



Community, Sport and Recreation Manual

Version 2024



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Alignment with our vision

Community, Sport and Recreation Manual is helping to achieve our Corporate Plan 2022–2027 and realise our vision:

Our Moreton Bay. Amazing places. Natural spaces.

The strategic pillar this supports is:



**OUR VIBRANT
COMMUNITIES**

Our Vibrant Communities goal is that Moreton Bay will have vibrant communities that proudly come together to participate in and celebrate different cultures and life experiences, with access to the services and facilities they need.

Read more about Council's Corporate Plan and the pillars that underpin it at: moretonbay.qld.gov.au/Services/Reports-Policies/Corporate-Plan

Acknowledgement

We acknowledge the Kabi Kabi, Jinibara and Turrbal Peoples as the Traditional Custodians of the lands and waterways of the Moreton Bay region, and pay our respects to their Elders, past, present and emerging. We recognise that the Moreton Bay region has always been a place of cultural, spiritual, social and economic significance to First Nations people.

We are committed to working in partnership with Traditional Custodians and other First Nations communities to shape a shared future that celebrates First Nations history and culture as an irreplaceable foundation of our region's collective identity.

Disclaimer

Council and its officers accept no responsibility for any loss whatsoever arising howsoever from any person's act or omission in connection with any information, expressed or implied, contained within this document. Nothing in this document should be taken as legal advice.

Section One: Accessing Facilities and Tenure



Overview

Community, sport, and recreation organisations generally operate from public facilities, although in some instances facilities may be on private land owned by either the organisation or another entity. Public facilities may include sites that are:

- owned and controlled by Council;
- managed and controlled by Council as trustee but owned by another entity (usually the Queensland Government);
- owned and controlled by the Queensland Government such as forest reserves and water bodies with adjacent land parcels.

All organisations should be familiar with the owner and controlling entity of the land on which they operate, as each will have different requirements for usage and approval processes for development. **The following section only applies to land for which Council is the owner or Trustee.** If another situation applies to your organisation, please contact the owner to obtain relevant information.

Community Leasing Policy

All not-for-profit organisations operating on Council owned or controlled land are offered tenure in accordance with the Community Leasing Policy and Terms and Conditions of Tenure Guidelines. All new or renewed tenure agreements will be executed in accordance with the conditions of the Community Leasing Policy and Terms and Conditions of Tenure Guidelines.

Features of the policy include:

- Council pays all standard water, sewerage and rubbish collection costs, whilst users pay trade waste electricity, telephone, internet and licensing fees;
- Council maintains structural building elements, roofing, selected legislative fire and electrical safety elements except at specialist facilities;
- Council maintains internal roads except at specialist facilities;
- Council undertakes standard sports field maintenance, including irrigation and weed control;
- Users are responsible for activity related infrastructure, specialised surfaces and all other items not maintained by Council, for example, goal posts and player shelters.

Leases are generally executed over the footprint of buildings and specialised surfaces (for example, tennis and netball courts, racing tracks, synthetic surfaces, baseball, or softball diamonds) for a period of up to ten (10) years.

Sports Field Permits are issued over the sports turf surface for a period of up to one (1) year.

Visit <https://www.moretonbay.qld.gov.au/Services/Community-Support/Community-Leasing> for a copy of the Community Leasing Policy and Terms and Conditions of Tenure Guidelines.

Fees and Charges

The current annual fee for a lease under the Community Leasing Policy and Terms and Conditions of Tenure Guidelines is \$1.00, payable upon invoice. Council does not impose a fee for any other item, however, may seek reimbursement for excessive water consumption, repairs for intentional damage to the facility and rectification costs of items that are a lessee's responsibility but not adequately addressed by the organisation.

Lessees are responsible for direct payment to the relevant provider for utilities and services such as electricity, gas, pest control and cleaning. Other items relating directly to use by the organisation will be at lessee's cost, including trade waste permits, food licensing costs, sanitary services and other consumables used within the lease area.

Lease and Permit Renewals (Current Tenants)

Organisations that hold tenure with Council, or are a recognised user of a Council facility, may be offered the opportunity to renew a lease, permit to occupy and/or a permit to occupy - sports field in accordance with Council's Community Leasing Policy and Terms and Conditions of Tenure Guidelines. Community Leasing will commence the renewal process approximately nine months out from the current agreement's expiry. Council will liaise with the organisation regarding the options for renewal.

New Lease and Permit Requests (Prospective Tenants)

Council facilities are very well utilised and there is limited capacity to accept additional users at existing facilities. Five options are available to new users to be considered at a facility:

1. Contact Community Leasing to register the organisation's details on Council's tenure enquiry register. Generally, when a facility becomes available Council will notify organisations listed on the tenure enquiry register of the expression of interest process;
2. Make application for a permit to occupy - sports field for the organisation's preferred site. Council officers will assess the availability and suitability of the fields and liaise further with the applicant;
3. Construct a new facility on public land. If the organisation has identified a property that it believes will be suitable for the proposed use and has financial capacity to develop, they should contact Community Leasing regarding the proposal.
4. Directly engage with an existing lessee to obtain a sub-lease for a building. All such requests must be approved by Council prior to being progressed.
5. Directly engage with an existing lessee to hire a building. All such requests must meet the requirements of the Community Leasing Policy and Terms and Conditions of Tenure Guidelines.

Visit <https://www.moretonbay.qld.gov.au/Services/Community-Support/Community-Leasing> for more information in relation to Community Leasing arrangements. Organisations will need to demonstrate not-for-profit status and their ability to meet the eligibility criteria outlined in the Community Leasing Policy and Terms and Conditions of Tenure Guidelines.

Sub-letting of Facilities

Buildings

Some buildings leased by community, sport and recreation organisations are unoccupied during business hours, may have an area that is unused, or may have capacity to accommodate additional users when not in use by the lessee. A permanent arrangement with another not-for-profit organisation may occur, pending approval of the conditions by Council. An arrangement with a commercial entity is generally not supported.

A formal sub-lease provides exclusive access to another organisation for a defined space within a building. It is a legal document that must include certain items in a set format. Therefore, it should be developed by a qualified person, at the expense of the lessee. Under a sub-lease, the lessee will forego any access rights to this space. A sub-lease must be registered with the Queensland Government if the building is located on Crown Land.

An access license can provide another organisation with access to the entire facility for part of the time, for example, during weekdays when not in use by the club. Council is unable to provide legal advice regarding the preparation of these documents.

Alternatively, the lessee may prefer to offer access to a leased facility via a hire agreement for either occasional or longer-term arrangements. Hire agreements do not require registration with the Queensland Government. Hire arrangements must be in accordance with the conditions of Council's Community Leasing Policy and Terms and Conditions of Tenure Guidelines. Where required, long-term hirers may be subject to approval by Council's Community Leasing Unit. Sample hire agreements for community facilities are available from Council. Please contact the Sport & Recreation Unit.

Lessees may charge an appropriate access fee to any other user to cover the proportionate cost of cleaning, consumables, repairs and replacement of assets. Determining the hire fee can be a challenging task, as the club will want to attract external users to generate income but cannot do so at the detriment of its own use or financial situation.

To assist organisations with determining an appropriate fee, contact your Sport and Recreation Officer. Details of the specific financial arrangement are to be provided to Council as part of the request to sub-let the facility.

Turf Fields

Organisations have no authority to provide another organisation access to turf fields either within or outside of their allocated permit times. Organisations have access rights to sports fields only during the times specified on the permit to occupy - sports field. If the holder of a permit to occupy - sports field wishes to provide access to another organisation during its permitted times, prior approval from Council is required. Council will consider the suitability of the activity for the particular sports field and an assessment will be undertaken regarding the potential impact on the primary sport. The use of fields by incompatible sports can severely damage the playing surface resulting in closure of the fields. All requests for sub-letting fields must be made by the permitholder to the Sport and Recreation Unit of Council.



Specialised Surfaces

Organisations that have a lease over specialised playing surfaces such as tennis and netball courts, lawn bowls greens and croquet lawns are responsible for administering access to those areas. Appropriate hire or access fees may be charged by the organisation to assist with ongoing maintenance, repair and replacement of the asset. If any permanent sub-letting arrangements are being considered, the same conditions as those for buildings, as described above, will apply.





Casual Use of Sports Fields

Council's sports fields are public assets, Individuals and other organisations may seek use outside of permit times if the activity is in accordance with the usual use. For example, schools regularly book sports fields for carnivals and inter-school activities. Generally large non-sporting community events are not permitted on sports fields and are assessed on a case-by-case basis.

Occasional or short-term booking of a sports field can be requested through Council's customer service centre as per *Section 6 - Council Contacts*. Any enquiries for casual use by individuals or other organisations should be directed to Council's Public Space Permits Team where an application for a permit must be made to gain Council approval. Also, any holders of a permit to occupy - sports field that wish to hold any activities outside of the agreed permit times, such as presentation days and carnivals will be required to submit an application to Council to obtain approval. These applications are required to be made a minimum of 6 weeks prior to the event to allow for proper assessment and to avoid booking conflicts. See *Section 5 Hosting Events*.

Organisations that hold a permit to occupy - sports field do not have authority to allocate access to the fields to another organisation and should direct all enquiries to Council.

If a sports field hirer requests access to a lessee's facilities, such as amenities, canteen or lights, a Council officer will contact the lessee prior to providing approval for the booking. The lessee may choose to charge the hirer a reasonable fee to cover the cost of consumables, cleaning and electricity.

Healthy and Active Moreton

Council delivers a wide range of community services and programs to drive healthy and active lifestyles in Moreton Bay. Our Healthy & Active Moreton program provides opportunities for our communities to make healthy and active lifestyle choices.

Healthy and Active Moreton focus

1. Provide a range of sport, recreation, fitness and wellness activities that cater to the diverse needs and interests of our communities.
2. Deliver the Active Holidays program for children and young people (up to 17 years of age) during the school holidays.
3. Provide more opportunities for under-represented groups to participate in programs, particularly new and emerging communities.
4. Support approved Healthy & Active Moreton providers to deliver sustainable and inclusive activities that enable residents to make healthy and active lifestyle choices.
5. All activities are:
 - Free or low cost.
 - Provide community benefit and value for money.
 - Group based, suitable for beginners and of low-to-medium intensity.
 - Community focused and delivered in Moreton Bay.
 - Delivered in a professional, safe and inclusive environment.
 - No longer than 3 hours in duration, unless otherwise arranged or discussed with Council.



