCATION

1.1.1 SEASONAL HIRE

Hire of sporting fields is divided into 2x six-month seasonal hire periods:

Winter season **third** Saturday in March till the first Sunday in September and
Summer season **third** Saturday in September till first Sunday in March

There is an allowance of 2 weeks in between these seasons known as the changeover period in which there is to be no use by any sporting clubs as maintenance work is undertaken during this time.

Preference will be given to applications received by the due date. Allocation will be at the discretion of Council officers considering issues such as community benefit, prior usage, maintenance, ground regeneration and capital works.

Off-season allocations (e.g. a winter sport during the summer season or vice versa) will be considered where the Hirer can demonstrate:

- That they are playing in a competition/league affiliated with their peak body; or
- The activity the Hirer is offering is tangibly different to pre-season training (for example, a Social Small Sided Competition, Skill Development Program or Drop In Sport etc) and in both cases;
- The opportunity to participate is open to the broader community, not just existing members.

Allocation priority will be given to Hirers who are 'in season'.

1.1.2 PRE-SEASON TRIALS AND GRADING DAYS

Community Facilities and Recreation will allow a four-week period prior to the start of each season for pre-season trials, training and grading. The current season sport using the facility has priority over the incoming sport. All pre-season ground usage must be applied for by your club or association through a Casual Hire Application form at least four weeks prior. A written confirmation from must be issued prior to any pre-season ground usage.

Unauthorised usage of grounds may incur a fine or loss of field allocation. During the preseason period Council staff will determine the suitability of grounds during periods of wet weather.

1.1.3 NEW HIRERS

Outside of the seasonal allocation application period New Hirers are required to submit an Expression of Interest Seasonal Ground Allocation for Sporting Clubs form.

Hirers applying to qualify for the first time should also provide the following information:

- A brief outline of how the applicant will provide sporting and recreational benefits and opportunities for the community
- The organisation's vision or mission statement
- Membership profile over the past 5 years
- Projected membership
- Sport Development Plans
- A copy of the organisation's constitution
- A copy of the organisation's Certificate of Incorporation

This information will be used for the purpose of collecting details from new sporting clubs wishing to access sporting reserves or facilities for seasonal allocation within the Penrith City Council.

Submitting this information does not guarantee access to a seasonal ground allocation but will provide vital information for future developments or proposed sporting reserves and facilities.

This information will be kept on file, and should suitable sporting reserves and facilities become available, clubs will be notified and invited to apply for a seasonal ground allocation. Please assist by providing the information requested as accurately as possible.

1.1.4 SUB-LETTING

While we encourage multi-use of its facilities, no club shall sub-let or permit any other group, person or persons to occupy or use the allocated sports ground or pavilion on an ongoing or casual basis.

If a group is looking to use a Council sporting ground they must contact a Community Facilities and Recreation Officer.

1.1.5 CASUAL HIRE

A Casual Hire agreement is used when an applicant requests a facility on a once-off or ad hoc basis (less than 6 consecutive bookings) via completion of the Casual Hire Application Form.

Each casual hire agreement needs to be approved by a Community Facilities and Recreation Officer before the facility can be occupied.

1.1.6 SCHOOL USE OF SPORT FACILITIES

Schools can apply for the use of sports facilities for interschool sport and physical education via the School Hire Application form. All bookings will be subject to ground availability and condition.

1.1.7 SPECIAL EVENTS

Special events hosted by regular Hirers of sports facilities are to submit a Special Events Application.

Special events include but are not limited to:

- Presentation Days and Picnics
- Major representative fixtures or finals where Hirers anticipate large spectators
- State Titles

Each application will be considered on a case by case basis.

Please advise Council officer on dates of finals details to assist in preparing grounds. If additional services are required, it is advised you provide the Community Facilities and Recreation team sufficient notice

Council staff can arrange for additional servicing of toilets and garbage bins to assist in the smooth running of the event. More information regarding major events requirements can be found through the Special Events Application.

A special event including stages, stalls, temporary food providers, and or amusements requires regular Hirers to submit a Special Event application 6 weeks prior to the event.

