

## CONDITIONS OF USE - COUNCIL RESERVES:

1. Northern Grampians Shire Council requires users of sporting reserves to comply with:
  - i. The Victorian Code of Conduct for Community Sport (<http://sport.vic.gov.au/>)
  - ii. No smoking is to occur inside any Council buildings at any time and as per Tobacco Act 1987 (Vic), smoking is banned within 10 metres of an outdoor public sporting venue during an organised underage sporting event and training sessions.
  - iii. Liquor Licensing requirements. Alcoholic beverages must not be consumed in conjunction with junior activities, junior training and junior competition. (All user groups are encouraged to join the Good Sports Program which aims to reduce alcohol and other drug problems, increase the viability of sports clubs and increase the range and quality of sports available within the community).
  - iv. Local Law - Municipal Places ([www.ngshire.vic.gov.au](http://www.ngshire.vic.gov.au))
2. If tent pegs or steel posts are to be used, a site meeting with Northern Grampians Shire Council personnel must be arranged at least five working days prior to the event to allow for identification of underground assets. Please make contact with the Park & Gardens Coordinator on (03) 5358 8700 (Stawell and St Arnaud) for details. All tent pegs or steel posts must be removed after the event to avoid damage to Council equipment.
3. The user group is responsible for the clean-up of all rubbish, debris and litter generated at the reserve by your event's activities. Failure to clean up will result in the organisation being charged the cost of doing so.
4. There are limited litter bins at reserves for public use. If the user group requires further waste services for use at the reserve, Council may be able to engage its waste/recycling contractor; however the cost will be incurred by the organisation requesting the service. For further information please contact Council's Waste Management Officer on (03) 5358 8700.
5. No vehicles are permitted on the sports field at any time (except for emergency vehicles i.e. Ambulance).
6. Re-fuelling of generators or stationary engines of any kind is not permitted on grassed areas.
7. Line marking and painting of the oval's surface must be authorised by the Parks & Gardens Coordinator on (03) 5358 8700 (Stawell and St Arnaud). Once approved, the user group is responsible for non-permanent ground markings on ovals. Line marking is to be completed in accordance with Council requirements and the standard sporting ground dimensions. No other marking (such as advertising) will be allowed unless special arrangements are made with Council. No herbicide or lime are to be used in line marking.
8. The user group is responsible for gaining Council approval for the erection of permanent signs (eg. sponsorship signs) on Council reserves. If approval is given, the user group is responsible for full maintenance (including removal if required by Council) of the sign.

9. The user group is required to rotate training drills over the whole playing surfaces to avoid creating wear areas.
10. The user group is to respect any barricades erected on the reserve and surrounds.
11. The user group is responsible for thoroughly inspecting the playing surface before the commencement of training or competition play. User groups should check for debris, holes and general condition. Should the playing surface be deemed to be unplayable, no play is to proceed and Council is to be notified immediately. Users to ensure any ground inspection paperwork from the peak body is completed.
12. If you have any queries regarding public toilets, please contact Council's Building/Services officer on (03) 5358 8700.
13. Maintenance issues which require attention including emergency maintenance requirements out of normal business hours must be notified to Council Customer Service on (03) 5358 8700 (out of hours service available).
14. **The user group will be responsible for the full reinstatement costs of any negligent damage to Council assets.**

## Appendix A

### Specific Conditions of Use - Stawell Athletics Track, North Park

Please be advised that barriers are in place and you will need to obtain a key from the Customer Service Centre, Town Hall, Stawell. This can be organised by contacting (03) 5358 8700. It is the user group's responsibility to reinstate the barriers to the original position and return the key to the Customer Service Centre after use.

Please observe the following common sense rules which have been established to protect and prolong the life of the track:

1. No food and drinks permitted on the track or infield other than water
2. No cigarettes, chewing gum, bottle tops or ring tabs permitted on track or infield
3. Appropriate sand/sport shoes must be worn on track
4. Conical spikes only – no longer than 6mm (No needle spikes permitted)
5. Starting block spikes must be no longer than 10mm
6. No training in lanes 1 and 2
7. No provisional markings whatsoever to any area are permitted
8. Any deposits on track must be removed with detergent and water
9. No vehicles permitted on or around the track surface (emergency vehicles exemption - no turning on track surface, no vehicle loads over one tonne per wheel, pneumatic tyres only)
10. Equipment on or across the track must be free of rough and sharp edges, oil, petrol and diesel leaks. Ongoing monitoring is required.
11. No pets permitted
12. No ball games permitted (eg. football, cricket)

## Appendix B

### Specific Conditions of Use - inflatable devices/jumping castle

Council's Insurers require that the use of inflatable devices/jumping castle on council reserves is subject to the following conditions:

1. The hirer/operator of the inflatable device has current public liability cover (min \$20 million).
2. The hirer/operator is to provide to council evidence that the jumping castle meets current Australian Standards.
3. The hirer/operator is to provide to council evidence of the operator's experience, safety and training record.
4. The hirer/operator is required to ensure that the jumping castle be set up by experienced/trained personnel.
5. The hirer/operator should consider contracting an experienced/trained operator to supervise the jumping castle for the total period of hire.
6. The hirer should request the operator to provide a copy of the post-assembly inspection report conducted by the operator, prior to the inflatable device being used. A copy of this report is to be provided to council.
7. The hirer should request the operator to provide written instructions in relation to the following control and supervision issues:
  - i. Environmental conditions that may impact patron use of the device.
  - ii. A process for regular wind speed monitoring should be established. The use of an onsite wind speed monitor (Anemometer) is in use. Reviewing maximum safe wind speed when the device is in use.
  - iii. Procedure for monitoring current and forecast wind conditions, and evacuation of the device should adverse conditions be detected
  - iv. The maximum number of patrons that can use the device at one time, based on their height, weight or age.
  - v. The maximum height, weight or age limits that apply for patrons to use the device.
  - vi. Patron dress code, including footwear.
  - vii. The minimum number of operators/attendants required to supervise the device and any age restrictions that apply.
8. Throughout the period of hire, routine inspections should be carried out and recorded by a competent person (+18 years) to ensure that the device continues to be suitable for use. Such inspections should include checks of anchors and ropes, that the fabric of the device does not contain any holes or tears and that the air pressure is sufficient for the walls of the device to remain firm and upright etc.
9. During the period of hire, a competent person should ensure that any maintenance required, as determined through routine inspections, is performed, eg removal of debris, securing of anchors and ropes etc. This information should also be recorded.
10. During the period of the event, the hirer/operator is required to implement a system of monitoring current and forecast wind conditions, and ensuring adverse conditions are communicated effectively to all stall holders, ride/device operators and others as required.
11. Identified hazards/risks should be contained in a documented Risk Assessment template.