Our inclusion focus

Healthy & Active Moreton is committed to providing more opportunities for under-engaged and/or under-represented communities, including:

- Aboriginal and Torres Strait Islander peoples
- Culturally and Linguistically Diverse peoples
- People with disability
- People who identify as LGBTQIA+
- Women and girls
- Young people
- Older people



Partner with City of Moreton Bay

City of Moreton Bay is proud to partner with clubs and community organisations that share our commitment to making it easier for people to make healthy and active lifestyle choices in Moreton Bay.

Register your interest

If your club or organisation provides community activities or workshops that improve physical, mental or social wellbeing, we would like to hear from you.



Scan the QR code or visit [moretonbay.qld.gov.au/become-an-activity-provider](https://www.moretonbay.qld.gov.au/become-an-activity-provider) to register your interest.

Submission does not automatically warrant approval or inclusion in the program and late submissions will not be considered.

Program selection criteria

- Alignment of the activity with the program purpose and focus areas (page 2).
- Demonstrated qualifications and experience providing sport, recreation, fitness or wellness activities and workshops.
- Demonstrated activity need and overall suitability of the activity.

For more information email Sport and Recreation Programs at HealthyActive@moretonbay.qld.gov.au or visit <https://www.moretonbay.qld.gov.au/Services/Sport-Recreation/Healthy-And-Active-Lifestyles>.

Provider arrangements

Individuals, businesses and not-for-profit organisations may be engaged as a Healthy & Active Moreton Provider under a Supplier (contracted) or Ambassador arrangement. The benefits of each arrangement are listed below.

Benefit	Arrangement
Funding to deliver the Activity to residents of Moreton Bay. For payment rates, refer to the Program Schedule of Rates on page 5.	Suppliers
Promotion of the Activity in the Healthy & Active Moreton online timetable and other associated online timetables.	Suppliers Ambassadors
Promotion of the Activity in the Healthy & Active Moreton newsletter, and other associated newsletters and social media pages.	Suppliers Ambassadors (on approval)
System and customer service support to manage participant bookings for the Activity.	Suppliers (Not-for-profit, Active Holidays) Ambassadors (Not-for-profit, on approval)
Support to access City of Moreton Bay parks and other public spaces, and community halls (applies to approved Healthy & Active Moreton and Active Holidays activities only).	Suppliers (on approval) Ambassadors (on approval)
Individualised Healthy & Active Moreton marketing and promotion resources to assist you in promoting the Activity.	Suppliers Ambassadors (on approval)

Terms and Conditions of Delivery

Providers must:

- Have a public liability insurance policy for not less than \$20,000,000 or for such higher amount as Council requires from time to time (or as discussed).
- Ensure that their agents, employees, subcontractors and consultants are fully trained, capable and qualified to implement the Activity safely.
- Have in place current risk management and safety plans for the Activity.
- Ensure first aid is available for the participant (as well as any other persons in connection with the Activity) as well as a plan for urgent medical attention.
- Not charge more than \$15.00 per person (applies to Ambassadors only).
- Have capacity to manage participant bookings for the Activity, and process payments (if applicable).
- Agree to submit a participant list after the delivery of each Activity (if applicable).
- Hold an agreement with a venue (on terms acceptable to Council) and comply with their conditions of hire (if applicable).
- Have no outstanding debt or compliance issues with Council.
- Hold a Council permit to conduct business in a public place, unless otherwise arranged or discussed with Council.

For full terms and conditions visit:

<https://www.moretonbay.qld.gov.au/Services/Sport-Recreation/Healthy-And-Active-Moreton/Healthy-Active/EOI>

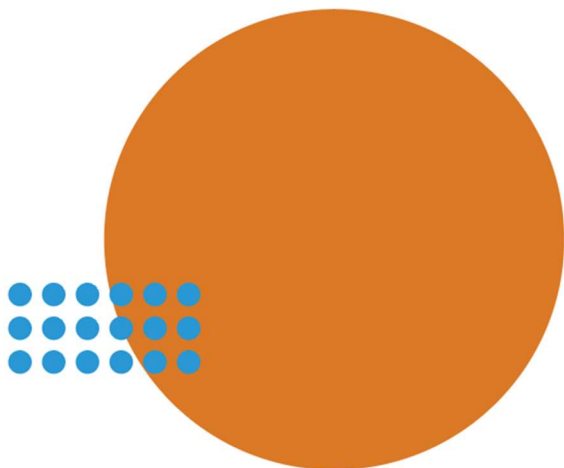
Fitness Providers at Sports Fields

Personal trainers and other commercial fitness providers do not operate under the Community Leasing Policy and Terms and Conditions of Tenure Guidelines and must obtain permission from Council to undertake activities in parks and sports facilities.

Fitness providers generally incorporate repetitive high- intensity activities over small areas which wears the surface and impacts on the suitability and safety of fields for normal sports use. As such, fitness providers are generally not permitted to conduct activities on sports fields unless specific conditions are enforced. The use of areas adjacent to sports fields may be considered, especially where it supports the health and activity of parents and other spectators associated with the sport being played.

Any fitness provider or other commercial entity wishing to undertake an activity at a Council facility must submit a *Conduct a Permitted Business in a Public Place Application - Group Activity* which is available here <https://www.moretonbay.qld.gov.au/Services/Licences-Regulations/Business-Public-Place>. Council officers will assess the suitability of the activity for the requested space and may contact user groups to discuss an application should it be deemed to impact on club activities.

The sub-letting of a community leased facility to a commercial entity conflicts with the intent of the Community Leasing Policy and Terms and Conditions of Tenure Guidelines and is generally not supported. A club that proposes to sub-let any part of its facility to a fitness provider or other commercial entity, must seek approval from Council.



Section Two: Facility Usage

Locks and Keys



Council requires access to sports fields and buildings to undertake inspections and maintenance as per tenure agreements. All relevant locks on facilities must be fitted in accordance with Council's approved key system. This system provides access for club representatives, Council officers and Council's contractors. While areas within a building to which Council does not require access may have an alternative lock, it is recommended that a single hierarchical system be implemented throughout an entire building.

New facilities constructed by Council will incorporate a single hierarchical key and lock system. The system can be established to provide varying levels of access to different personnel within the club, such as coaches gaining access to storerooms and change rooms but not administration or canteen areas.

Clubs that require replacement or additional Council locks and/or keys must submit a request to Council as these keys and locks are restricted and approval must be provided by Council prior to the locksmith making copies. Clubs will generally be responsible for all costs and must pay the locksmith directly upon collection. Council recommends that clubs maintain their own key register to assist in the ordering process.

To request additional keys or locks email sportrecreation@moretonbay.qld.gov.au and send through the lock/key number, as well as the quantity of locks or keys. The number on locks can be found near the keyhole, and the number on the keys can be found on the head/bow of the key. See photos below.



Picture 1 - A lock identifying number or letter near the keyhole.



Picture 2 - A key identifying number or letter on the head.



Picture 3 - A BiLock key

- The system number and letters are on the first line, in this case, PR10.
- The issue number is on the second line, in this case, 2.
- The key number is on the third line, in this case, MK14.28



Picture 4 - A BiLock key

- The brand of key is on the first line, in this case, BND.
- The phone number of the locksmith is on the second line, in this case, 07 3881 1688
- The name of the locksmith is on the third line, in this case, Pine Rivers Lock

On bilocks the numbers are underneath the head. The system number is an identifying number used by the locksmiths to create keys for one particular customer.

The issue number is used to keep track of how many of these types of keys have been cut. This helps the locksmith, Council, and the community group or club, keep track of how many keys are in circulation and if any are missing. This can be very important for new committee members to identify if there are missing keys.

The key number identifies what site the key has been cut for and what areas within that site the key can provide access. The key number is what Council will require if a club or community group is ordering more keys or locks through Council. The brand of key number is just like any other brand number or logo that is on a product.

The phone number and name of the locksmith is on every key. This is in case the key is lost, the person that found the key can ring the locksmith and let them know it has been found. The locksmith will not release any information as to who owns the key or what building the key will open. The locksmith will ask for the key to be returned to their shop. Once the key has been returned, the locksmith will contact Council and an officer from Council will get in touch with the community group or club to which the key belongs. Clubs and community groups will not be able to order keys and locks directly from the locksmith as Council is the owner of the system.

Electricity

Lessees are responsible for all electricity costs associated with their activities. At the majority of community facilities, the lessee is required to have an electricity account directly with its preferred supplier. At some locations, usually multi-sport venues, the electricity arrangement may not accommodate individual metering and accounts. However, all organisations remain responsible for the payment of electricity costs incurred by their activities.

At a multi-sport venue, the organisation with the electricity account will need to invoice other users for usage costs. Depending on individual arrangements, the invoice may also include a contribution towards the future repair and replacement of electrical items such as field lights. Templates can be provided by contacting sportrecreation@moretonbay.qld.gov.au.

Signage

Signage plays a significant role at community facilities and comprises organisation identification, direction, promotion, acknowledgement and other information.

Council acknowledges the value of signage in identifying clubs and supporting club sponsors. However, excess signage can lead to confusion, poor aesthetics and potential injury.

Council retains sole responsibility for facility entry signage, with internal signage being the responsibility of the organisation to install, maintain and remove. Council has developed signage classifications and preferred criteria for each category to simplify approvals for signage installation, however, non-compliance with any criteria does not automatically prevent the installation but may require development approval. An Improvement Works Application is required for all signage.



Food Licensing

The operation of kitchen and canteen facilities can be a vital revenue stream for many sports clubs. However, the health of patrons consuming the food is paramount and clubs must understand their obligations under Queensland's Food Act 2006. Most not-for-profit fundraising activities involving the sale of food are exempt from licensing under the Act, but clubs must ensure that all food is safe and suitable for human consumption.

Not-for-profit organisations that sell meals or high-risk food at least 12 times in a financial year are required to hold a food business licence, which must be obtained from Council. Clubs that only sell pre-packaged foods, hamburgers, chips, pies, soft drinks, coffee, and fruit are not required to obtain a food licence. Further information is available at <https://www.moretonbay.qld.gov.au/Services/Licences-Regulations/Food-Business>.

In all instances, all persons undertaking food handling operations must have appropriate skills and knowledge to produce and serve safe food. Food safety training may be undertaken in-house, by attending a food safety course, by displaying laminated fact sheets in the food preparation area and/or by completing a free online food safety training module. Council provides access to an online training resource which is available at <https://www.moretonbay.qld.gov.au/Services/Community-Support/Community-Sport-and-Recreation-Resources/Workshops-and-Training>.

Should your organisation require further information or need to obtain a food license, contact Council as per *Section 6 - Council Contacts* and request to speak to an environmental health officer.

Liquor Licensing

The Queensland Government's Office of Liquor and Gaming Regulation (OLGR) is responsible for the management of liquor licencing. Organisations must contact OLGR to discuss and determine the most suitable permit or licence type.