1.1.8 TEMPORARY STRUCTURES

Erection of a temporary structure requires approval from the Community Facilities and Recreation team. This includes marquees, tents, shade structures and fete stalls. Structures must be erected and dismantled on the same day. The location of structures will be determined by location of underground easements (pipes and electrical/communications cables), environmental impact and other safety considerations. Where a structure is to be erected by a third party (i.e. a hire company), a copy of the company's Public Liability policy and WorkCover compliance must be available on site for inspection by Council officers.

Erection of some structures requires the submission of a development application. Specific conditions are available on request. Please indicate on the application if the erection of temporary buildings or shelters is requested. Conditions are determined by the Building Code of Australia.

1.1.9 GATE FEES

It is recognised that some clubs charge a 'gate' fee for entry to competition matches. An entry fee for match days is a voluntary payment and user groups cannot refuse patrons if the fee is not paid. Hirers are not permitted to request an entrance fee or restrict access to the public who do not make a voluntary payment.

1.2 FEES AND CHARGES

A fee for the seasonal and casual use of sport and recreation facilities is applicable.

All fees charged to community groups are determined based on a substantial subsidy from Council (ie. calculated to recover a proportion of Council's recurrent maintenance expenditure for sportsgrounds and associated facilities). This rate currently recovers 3% of the operating costs.

Fees and Charges are adopted annually as part of the Council's Management Plan process each financial year and available on the Council's website.

An invoice for fees will be forwarded to the hirer during the allocation period. Invoices are to be paid within 30 days from the invoice date. If payment is not made by the due date, Council officers may cancel the hire upon written notice.

Additional fees and charges may be incurred if Council officers deem that inappropriate use of the facility is occurring or the Terms and Conditions are not adhered to.

At the discretion of Council officers a bond may be required to be paid prior to commencing the hire period.

1.2.1 FLOODLIGHTS

All Hirers are responsible for the payment of the electricity costs associated with the use of floodlights. Council pay some floodlight bills on behalf of clubs and pass on the costs of usage on to the clubs. Other clubs and associations pay directly to the energy providers. The long term plan is to have Penrith City Council responsible for all energy bills at all sites and bill all clubs based on their usage.

2 MAINTENANCE OF SPORTS FACILITIES

Council's sports facilities require maintenance to be undertaken by both Council staff and the Hirers. The below outlines general maintenance responsibilities required by all parties including Council staff and seasonal users.

2.1 SEASONAL CHANGE OVER PERIOD

In between seasons of winter and summer there is a mandatory change over period of two weeks in which there is to be no use of Council's sport fields. This is to allow the grounds to have a rest period and to allow Council staff to undertake necessary maintenance on the grounds. This includes the installation and or removal of goal posts.

2.1.1 GOALPOSTS INSTALLATION/REMOVAL

The installation and removal of goalposts occurs in the two-week period between seasons.

2.2 SCHEDULED MAINTENANCE

Grounds are generally mowed weekly in summer and fortnightly in winter when required. It is advisable to give adequate notice to the Community Facilities and Recreation team if your sport is hosting grand finals, representative fixtures or special events that require additional ground preparation.

2.3 GROUND CLEANING

It is the responsibility of each Hirer to leave the field in a clean condition after use. Garbage bins must be left in easy proximity for Council cleaners to empty.

2.4 ELECTRICAL TAGGING AND TESTING

Tagging and testing of electrical equipment at Council's sports ground amenities is mandatory. This is for the safety of all users and to minimise the costs and inconvenience of building power failures.

Electrical equipment supplied and used by the club/association, must be tested and tagged by a competent and qualified electrician annually at the club's cost. Clubs are asked to maintain records of the annual inspections and produce these if requested.

New equipment put into service after an annual inspection will need to be tested before used.

If Council contractors inspect a building and deems a piece of electrical equipment to be faulty, they will unplug the item and place an out of service tag on it.