Organisations are responsible for providing all the information required for the licence application. All applications for a new or renewed liquor permit or licence on public land require Council endorsement as part of the application process. Applications can be emailed to sportrecreation@moretonbay.qld.gov.au or delivered to a Council customer service centre.

Allow at least 5 business days for a renewal application to be assessed and endorsed. If a renewal application requires earlier endorsement, please phone the Sport and Recreation Unit.

New applications cannot be endorsed immediately. All new applications will be assessed and if deemed necessary, will be presented at a Council meeting.

Contact details for Council's Sport and Recreation Unit and the Office of Liquor and Gaming Regulation are provided in *Sections 6 and 7*.

Waste Management and Removal

Solid Waste Management

Council provides rubbish collection free of charge to organisations with tenure under the Community Leasing Policy and Terms and Conditions of Tenure Guidelines. Organisations may receive either multiple wheelie bins or a large industrial bin. Officers from Council's Waste Services team can advise the type, number or size of bins to match the operations of the facility directly with each organisation. Wheelie bins may be placed around the venue to collect rubbish during activities, securely stored at other times, and placed out for servicing on the nominated day of the week. Industrial bins remain at a single location, with organisations responsible for obtaining their own bins to place around the venue and empty into the industrial bin at the end of each day.



Council encourages organisations to consider recycling as much as possible. Venues that have areas that produce large quantities of recyclable materials, such as alcohol consumption areas and canteens, are suitable for recycling bins. Venues with general mixed waste traditionally result in high levels of contamination of recycling bins and may not be suitable for recycling. Organisations that feel they can provide controlled access to recycling bins are encouraged to contact Council to request recycling bins.

To reduce contamination of non-recyclable items, recycling bins must be located with a general waste bin and never located alone. Both bins must be clearly signed to identify what goes in each bin. Council's Waste team can assist with bin signage or more information on sustainable waste operations. Refer to *What can I put in my bins?* at <https://www.moretonbay.qld.gov.au/Services/Waste-Recycling/Collections>. Organisations that feel they can provide controlled access to recycling bins are encouraged to contact Council to request recycling bins.

Trade Liquid Waste

Under the Community Leasing Policy and Terms and Conditions of Tenure Guidelines, all sewerage and septic servicing and emptying costs are Council's responsibility. The rectification of intentional damage to waste systems as a result of the organisation's activities may be charged to the organisation.

The costs associated with accessing and servicing trade waste is an organisation responsibility. Different trade waste systems exist, including the collection of used cooking oil in drums, connection into an on-site holding tank requiring pump-out, or connection into the reticulated network. Unitywater is responsible for charging organisations in relation to trade waste. Drums of used oil must be disposed of responsibly at one of Council's waste facilities at the organisation's expense.

Organisations are responsible for all sanitary services provided at the facility.

Water Access

For organisations with tenure under the Community Leasing Policy and Terms and Conditions of Tenure Guidelines the cost of water access and consumption charges, including water used for irrigation purposes, are covered by Council. If recycled water is available at the venue, Council also pays applicable charges. Water sustainability measures are to be implemented where possible.



Both Council and clubs are responsible for always taking an active role in conserving water and adhering to any restrictions that may be in place. Council may charge organisations for any costs that are incurred as a result of intentional misuse of water.

Sports Field Lighting

The maintenance, replacement and operational costs of sports field lights are the responsibility of the lessee. Access to the lighting control box should be secured by a lock accessible only to club personnel, with provision made for access by external hirers. Options may include access through a Council bi-lock, pin pad entry, or lighting control via a smartphone app.

Organisations are strongly encouraged to calculate an hourly rate for field light usage, incorporating electricity costs, future bulb replacement and cherry picker hire. It is good practice to record club usage of field lights and transfer the equivalent amount each month into a separate account to ensure sufficient funds are available to cover the electricity account and maintenance requirements. The organisation should also use the hourly rate to charge external hirers for field light use and allocate this income to the electricity fund. A step-by-step process to determine the real costs associated with the operation of sports field lighting can be obtained by contacting sportrecreation@moretonbay.qld.gov.au.

Organisations are responsible for ensuring that lighting levels achieve the specific requirements for the sport under the Australian Standard and relevant peak sporting body. Organisations should check whether a formal independent lighting audit is required to be submitted to the peak body prior to the commencement of each season, and if so, are solely responsible for obtaining this.

Lighting systems deteriorate over time and new technologies are developed which provide greater efficiency.



Sports Field Closures

Council provides opportunities for residents and visitors to participate in sport, however sports fields may need to be closed from time to time due to adverse ground conditions or maintenance and renovation requirements. When ground conditions are unfavourable, the closure of fields is undertaken to ensure the safety of users and the longevity of the playing surface.

Visit <https://www.moretonbay.qld.gov.au/Services/Sport-Recreation/Sporting-Field-Closures> to view the status of fields. Information is updated regularly, especially during periods of wet weather until 4pm each business day. An example of what appears online and at the field are as follows.

- Hockey Field 1 - **Closed due to scheduled maintenance**
- Hockey Field 2 - **Closed due to scheduled maintenance**
- Rugby League Field 1 - **Closed due to scheduled maintenance**
- Rugby League Field 2 - **Open**
- Rugby League Field 3 - **Open**
- Rugby Union Field 1 - **Open**
- Rugby Union Field 2 - **Open**



Clubs may take a proactive approach and cancel activities on a field that remains open, however must not play on a closed field. Organisations are responsible for notifying members and other relevant stakeholders of the field status and enforcing the decision. It is recommended that organisations include field statuses on their own websites and update accordingly.

Council officers undertake assessments of sports fields during business hours on weekdays, using a combination of measures to determine suitability for use. Organisations and associations are expected to make assessments on weekday evenings and weekends to determine if training or play is suitable. It is recommended that the same club member(s) undertake assessments on each occasion to ensure consistency in decision making.



Turf Management Practices

Natural turf fields are living organisms that have a maximum usage capacity, even with the very best maintenance regime. Where Council is responsible, maintenance programs are tailored to an individual field taking into account soil profile, grass species, type and frequency of use and overall condition. Organisations are required to undertake good turf management practices that contribute to the longevity and safety of the fields, including:

- Allocating training and fixtures across all available fields rather than the field closest to clubhouse or the car park;
- Rotating areas used for training and fixtures;
- Minimising training in high usage areas such as centre circles and in front of goals;
- Undertaking repetitive drills outside of the playing area;
- Undertaking cross training fitness activities that utilise non-field facilities, including local gyms and swimming pools;
- Relocating player boxes during the season;
- Moving the playing field sideways approximately 5m mid-season;
- Installing goals to the side of the field to practise goal kicking and shooting;
- Closing goal mouths and worn areas in the off- season to allow turf re-establishment;
- Scheduling activities to accommodate Council's required off-season maintenance program;
- Not using during the off-season maintenance period; and
- Restricting off-season competitions to a maximum number of teams, in accordance with the carrying capacity of the field.

Council may close fields if unsafe conditions result from poor turf management practices and rectification may result in the affected area being unavailable for use for an extended period. During times of drought, sport fields may show signs of stress and may discolour in localised areas of the playing surface. During these times Council will comply with relevant water restrictions applied by relevant governing bodies and only irrigate sports turf surfaces to sustain turf for use and to maintain safety.



Section Three: Facility Maintenance

Building Maintenance

The Community Leasing Policy and Terms and Conditions of Tenure Guidelines delineates the maintenance responsibilities between the lessee and Council for organisations with tenure under this policy. Council is largely responsible for the maintenance and replacement of structural items on enclosed buildings, and items associated with selected legislative fire and electrical items except for specialist facilities. Lessees are responsible for all other cleaning, maintenance and replacement costs. Organisations with other tenure agreements should refer to their agreement for specific responsibilities.

Council officers undertake an annual inspection of enclosed buildings to identify items that require rectification for the ongoing safety of patrons.

Works that involve the replacement of damaged items can be undertaken without gaining prior Council permission. Any new installations, facility improvements or upgrades must have prior Council permission via an Improvement Works Application. Refer to *Section 4 - Facility Development Projects* for further information.

If applicable, the tradesperson undertaking the works must be provided any site documentation such as an Asbestos Management Plan prior to their commencement.

Facility Damage and Vandalism

Facilities may be subject to accidental damage, vandalism and graffiti. Organisations are required to maintain insurance over club facilities, activity related infrastructure, equipment, specialised surfaces and other contents. Council holds insurance over enclosed buildings and clubhouses. Organisations are responsible for all internal and external damage to a facility, caused by the activities of the organisation and all damage to activity related infrastructure and equipment. Precautions should be taken to ensure the care and security of all items. Damage, such as external damage to a building caused by vandals including graffiti, will be rectified by Council. In all instances, lodge a customer request, together with photos of the damage and a police number (if vandalism), as per details in *Section 6 - Lodging Customer Requests*.



Hard Courts and Specialised Surfaces

Specialised surfaces refer to playing areas that are different to, or require a higher level of service than, a standard natural turf sports field. This includes but is not limited to surfaces such as cricket wicket blocks, lawn bowls greens, croquet lawns, tennis courts, netball courts, basketball courts, radio control and BMX tracks, equestrian arenas, baseball/softball in-fields and synthetic surfaces. All specialist surfaces are to be maintained by the user group at the organisation's sole expense. Organisations are encouraged to calculate the replacement and maintenance costs over the life of the specialised surface and regularly contribute to a dedicated sinking fund to meet these costs.



Sports Field Maintenance

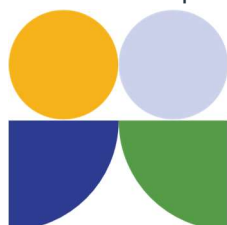
Council maintains all standard natural grass fields that are subject to the Community Leasing Policy and Terms and Conditions of Tenure Guidelines. Officers regularly inspect fields and develop tailored turf maintenance programs based on soil test results and the use of the fields. Maintenance activities, including the control of irrigation, are undertaken at times throughout the year to minimise impact on user groups and casual hirers.

Due to the heavy usage of most fields, Council requires a dedicated maintenance period each year to undertake an intensive maintenance regime in addition to regular services. User groups are unable to access the fields during this period.

Organisations may request Council officers inspect areas of concern by lodging a customer request (refer to Section 6 -Lodging Customer Requests for further information). Organisations remain responsible for checking all playing surfaces prior to each use to ensure participant safety. This includes inspecting for items such as broken glass, holes and embedded objects.

All grassed areas surrounding sports fields are mowed by Council separately and at a different frequency to the sports fields, as they require less maintenance and are not subject to the same growing conditions as the fields.