Failed equipment is not to be used. The club/association will be charged for all costs associated with Council contractors attending and completing repairs if power failures are caused by faulty equipment that have not been tested and tagged within the last year.

2.5 MINOR AND MAJOR FACILITY IMPROVEMENTS

User groups wishing to undertake works or alterations to facilities must firstly seek Penrith City Council's written approval through submitting a proposal of the planned works; this includes maintenance and new works. No works however small are to occur at facilities without prior approval. This includes submitting for any grant applications for minor and major facility improvements without

first approval from Council officers.

This applies to both internal clubhouse pavilion works or external works (including works to develop external structures and for the installation of new infrastructure such as heating / cooling devices etc.). Should Council officers learn of any alterations or additions to facilities, the responsible user group/s may be asked to reinstate the works at their cost.

In reviewing proposals from user groups to undertake minor or major facility improvements, Council officers will ensure compliance with relevant legislative and regulatory requirements such as the Building Code, disability compliance, as well as fit with current purpose of use, justification of need, size and scale – these items.

Council officers will consult to relevant departments and respond to the request within 4 weeks from lodgment of request.

3 OPERATIONS AND PROCEDURES

3.1 FLOODLIGHT OPERATIONS

Council officers will set automated floodlights as per the regular Hirer's nominated times of hire on the application forms submitted to the Community Facilities and Recreation Team. All clubs and associations should be mindful of the times selected and allowance must only be operated within the user groups nominated hours of use of the facility. Hirers must submit names and mobile numbers for up to four members per club on their application form.

Floodlights must be turned off when training has finished which is to be no later than 10pm, unless prior written approval has been granted (eg. for competition use). Approval for extended use will only be granted under special circumstances and where Council Officers are confident there will be minimal impact to nearby residences.

The use of floodlights for night competition matches will be considered on a case-by- case basis and shall only occur where the level of lighting (lux) has been assessed by the sports association of the sport to be played and is deemed at an appropriate standard suitable for competition. The conduct of night matches shall comply with the set times of use of the facility as allocated to the usergroup/s.

The use of sports ground floodlighting for social functions is not permitted without separate prior approval.

3.2 AMPLIFICATION PA OR LOUDSPEAKERS

Use of public address systems or amplifiers within Council's Reserves or Sports Grounds requires approval from Council officers. Amplification is not permitted prior to 8.00am on weekends and 7.00am on weekdays or after 6.00pm on both weekdays and weekends. Please indicate on the application if use of public address systems or loudspeakers is requested. Conditions are determined by the Protection of the Environment Operations Act 1997.

3.3 KEY ALLOCATION

Hirers are issued with an allocation of keys which they are responsible throughout the period of the group's tenancy. Hirers will be responsible for maintaining a register of keys distributed to members throughout their tenancy.

It is encouraged club key registers are updated:

- At the start and/or end of each season
- When a key is transferred between members (temporarily)

Hirers need to advise in writing when:

- Key holders have permanently changed e.g. new committee
- A key is lost or broken. Loss of keys should be reported immediately.

If Hirers request additional or replacement keys, the request is required to be in writing to Council's Community Facilities and Recreation team for consideration.

Council officers may request to view your key register prior to allocating any new keys. The cost of additional and replacement key cuts will be charged to the user group/s requesting them.

3.4 WET WEATHER PROCEDURE

After periods of prolonged rain, please call the Council's Wet Weather Line which provides an up-to-date recorded message regarding the status of play of all Council's playing fields due to rain. The message is updated by 9am each day. Council staff have the authority to close a ground during the week (Mon-Fri) for school use. Controlling associations or clubs have the authority for weekday training and on the weekend (Saturday, Sunday & Public Holidays).

Please note clubs are reminded that they remain responsible for determining the suitability for use of individual grounds in terms of player safety and potential ground damage if they have a seasonal hire of the ground. The cost of repairs to grounds for damage caused is the responsibility of the user group. Council's Wet Weather number is 4732 8017.

3.5 GAS BOTTLES

Seasonal Hirers must store gas bottles in storage facilities that have cross ventilation. If a leak were to occur in a storage facility without cross flow ventilation, the gas will sit and when the room is opened and someone happens to have an ignition source: i.e. cigarette, mobile phone the gas will cause an explosion.

When storing gas bottles we ask that the club inspect the following:

- When did the club last have the cylinder inspected and testing as per Australian Standards for refillable cylinders?
- Are there the appropriate engraved markings on the cylinder head as per Australian Standards?
- Has the sports club maintained the cylinders in good condition and the cylinders are not damaged, not defective?
- Compatibility with other stored items within the storage facilities that may cause issue for example fuels and gas.
- Have the club restrained the cylinders within storage to prevent falls.

These requirements are essential for ensuring storage is appropriate and safe and must be adhered to for user and patron safety and that of Council staff.

All gas bottles must be removed at the end of each season.

3.6 ADVERTISING AT COUNCIL'S SPORTS GROUNDS

Advertising and signage of any nature (temporary or permanent) within Council's Reserves or Sports Grounds requires approval from Council officers.

Signage must reflect the nature and scale of the activity conducted on the land. Prior to approving signage, Council staff must ensure that the amenity and character of the open space area is maintained.

- a) Signs on recreation reserves that are visible from beyond the site should generally not be permitted.
- b) Signs identifying the name of the recreation reserve and/or the name of sporting clubs or other associations occupying the site (and other 'public interest' information pertaining to the club or association) are permitted.
- c) Signs identifying the sponsors of clubs or associations occupying reserves are generally not permitted if they are visible from beyond the site. However, favourable consideration may be given to no more than 20% of the total area of the main identification sign being used for sponsor recognition.
- d) Signs should be generally low key in appearance, taking into consideration

their shape, colour, materials, construction and the character of the surrounding area.

3.7 SELLING FOOD AND ALCOHOL

3.7.1 TEMPORARY FOOD PREMISES AND CANTEEN PREMISES

Preparation and sale of food within Council's Sports Grounds requires approval from Council's Environmental Health department. Users selling food from canteens or barbeques must complete Council's Food Premises Registration Form.

Users also need to register online with NSW Health Authority at www.foodnotify.nsw.gov.au where an registration number will be provided.

Hirers do not need to register again if they have done so in previous years unless clubs are selling different food from the current registration.

Conditions are determined by Council's Code for Temporary Food Premises and Mobile Food Vending Vehicles Code.

3.7.2 ALCOHOL

The sale and/or consumption of alcohol within Council's Reserves or Sports Grounds requires the approval of the Community Facilities and recreation department. The sale and/or consumption of alcohol is not permitted at junior competition or training. A liquor licence must be obtained from the liquor licensing board. Consumption is permitted in accordance with the licence conditions. A copy of the application and approved licence must be provided to Council officers. Glass bottles are not permitted on Council's Reserves or Playing Fields.

Alcohol must not be sold in or consumed from glass containers. Conditions are determined by the Liquor Act 1982 and the Liquor Regulation 1996.

3.7.3 ALCOHOL FREE PUBLIC SPACES

Alcohol Free Zones can be found at: <https://www.penrithcity.nsw.gov.au/services/health-safety/community-safety#quick-link-2>

3.7.4 SALE OF OTHER ITEMS OTHER THAN FOOD

Sale of items other than food within Council's Reserves or Sports Grounds requires the approval of Council. Sale of tobacco products and chewing gum is not permitted.

Smoking is banned in spectator areas at public sportsgrounds and other recreational areas in NSW. However, smoking will only be banned when an organised sporting event is being held.

3.8 RESIDENT CONSIDERATION

Hirers are required to demonstrate consideration for the surrounding residents and facilities by;

- Involving them in your activities through invitations or ensuring they are aware of events.
- Keeping noise levels to a minimum, especially during night and early morning activities.
- Ensuring reasonable attempts are made to prevent balls from leaving the grounds. If any balls enter private property, ask permission to retrieve balls from the property owner.
- Ensuring members and visitors park their cars in a designated parking spot or legally along the street.
- Leaving the park in a clean and tidy state before departure.