Any surfaces that require specific maintenance beyond standard sports field maintenance, for example lawn bowls greens, are classified as specialised surfaces and are the sole responsibility of the lessee.





Activity Related Infrastructure and Operations

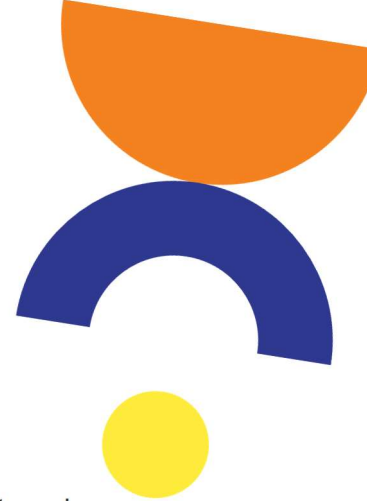
Most sport organisations require or install infrastructure that is specific to its activity, such as goal posts, netting, player shelters, field fencing, field lighting and spectator seating. These items are referred to as activity related infrastructure. All activity related infrastructure is the responsibility of the organisation to supply, maintain and replace.

During routine inspections, Council officers may identify safety concerns or deterioration of such infrastructure. When this occurs, Council will advise the responsible organisation. High priority items may result in the area being cordoned off, with the club being contacted to rectify immediately and prior to further use. If issues remain unresolved, Council may rectify them and charge the costs to the organisation. Organisations are encouraged to undertake regular inspections of all activity related infrastructure and schedule replacements in accordance with its Asset Management Plan and sinking fund.

Other operational items required for the activity, such as line marking and the supply of equipment, are the sole responsibility of the organisation. Line marking products must not include herbicides or oil. Council officers can provide further recommendations on enhancing the longevity of marked lines.



Section Four: Facility Development Projects



Facility Development Projects

Organisations are encouraged to develop infrastructure to meet the demands of their activity and membership base. Developments must be planned and approved to ensure site functionality and safety is maintained for future generations of users. Council understands that many volunteer committees feel overwhelmed by the various approvals and requirements. Organisations should liaise with Council's Sport and Recreation Unit in relation to any proposed development projects and to seek guidance in undertaking this process.

Please refer to Appendix B - Building Development Checklist.

Improvement Works Application

Clubs and community groups are advised to contact their Sport and Recreation Officer prior to submitting an Improvement Works Application to discuss their proposed project. Contact Sport and Recreation to discuss your proposal via sportrecreation@moretonbay.qld.gov.au.

Prior to commencing any permanent or temporary (including scaffolding structures erected for purposes such as filming platforms, scoreboards etc.) works on Council owned or controlled land, the organisation must submit an Improvement Works Application (IWA). The IWA must be accompanied by relevant plans, quotes and other documentation that will enable an assessment to be undertaken by Council. If there is any missing information, the application will be considered incomplete and will not progress until such time as all information has been provided. A fact sheet detailing what documents are required when submitting an application, as well as what type of works require approval, can be found by following the link below.

<https://www.moretonbay.qld.gov.au/files/content/public/v/42/services/community-support/community-leasing/community-leasing-improvement-works-application-fact-sheet.pdf>.

Should the information not be provided within 2 weeks, the application may be cancelled.

If after assessment the project is deemed suitable, Council will provide the organisation with a letter of consent stipulating conditions of approval. The permission letter does not grant automatic approval to commence works. The conditions will specify if other approvals such as planning, building and plumbing approvals are required.



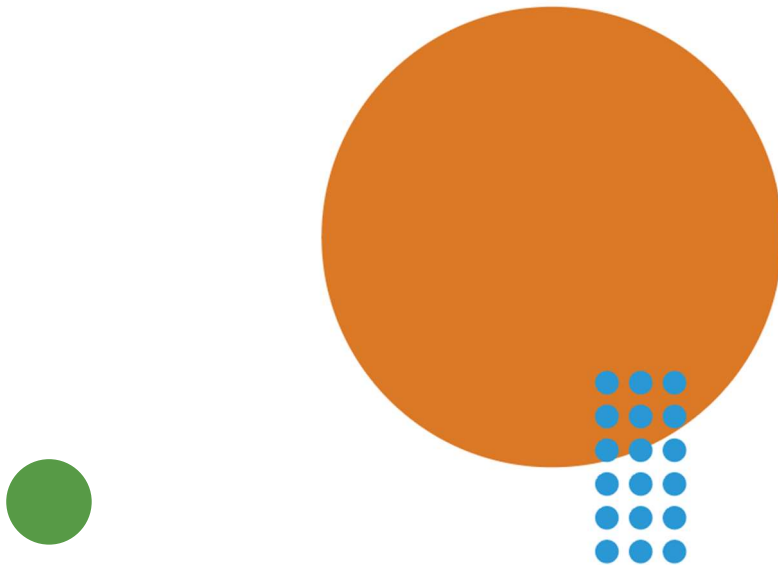
The consent letter must be provided to any external contractors used by the club to ensure that the works are completed in accordance with the conditions. Upon completion of the project, all 'as constructed' and warranty information must be provided to Council for record keeping purposes.

To submit an Improvement Works Application, visit www.moretonbay.qld.gov.au/improvementworks.

Asbestos Management Plan

Asbestos has been banned from use in construction activities in Australia since 1989 and completely since 2003. However, buildings constructed prior to these dates may contain asbestos. There is no requirement to remove asbestos from buildings provided the materials remain in place in a bonded, undisturbed form. Council- owned buildings that may contain asbestos have been inspected and an Asbestos Management Plan (AMP) provided to the lessee.

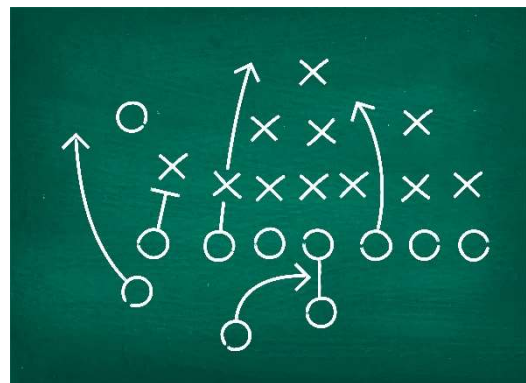
Before any club member, tradesperson or other person undertakes work at a building, they must refer to the Asbestos Management Plan. The Asbestos Management Plan details the actions to be taken prior to conducting works and the actions required should asbestos be present. The Asbestos Management Plan must be kept secure but available for all persons that require access. If the organisation has misplaced its Asbestos Management Plan, please contact the Sport and Recreation Unit sportrecreation@moretonbay.qld.gov.au to obtain another copy. If a building was constructed after 2003, there will be no Asbestos Management Plan.



Section Five: Club Management

Overview

The information contained in this section is general and covers the basics for a large proportion of community sport and recreation organisations. All organisations are encouraged to seek specific information from their peak body, including the State Sporting Organisation or regional association. The peak bodies may also be able to provide further information on club management topics. Some helpful resources can be found in *Section 7 Useful Non-Council Links*.



Education and Training Opportunities

Council provides a range of free, subsidised and low-cost education, training and governance support opportunities throughout the year. Education and training workshops focus on the basics of sound club management and include financial management, effective meetings, volunteer recruitment, and using social media.

Currently Council is working with experienced consultants CPR Group to deliver a series of education and training sessions for all Not For Profit organisations. Details of the sessions conducted can be viewed at [MBRC Training Resources — CPR Group, Sport and Community Development Consultants](#).

To keep up to date with education and training opportunities, visit <https://www.moretonbay.qld.gov.au/Services/Community-Support/Community-Sport-and-Recreation-Resources/Workshops-and-Training> or subscribe to the Sport & Recreation e-newsletter via the following link www.moretonbay.qld.gov.au/News/Newsletters.



Sport and Recreation e-Newsletter

Council's Sport and Recreation team delivers current news, legislative changes, education and training workshops, grant funding opportunities and other relevant information on a regular basis to the email address of all subscribed members. Any or all club members may wish to sign up to receive the e-newsletter. The Sport and Recreation team also distributes a Healthy and Active Moreton e-Newsletter, which provides details on all of Council's upcoming recreation programs and other opportunities to stay fit and healthy.

Visit <https://www.moretonbay.qld.gov.au/News/Newsletters> to manage your subscription to these and any other Council e-newsletter.



Financial Operations

Not-for-profit does not mean no profit. Committees have a responsibility to members to operate a financially sound organisation, which has sufficient funds to undertake its core operations and maintenance responsibilities when they fall due. Budgeting is one of the most important functions of the committee, as it enables clear, transparent operations and identifies how the strategic plans of the organisation will be funded. There is a strong link between strategic planning, operational planning, and budgeting.

It is ideal to prepare and annually update a budget with a five-year forecast. Core operational requirements such as insurance, electricity and affiliation fees will remain each year. A longer-term view will allow the incorporation of sinking funds for items that occur less frequently, such as the replacement and repair of significant assets like sports field lights, or a club development fund to undertake facility improvements or employ a development officer to run school programs.



The membership of a club entitles each person to access the facilities and services offered by the club. It is therefore reasonable that the member financially contributes to their share of use. The membership fee should be developed with clear identification and categorisation of these costs. An elemental break down will justify any changes required to the membership fee and provide transparency to all members as to where their fees are being used. Membership fees should identify, at a minimum, affiliation fees to the peak body, insurance costs, facility operations and minor maintenance, asset sinking fund contribution and facility development sinking fund. Other costs can be categorised in accordance with the operations of the club.

Other sources of income such as canteen profit, sponsorship, and grants should be separated from the core operational budget but be clearly identified and allocated towards a future expenditure item, in accordance with the projects listed in the strategic plan.

It is best practice to establish one or more sinking funds, with regular contributions being made so funds will be available when required. Sinking funds should be separate bank accounts rather than just a budget line item. Due to their long-term nature, sinking funds can be high interest-earning accounts to maximise return for each club dollar invested. The value of contributions should be determined by the club's Asset Management Plan. Examples of calculating fees can be provided by contacting sportrecreation@moretonbay.qld.gov.au. This process should be undertaken for all assets of the club and a replacement fund set aside.

Sponsorship

Sponsorship can be difficult to obtain and is variable from one year to the next. At community level, sponsors are often obtained through a connection with a club member, which is subject to change if that member moves on from the club. Sponsorship should not be relied upon as a revenue stream to provide core operational services of the club. Budgeting should reflect a situation of no sponsorship, with any funds obtained through sponsorship considered 'extra', with the equivalent value of funds put aside for future projects that would not have otherwise been possible.