- Turning floodlights off by 10pm.

4 GRANTS

Council encourages sporting clubs and associations to apply for grants to enhance the facility or its programs. Council staff need to be notified and be involved with the grant process for minor and major facility improvements. A minimum of 28 days' notice to Council officers should be given before a grants closing date.

It is important that costing and scope of works is understood before a formal application is submitted. Any shortfall in funding cannot be covered by Penrith City Council funds.

The below lists common grants that support minor and major facility improvements.

- Community Building Partnership
- Local Sport Grant Program

Information on this and other grants can be found at <https://www.sport.nsw.gov.au/clubs/grants>

4.1 PENRITH COUNCIL GRANTS

4.1.1 SPORTS DONATIONS

This only applies to amateur sportspersons and representatives in the fields of Art, Music, Culture, for the purpose of encourage participation in the international or interstate events by residents or by members of clubs based in the City of Penrith or student of schools.

Further information can be found through the Community Facilities and Recreation team.

5 CONTACTS

The Community Facilities and Recreation team are Hirers first point of contact.

Phone	(02) 4732 7930
Email	recreation@penrith.city
After Hours Emergency	(02) 4732 7777
Wet Weather Line	(02) 4732 8017
Report a problem	https://www.penrithcity.nsw.gov.au/contact-us/have-your-say/report-a-problem
USEFUL CONTACTS	
Penrith Valley Sports Foundation	(02) 4735 1730
Good Sports	Phone: 1300 883 817 Email: goodsports@adf.org.au
Sporting Schools Program	Phone: 1300 785 707 Email: info@sportingschools.gov.au
Office of Sport	13 13 02

5.1 LEGISLATION AND WORK HEALTH AND SAFETY

5.1.1 SMOKING IN SPECTATOR AREAS

Smoking is banned in spectator areas at public sports grounds and other recreational areas in NSW. However, smoking will only be banned when an organised sporting event is being held.

The smoking ban applies to all spectator areas at sports grounds and other recreational areas when they are being used for an organised sporting event. The law applies to both covered and uncovered spectator areas and whether seating is provided or not.

- Smoke-Free Environment Act 2000 http://www6.austlii.edu.au/cgi-bin/viewdb/au/legis/nsw/consol_act/sea2000247/
<https://www.sport.nsw.gov.au/clubs/ryc/healthyclubs/smokefree>

5.1.2 NOISE RESTRICTIONS

Information on restrictions can be found at:

- Protection of the Environment Operations Act 1997 No 156
<https://www.legislation.nsw.gov.au/#/view/act/1997/156>
<https://www.epa.nsw.gov.au/your-environment/noise>

5.1.3 WORKING WITH CHILDREN CHECK

- Hirers must ensure that individuals overseeing activities with children have valid Working with Children Accreditation.

Working with Children Check <https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>

5.1.4 FOOD AND ALCOHOL

- Penrith Council Health and Safety Information <https://www.penrithcity.nsw.gov.au/services/health-safety>
- Liquor and Gaming <https://www.liquorandgaming.nsw.gov.au/resources/liquor-law>