Clubs should consider the options available to recognise the sponsor and demonstrate the value of their financial contribution to the club. Many clubs will acknowledge the sponsor on playing uniforms, club websites and by installing signage at the facility. Ensure that the commitment of the club complies with the requirements of Council's signage guidelines.

Today's sponsors are often seeking greater evidence of a return on their investment. It is difficult to measure the success of a sign in attracting people to their business, which makes it difficult for the club to justify further sponsorship in the future. Negotiate a suitable mechanism with the sponsor to measure the conversion of spectators to purchasers. This may include the use of a discount voucher unique to the club that is recorded by the sponsor with each sale. The club can distribute this voucher or code to its members and visitors. At the end of a given period, the sponsor will be able to tally all sales where the unique code was applied.

Clubs should also consider multi-year deals to match its operations. The purchase of new playing jerseys each year is expensive but if sponsors change on an annual basis, there may be no other option. A set of jerseys that lasts two or three years for a single age group with the same sponsors will be a more efficient use of funds and provide visibility for a sponsor to two or three new sets of families over the sponsorship period. If jerseys are given to players each year, this should form part of their membership fee rather than relying on the sponsorship dollar.

Insurance

Lessees and occupants and any community organisation applying for a lease, licence or permit to occupy utilising a Council facility must hold and maintain insurance policies including, but not limited to:

- Contents insurance to cover the organisation's possessions,
- Workers compensation insurance,
- Volunteers' insurance, and
- Public liability insurance to the value specified by Council in the lease agreement.

Generally, Council will insure all enclosed buildings, unless alternative provisions are expressly indicated in a tenure agreement.

Disaster Management

Organisations should proactively prepare for disasters, whether natural or man-made, by attending a workshop, developing a disaster management plan, registering for MoretonAlert and having appropriate insurances.

MoretonAlert is a free SMS, email and voice notification system to provide severe weather warnings, Queensland Fire and Emergency Services' bushfire warnings, Council prescribed burn notifications, potential flash flooding incidents, and planned dam releases within the Moreton Bay region.

Register for MoretonAlert by clicking this link <https://www.moretonbay.qld.gov.au/Services/Disaster-Management/MoretonAlert>.



Clubs should report damage from significant weather events to Council by contacting Customer Service as per *Section 6 - Council Contacts*.

Hosting Events

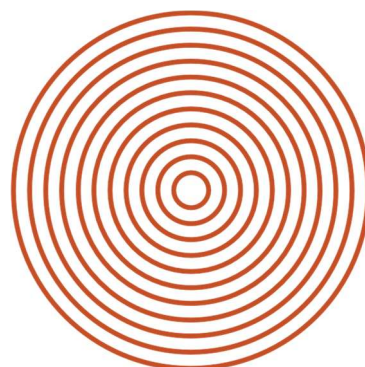
Sports clubs host events from interclub challenges through to sign on days, annual presentation days and state or national championships. If the club is hosting an event that falls within its usual permit times and can be accommodated with the existing site infrastructure with no additional components, there is no need to advise Council.

However, if the activity is outside of the club's permit times or is considered an event the club must visit Council's website to determine if an application for a Local Law Approval is required

Events on public land and roads - City of Moreton Bay

If the activity involves any of the below it is considered an event:

- The event is part of an events program i.e. same event taking place at the same location more than one time a year, a triathlon for example;
- Fireworks;
- Alcohol will be sold/supplied;
- Amusement rides (including inflatable amusements);
- Amplified sound (ie speakers for announcements or other noise producing equipment);
- Traffic Management;
- The event duration is over 1 day;
- Attendance for this event will be 200 or more;
- More than 2x 3m x 6m marquees;
- Access to Council power;
- Food vendor/s;
- Security will be employed; or
- Animals or soil will be brought to site.



If the club operates on a multi-use site, it is the club's responsibility to liaise with all other site users before requesting approval.

Council officers will assess the suitability of the activity for the playing surface. High impact activities such as rides must be restricted to areas outside of the playing field and pegging and staking is not permitted.

Any damage as a result of the event will mean the club will need to pay Council the amount it would cost for Council to have all damage rectified or organise for the damage to be rectified, with Council's approval.

Council provides several services free of charge to support events held by community organisations.

- Extra general waste bins may be supplied if requested through an application, and pop-up marquees may be available via direct request to the club's divisional Councillor.
- Council also has pop-up marquees (3m x 6m) available for loan to Moreton Bay based not-for-profit organisations hosting a community event within the region.. Visit <https://www.moretonbay.qld.gov.au/Services/Community-Support/Marquee-Loan> to make a booking.

Clubs may also submit an application to hold an event at a park that is different to its home sports facility. For a list of parks with designated event sites visit <https://www.moretonbay.qld.gov.au/Services/Sport-Recreation/Parks>.



Organising a Facility Opening

If your organisation is planning to hold an opening to celebrate a new or upgraded facility or holding an event to celebrate a major milestone, a permit maybe required depending on the size of the event. To assist in your planning of the opening refer to Appendix I in this manual for a comprehensive checklist.

Grant Funding

Not-for-profit community organisations are eligible for a range of grants. Grants may be obtained for planning projects, infrastructure development, equipment purchases or governance activities. Each grant funding program focusses on specific types of projects, with clubs most likely to achieve success with a well written application that matches the priorities of the program.

It is best practice for clubs to identify all upcoming needs and develop specific projects to achieve the outcome. These may be identified in a club development or business plan, which specifies; a) the project scope; b) the estimated cost; c) the grant program most suited to the project; d) the year that the project will be undertaken; and e) any financial contributions required by the organisation, as per the specific requirements of the grant program.





Funds should be put aside in accordance with the planned date of the application, so that the club can demonstrate it has the ability to contribute to the project as required, which will increase the likelihood of success.

Council offers a Community Grants Program twice per year. Clubs requiring assistance in matching activities to suitable grant programs and/or preparing quality funding applications can contact Council's Sport and Recreation team for advice. Officers are experienced across a range of funding programs and can provide assistance to increase the club's chance of success, including the provision of Council-related documents and support letters.

Grants are generally not available for maintenance or replacement works. Therefore, clubs should budget for maintenance activities and not rely on grant funding as a core source of income.

Visit <https://www.moretonbay.qld.gov.au/Services/Community-Support> for details of the Community Grants Program. Grant opportunities are published in the Community, Sport and Recreation newsletter. Further details on page 21. Clubs and Community groups will need to work with the grants team throughout the funding process and can contact grants@moretonbay.qld.gov.au.

There is a website called Funding Finder where clubs and community groups can search all available grants from all available sources, for which they could potentially apply. This website will give clubs and community groups the best chance at finding funding for their desired project <https://moretonbay.grantguru.com.au>.

Awards and Recognition

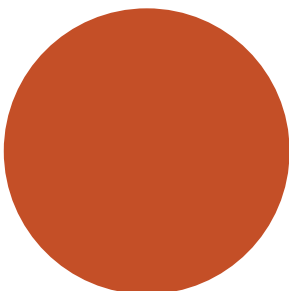
Clubs, administrators and participants dedicate countless hours and effort towards providing quality experiences, demonstrating best practice and achieving aspirational feats. Council encourages all clubs to strive for best practice and be appropriately recognised for these efforts. At the individual club level, volunteers should be recognised and rewarded each year by a gift that is commensurate with their contribution. This is commonly undertaken at the club's annual presentation event.

External recognition is also valuable. Individual club administrators, coaches, officials and sports people are eligible for nomination for Council's Australia Day Awards under the categories of Citizen of the Year Award and Mayor's Community Spirit Award. Many regional, state and national sporting organisations and other industry bodies also offer annual awards programs to recognise the achievements of clubs and individuals. If a club is seeking support for a nomination to an external organisation, Council can provide formal correspondence to include in the submission. Please contact Council's Sport and Recreation team ensuring that sufficient time is provided for the preparation and endorsement of correspondence.

Updating Club Contact Details

It is important that Council is able to contact authorised club representatives throughout the year. Clubs can easily update Council with current club and committee contact details by emailing SportRecreation@moretonbay.qld.gov.au. Sport & Recreation will update the various Council systems, which saves clubs from individually contacting Council departments. It is good practice to provide updated details at the same time as updating the Queensland Government's Office of Fair Trading following each AGM. It can also be completed at any time throughout the year in the event that committee members change between AGMs.

Email SportRecreation@moretonbay.qld.gov.au to update your club details.



Section Six: Council Contacts

Customer Service

Council can be contacted at any time through one of the available options.

T: 3205 0555 or 1300 477 161

E: mbrc@moretonbay.qld.gov.au

App: Snap Send Solve*. This app is available from your preferred app store provider

Post: PO Box 159 CABOOLTURE QLD 4510

In person: Customer Service Centres

Open: Monday to Friday, 8.30am to 5.00pm

CABOOLTURE: 2 Hasking Street (access from Town Square) REDCLIFFE: 1 Irene Street

STRATHPINE: 220 Gympie Road (access from Hall Street)

*Please note that online requests are only monitored Monday to Friday from 8.30am to 5.00pm, excluding public holidays.



After Hours and Emergency Assistance

An after-hours telephone service is available for urgent Council issues, such as obscene graffiti or damage to property.

T: 3205 0555

Police, Fire, Ambulance

In all life-threatening situations, dial 000 (landline) or 112 (mobile phone).

State Emergency Service (SES)

For flood or storm emergencies, contact the SES on 132 500.

Lodging Customer Requests

Items that require Council attention should be submitted through a customer request. This includes requests for graffiti removal, mowing issues, car park maintenance, building maintenance issues that are a Council responsibility, and making an event booking. After the request is lodged, it will be forwarded to the responsible team within Council and actioned.

Customer requests can be lodged by contacting Council's customer service team. You will be provided a reference number that can be used to seek updates on the progress of the request.

<https://www.moretonbay.qld.gov.au/Contact>

The former 'MBRC request' app has now been replaced with the new and improved Snap Send Solve app. This new app is a simple and quick way to report issues or assets, such as potholes or graffiti, that need fixing across the city.

Simply snap an image, confirm the location and the issue is sent directly to Customer Service to solve.

Download the Snap Send Solve app for free through:

- Apple App Store
- Google Play

Sign up with Google or your email.

Signing in uses the "My Moreton Bay" website membership system. In time, Council will deliver more personalised services and information to users of both the website and the app.

When signed in, each request submitted will automatically contain your contact information (name, email address and phone number).

By signing in, your request history is stored. If you change phones or have multiple phones, previous requests will appear in the requests page of the app across those devices.

Community Services, Sport and Recreation Unit

Officers in Council's Sport and Recreation Unit can assist local sport and recreation organisations with many aspects of their operations. Officers can provide advice on funding submissions, assist with facility planning and development, provide guidance on Council requirements for specific projects, administer and discuss tenure requirements, and offer opportunities to deliver programs to the broader community.

T: 3205 0555

E: sportrecreation@moretonbay.qld.gov.au - General queries and assistance

healthyactive@moretonbay.qld.gov.au - Being a provider in Council's recreation programs

communityleasing@moretonbay.qld.gov.au - Queries relating to tenure and Improvement Works Application





Section Seven: Useful Non-Council Links

Sport and Recreation – Department of Tourism, Innovation and Sport

Sports Governance

The Department of Tourism and Sport have released a new comprehensive platform filled with resources and training for sport and recreation clubs. It is designed to help volunteers, improve club operations and uplift communities throughout Queensland. The information contained in the resources are beneficial regardless of whether your organisation is a sport or community service provider.

Clubiq: Support And Development For Clubs

The Australian Sports Commission (ASC) is focused on improving the capability of sporting organisations to create an effective and sustainable national sport sector. The ASC supports club development through its free online platform, Game Plan, for Queensland Sport and Recreation clubs and facilities.

Game Plan is a free online platform that allows sporting clubs of all sizes to get insights into their current capability in key areas of club administration, then supports ongoing club development with a suite of tools.

Clubs assess and evaluate their own environment, identifying their unique strengths and potential areas for improvement.

Volunteers are the heart of every club. Game Plan makes it easy for club leaders to assess and analyse information about holistic club operations, to make good immediate decisions whilst developing clear plans for the club's future.

Over 3,000 Australian sporting clubs across 78 different sports are gaining key development and capability growth through their use of Game Plan.

Welcome To The Game Plan Portal

Sport and Recreation – Department of Tourism, Innovation and Sport is responsible for facilitating the participation of Queenslanders in active and healthy lifestyles. The Department offers several programs to support community initiatives as well as funding for facility upgrades. Organisations in the Moreton Bay region are serviced by the North Coast office.

W: <https://www.dtis.qld.gov.au/>

E: SportRecNorthCoast@dtis.qld.gov.au

P: 5459 6176

Office of Liquor and Gaming Regulation

The Office of Liquor and Gaming Regulation (OLGR) is responsible for the administration and regulation of permits and licences associated with alcohol sales and the operation of gaming machines. Clubs and community groups wanting to serve alcohol need to have a permit. Otherwise, hefty fines can be issued. Queries, complaints, and applications are made directly to OLGR.

W: www.business.qld.gov.au/liquor-gaming

T: 13 QGOV (13 74 68)

Volunteering Queensland

Volunteering Queensland provides a range of resources, strategies and campaigns to assist community organisations in obtaining and retaining volunteers. An online portal is also available to facilitate the link between community organisations and potential volunteers.

W: www.volunteeringqld.org.au

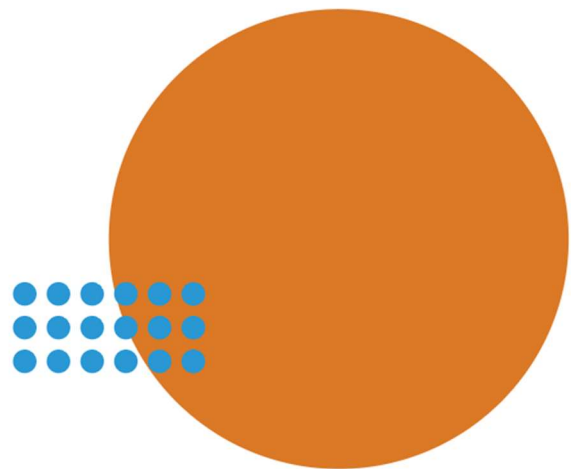
T: 3002 7600

Working with Children (Blue Card Services)

The blue card system is a key prevention and monitoring system of people working with children and young people in Queensland. All volunteers and paid staff from organisations that involve persons aged under 18 years must contact Blue Card Services to apply for a blue card.

W: www.bluecard.qld.gov.au

T: 13 QGOV (13 74 68)