6 APPENDICES

6.1 LINEMARKING PRODUCTS

Product	Comment	Recommendation
<p>Line Marking Paint (Fountain Line, Signet, Toro Fastline etc.)</p>	<p>Although not classified as a Hazardous Substance, a Material Safety Data Sheet should be obtained.</p> <p>If used in accordance with manufacturers recommendation will not damage grass.</p> <p>Available in a range of colours.</p>	<p>Recommended.</p>
<p>Water Based Plastic Paint</p>	<p>Although not classified as a Hazardous Substance, a Material Safety Data Sheet should be obtained.</p> <p>If the grass cover is good, remarking may not be required for up to 4 weeks. A wetting agent such as white oil can assist in ensuring longer “life”.</p> <p>Available in a range of colours.</p> <p>Generally more costly than line marking paint.</p>	<p>Allowable</p>
<p>Agricultural Lime, Hydrated Lime, Quick Lime (Also known as Whiting, Calcite, Calcium Carbonate, Slaked Lime, Calcium Hydroxide, Burnt Lime, Calcium Oxide)</p>	<p>These products are classified as Hazardous Substances and therefore a Material Safety Data Sheet must be obtained and a risk assessment completed.</p> <p>All lime products are alkalis and are hazardous in varying degrees.</p> <p>Continued use on sporting fields will kill grass and create depressions which could be hazardous.</p>	<p>Agricultural lime, whiting or similar Calcium Carbonate products are inexpensive and can be used in a dry state. However, irritation can occur to eyes or if ingested. Continued used will kill grass and create hazards.</p> <p>Not recommended.</p> <p>Hydrated Lime and Quick lime products MUST not be used.</p>
<p>Coloured Oxides (Iron or red oxide and Zinc or white oxide)</p>	<p>These products are classified as Hazardous Substances and therefore a Material Safety Data Sheet must be obtained and a risk assessment completed.</p> <p>The MSDS for oxides specifically warn about eye damage.</p> <p>Continued use on sporting fields will kill grass and create depressions which could be hazardous.</p>	<p>Must not be used</p>

<p>Glyphosate (Round-Up, Zero)</p>	<p>Often added to other products to lengthen the time between line marking.</p> <p>This product is classified as a Hazardous Substance and therefore a Material Safety Data Sheet must be obtained and a risk assessment completed.</p> <p>Use of glysophate on sporting fields will kill grass and create depressions which could be hazardous.</p>	<p>Not to be used under any circumstances.</p>
<p>Creosote</p>	<p>Creosote is classed as a Group 1 carcinogen that is carcinogenic to humans.</p> <p>Creosote also kills grass.</p>	<p>Must not be used.</p>
<p>Oil (Engine oil, sump oil)</p>	<p>Oil and oil products are damaging to the environment and will kill grass and pollute soil with continued use.</p>	<p>Must not be used.</p>

6.2 WORK HEALTH AND SAFETY POLICY

PENRITH CITY COUNCIL WORK HEALTH AND SAFETY POLICY

POLICY STATEMENT

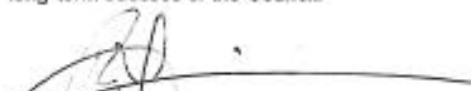
- Penrith City Council (PCC) in consultation with its workers will establish and maintain a safe and healthy workplace for workers, volunteers and contractors (stakeholders) that meet PCC standards and legal requirements.

This Policy will apply consistently in all PCC locations, controlled entities and Council activities.

By following the Systems Procedures that are outlined in the Work Health and Safety & Injury Management (WHS&IM) System, PCC will strive for best practise in accordance with the provisions of the *Work Health and Safety Act and Regulations* by:

- Ensuring that this Policy and associated procedures are consistent with the PCC workplace and health and safety risks.
- Ensuring that an appropriate Injury Management Policy is implemented.
- Managing hazards to identify, assess and control risks and measuring the effectiveness of follow up action.
- Establishing measurable objectives and targets for work health & safety to monitor continuous improvement aimed at eliminating work related illness and injury.
- Complying with all relevant statutory and other requirements placed on PCC.
- Providing training, instruction, leadership and supervision of our stakeholders to enable them to work safely.
- Ensuring that all stakeholders are aware of their responsibility to take reasonable care for their own and other peoples wellbeing.
- Creating a workplace culture that promotes Mental Health & Well-being.
- Implementing an appropriate consultation process to ensure that all stakeholders are involved in the work health and safety decision making process.
- Ensuring the dissemination of work health and safety information to all stakeholders.
- Recognising that the implementation and review of Work Health and Safety Management Systems (WHSMS) processes involves shared responsibilities and a team approach.

The Council has a responsibility to ensure that resources are provided for the development, implementation and review of the WHS Program. In this context PCC recognises that the health, safety and welfare of its workers is an integral part of the long-term success of the Council.



Warwick Winn
General Manager
Penrith City Council
27 August 2018