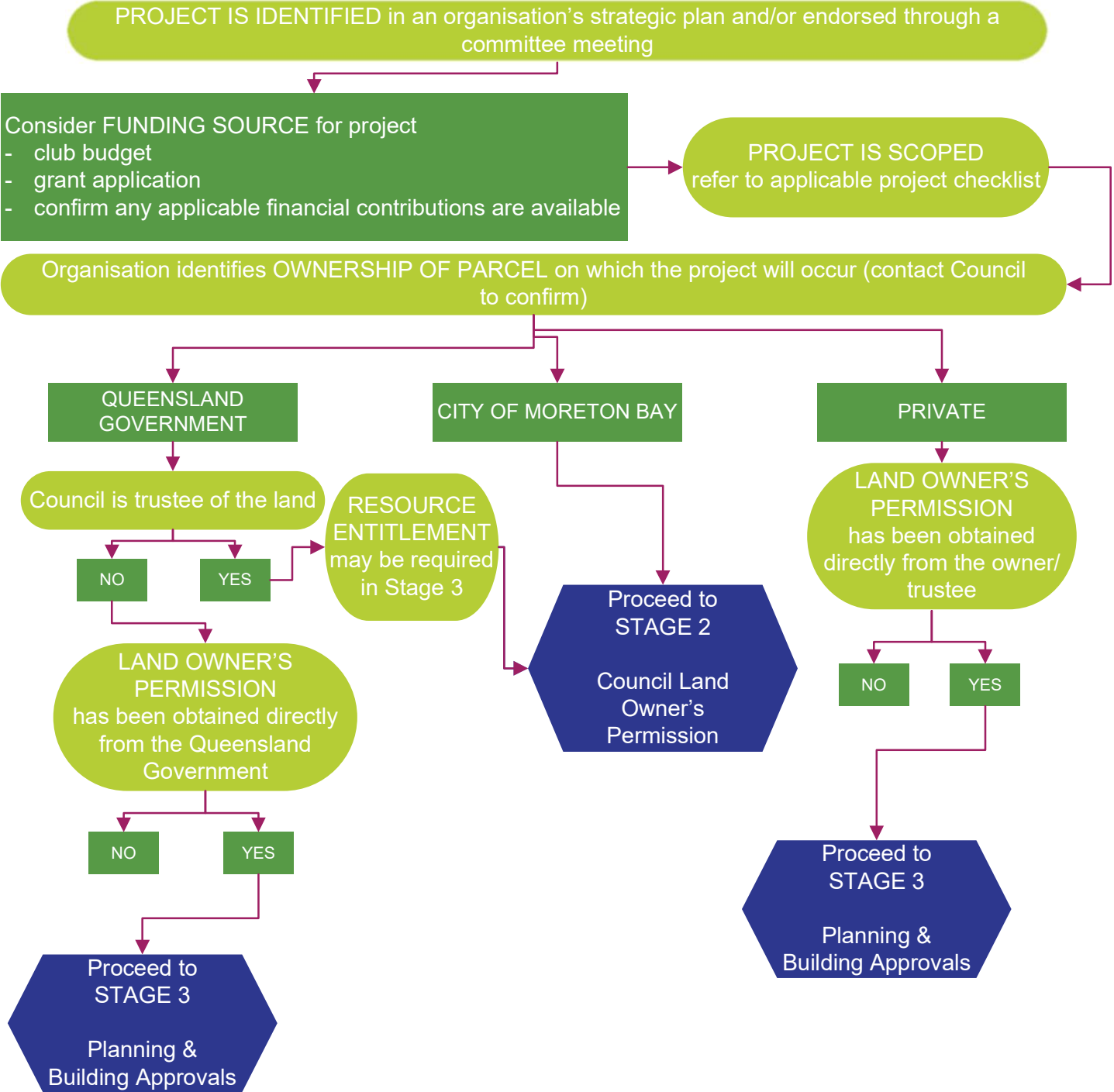


Appendix A

Infrastructure Development Checklist

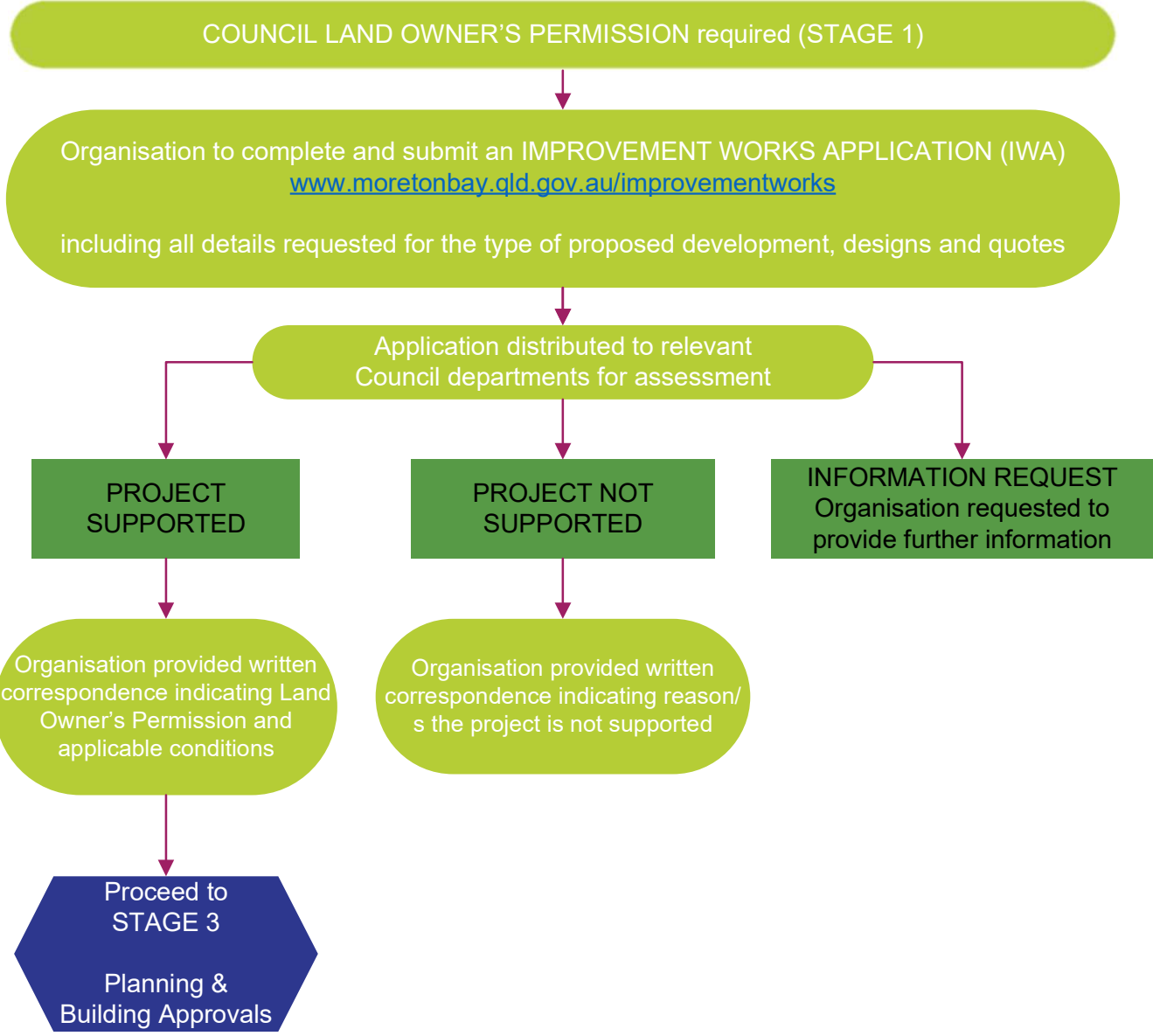
INFRASTRUCTURE DEVELOPMENT FLOWCHART

STAGE 1 - BACKGROUND INFORMATION & PROJECT NEED



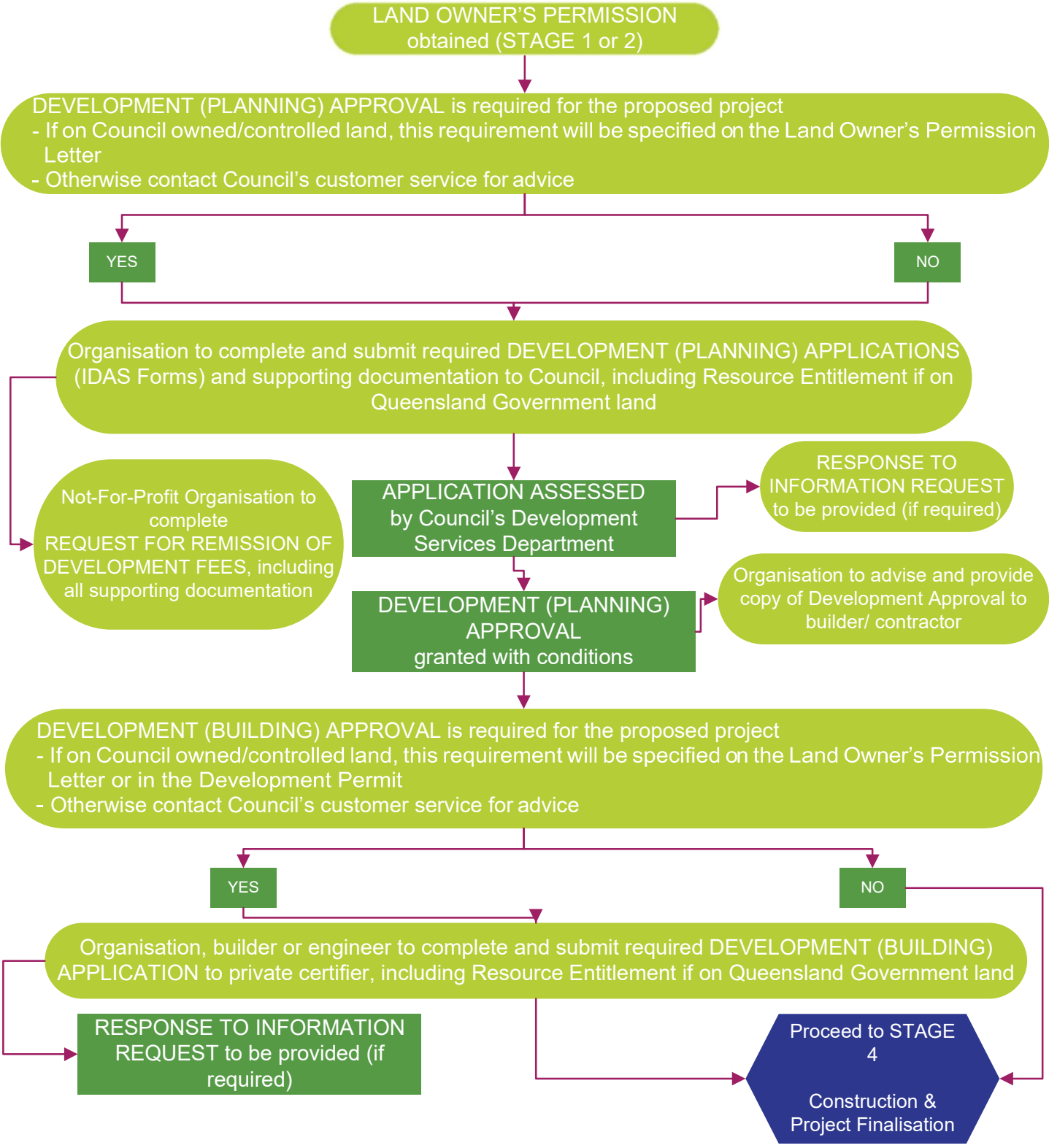
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STAGE 2 - COUNCIL LAND OWNER'S PERMISSION



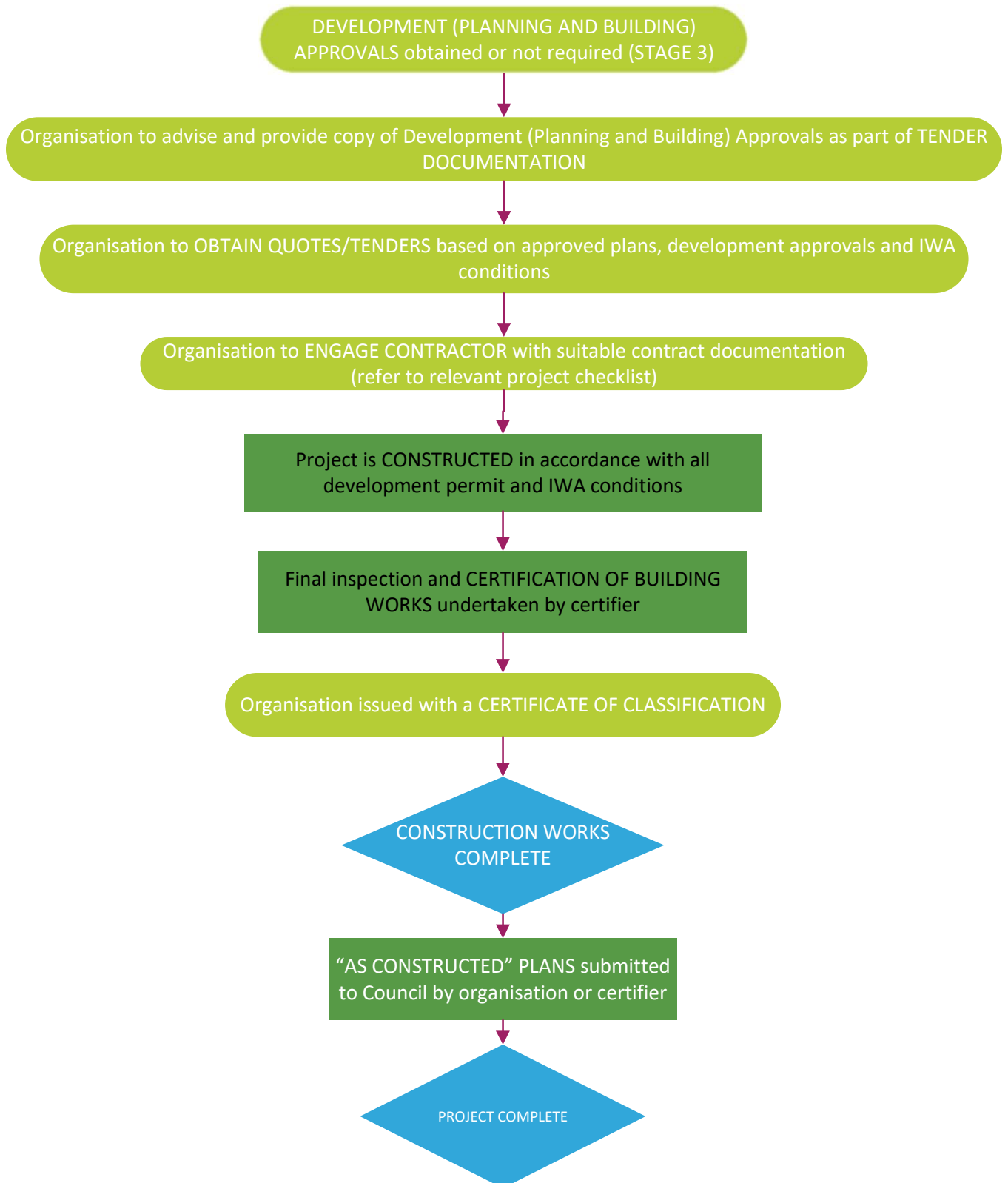
INFRASTRUCTURE DEVELOPMENT FLOWCHART

STAGE 3 - PLANNING AND BUILDING APPROVALS



INFRASTRUCTURE DEVELOPMENT FLOWCHART

STAGE 4 - CONSTRUCTION AND PROJECT FINALISATION



Appendix B

Building Development Project Checklist

BUILDING FACILITY DEVELOPMENT CHECKLIST

This checklist has been developed by MBRC as a guide to assist the community in the preparation of building facility development. The checklist identifies key information that is required to be submitted to Council to obtain land owner's permission and to assist with project management. The details of Sections 1-3 should also be provided to the organisation's building designer to achieve the desired outcome.

1. SITE ANALYSIS

A. Who owns the land that is proposed to be developed?

- State Government – Proof of resource entitlement may be required. Approval from Council (as trustee) through the lodgment of an Improvement Works Application process will be required
- Council – Approval through the Improvement Works Application process will be required

An Improvement Works Application (IWA) is required to obtain permission from Council to undertake the project. Refer to www.moretonbay.qld.gov.au/improvementworks for details.

B. Is there a Council endorsed master plan for the sports complex?

- Yes, the development is identified in the master plan - the building should be positioned to match the master plan. Lodge the concept of the building to Council with an IWA
- Yes, but the development is not identified in the master plan - you will need to lodge an IWA with Council identifying the proposed location prior to gaining permission to undertake this project. The application may be rejected if the development affects critical engineering elements of the master plan
- No - you will need to lodge an IWA with Council identifying the proposed location prior to gaining permission to undertake this project. An assessment of the development and proposed location will determine if permission is granted

C. Is there an existing Development (Planning) Approval for the building development?

- Yes - continue planning the building, incorporating any conditions of the DA into the works
- No - A Development Approval may be required. Council will advise of this requirement through the Improvement Works Application process

D. Are there any site conditions that require special consideration?

- Adverse soil conditions, full sand profile or being located close to sea level (acid sulphate soils) - additional structural elements or treatments are likely to be required. Confirm with a structural designer Flood zone - depending on the building classification, certain building components must be clear of flooding by defined amounts. A designer or building certifier will be able to confirm the requirements. Filling in a flood zone must not occur without prior development approval. Landfill sites will require additional advice from a suitably qualified person. Proximity to residents - refer to Item 2P
- Protected trees that cannot be trimmed - the design must be adjusted to avoid impacting the trees
- Removal of non-protected vegetation - approval from Council or the Queensland Government may be required. Council will advise of this requirement through the Improvement Works Application process
- Other
- Nil

E. Are earthworks or filling required to enable the building development?

- Yes - a civil earthworks plan is required
- No

F. Other site considerations

- Car park numbers - check the Development Approval (if applicable) to identify if extra car parks are required to be constructed. This will form part of the project and the cost must be incorporated into the project budget Accessibility - the new building may have accessibility requirements from the car park and/or other existing infrastructure or pathways. Positioning the new building at an appropriate location and height will assist in achieving access requirements. Check requirements with your building certifier
- Extra security requirements - if site is subject to unfavorable activities

BUILDING FACILITY DEVELOPMENT CHECKLIST

2. BUILDING DESIGN

The complexity associated with the design of a new building varies significantly depending on the type of building being constructed and the location of works. Engaging a commercial shed supplier to build a storage shed at an unrestricted site is relatively simple, as they have certified drawings for their standard products. Designing a clubhouse extension, however, requires collaboration of many professionals, including structural, hydraulic, architectural and electrical specialists. Consider engaging a designer that can coordinate all elements into a combined design package that can be used to obtain comparable quotations. Most buildings will require certification. It is recommended that you speak to a private building certifier at the start of your project to discuss your specific project and determine if they should be engaged to provide advice throughout the design and development of the building.

A. Specify the proposed location of the building works on a site map with aerial base

- Ensure reference is provided to other buildings, playing areas, car parks and the site boundary

B. Determine the conceptual size and dimensions of the building

- Prepare a sketch plan of the facility layout

C. If applicable, are there minimum standards for the size and number of particular rooms within the building?

- Yes - provide these to your designer
- No - determine floor area and configuration of each room. Consider obtaining details from another club that has an ideal setup

Check with the Regional, State or National Sporting Organisation for any facility guidelines that specify mandatory or recommended room areas/inclusions.

D. Is direct access required between areas within and external to the building? E.g. storeroom to playing field, office to club room etc.

- Yes - within building
- Yes - building to external
- No

E. Are any associated but external items required to support the building e.g. fencing?

- Yes - specify details, dimensions and locations on site plan
- No

F. Are the building works proposed as an extension to an existing building?

- Yes - the designer or certifier will need to confirm if upgrades are required to the entire existing building to meet current building standards. These works must be included in the scope and cost of the club's project
- No

G. Have the locations of all services (water, sewer, stormwater and electrical) been determined?

- Yes
- No - call Dial Before You Dig and contact Council for any plans

H. Do the existing services provide any restrictions to the proposed building?

- Yes - the building location or configuration will need to be adjusted accordingly
- No

BUILDING FACILITY DEVELOPMENT CHECKLIST

I. Are the building works proposed over or near Unitywater (water and sewer) infrastructure?

- Yes - Unitywater must be contacted directly to obtain specific advice on the requirements and exclusion zones for the proposed works
- No

J. Has soil/geotechnical testing been undertaken at the proposed location of the building?

- Yes - the results should be used by a structural engineer to prepare a certified footings design
- No - consult with your designer or building certifier to determine if this will be required prior to obtaining a building approval

K. Do the existing services have sufficient capacity to accommodate the additional load from the new building works?

- Yes - applicable approvals (e.g. plumbing approval) may be required prior to construction. The designer or certifier will be able to advise on requirements
- No - upgrade works to existing infrastructure must occur as part of this project and be incorporated into the project budget

L. Are water and energy efficiency measures incorporated into the building?

- Yes - determine lifecycle feasibility, including reductions in maintenance and running costs
- No - consider options for passive building design, insulation, water capture and re-use and solar energy technologies

M. Is there a need to separately record water and/or electricity consumption in the building - e.g. to appropriately charge other users?

- Yes - sub-meters need to be incorporated into the electrical design
- No

N. Is there a need to provide different access rights to certain areas of the building amongst users - e.g. committee, coaches, hirers?

- Yes - a hierarchy on Council's bi-lock system needs to be determined, specifying areas to be accessed by the different users. Contact Council's Sport and Recreation team for further assistance
- No - depending on the type of building, locks may need to be on Council's bi-lock system. Contact Council's Sport and Recreation team for further assistance

The installation of all bi-locks will require Council approval with the locksmith. The bi-locks will need to match the existing system at the site, if it exists.

O. Is the building proposed to be constructed in multiple stages?

- Yes - prepare details of each stage of development and indicate how each stage can be completed to meet the National Construction Code. Also indicate the anticipated timeframes for each construction stage
- No

If the club does not have sufficient funds to construct the entire building, it is preferable that the ultimate building is designed to ensure that the full-scale development can be accommodated at the site, and is then appropriately scaled back into stages.

P. Does the use of the building have the potential to impact on surrounding residents?

- Yes - applicable attenuation measures must be incorporated into the building design or consider appropriate relocation
- No

Q. Has the concept plan been submitted to Council via an Improvement Works Application?

- Yes
- No - visit www.moretonbay.qld.gov.au/Improvementworks

BUILDING FACILITY DEVELOPMENT CHECKLIST

3. DEVELOPMENT (BUILDING) APPROVAL

Except for very small structure, a development approval for building works will generally be required.

A. Is a building designer (architect) required for the project?

- Yes - the club is to engage an architect, engineering firm or suitably qualified person of its choice Unsure - discuss the project with a builder, supplier of the product or building certifier
- No - off the shelf products such as storage sheds are often pre-designed with structural engineering certifications (Form 15). Depending on the building, the club will likely still require final certification from a private building certifier

B. Is a Development Approval for Building Works required?

- Yes - a private building certifier will need to be engaged by the club. Speak to the building designer to determine options. The designer may regularly work with a certifier or the club may choose to engage an independent certifier
- Unsure - Council will advise of this requirement through the Improvement Works Application process
- No

C. Details of the following items have been discussed and confirmed with the designer, depending on the type of building being proposed?

- Single vs double storey - lifts will generally be required for double-storey buildings and require significant ongoing maintenance and inspection costs
- Required rooms and floor area per room, or capacity required in each room - refer to Item 2C
- Minimum number of toilets, urinals, showers, basins and PWD facilities, to meet the requirements of the organisations governing body and the National Construction Code
- Other facilities and services required in each area - e.g. first aid room, referee's change room/s Any requirements for male and female amenities separation, including in referee's room Location of exits, for convenience and emergency evacuation purposes
- Sound transmission and insulation specifications
- Light and ventilation, to meet minimum standards. Consider natural options for reduced energy consumption and cost
- Location of power outlets
- Locations of water outlets (taps) and drinking fountains External covered viewing areas
- Materials for decks and balustrades - easy to maintain and prevent climbing by small children Construction materials - e.g. blockwork and colorbond roof
- Colour scheme to match existing infrastructure or natural aesthetics of the area Roller doors fitted with anti-vandal locking mechanisms, as per Council standard Any additional measures for building security

This list is not exhaustive but intended to highlight common considerations.

D. Has the designer incorporated the following items where required?

- Access and egress locations, widths and number, to accommodate expected number of patrons and to provide access for people with disabilities AS1428.1 2009
- Location, type and number of firefighting equipment, fire hose reels, extinguishers, hydrants etc. Emergency lighting, exit signs, directional signs etc.
- Other statutory items to meet the current building code

BUILDING FACILITY DEVELOPMENT CHECKLIST

E. The following items will generally need to be provided to the building certifier by the club's designer and any applicable engineers. Check with the club's building certifier which of the items are required based on the type of building and if any other items are required.

- Site Plan 1:200 - levels, contours, parcel dimensions and setback dimensions from road, side and rear boundaries
- Location of easements, sewer mains, stormwater mains, underground power, water mains and services to existing buildings
- Proposed new works floor plan 1:100 fully dimensioned Elevations (4)
- Typical section, section details as required Tie down and bracing details Construction details - e.g. wall framing Truss/roof framing details
- Soil test locations and results
- Footing and slab plan, and any structural element to be designed by a Certified Registered Professional Engineer of Queensland (RPEQ)
- Hydraulics design for plumbing and drainage application Mechanical ventilation design if required
- Electrical layout and capacity of existing supply to accommodate the extra load
- Building components that provide access for people with disabilities to comply with AS 1428.1 2009

4. CONTRACT INCLUSIONS

A. Ensure that the following items, at a minimum, are clearly defined and included in the scope of works for contractors to quote, for the organisation to select its preferred contractor, and then for the preferred contractor to undertake the works:

- Soil testing and footing design (if not completed earlier) All footings and building works as specified in the design All products and materials as specified in the design
- Approvals and connections to services, including new Energex meter connections All Energex fees, including supply upgrades and new meters
- Plumbing and building inspections as required Final certification of the building
- Removal and disposal of existing infrastructure
- Removal and disposal of excess soil or other spoil - these costs can be particularly large at landfill sites Tree trimming and removal of debris, if approved by Council or State Government
- Rectification of any damage to playing surface and/or surrounding area
- Meeting with Council's Sports Turf staff, if applicable, prior to commencing the project Provision of 'as-constructed' documentation
- Specification of a defects liability period where the contractor will be responsible for replacing faulty components (usually 12 months)
- Specification of warranties of applicable building elements

5. PROJECT MANAGEMENT

A. Ensure that the following items are undertaken prior to the commencement of the project:

- All building and plumbing approvals, if required, are obtained
- The preferred timing of the works is identified in conjunction with the contractor, to avoid peak usage periods of the facility. Consider that any rectification of damaged playing surfaces can take eight weeks or more until usage can resume
- Meet with the contractor and officers from Council's Sport and Recreation and Parks Technical Services teams at least two weeks in advance of the proposed start date to discuss access times, vehicle paths, potential damage to playing surfaces, mechanisms to mitigate field damage, and the control of irrigation for ground stability Photos are taken of the facility in its pre-construction condition, particularly in areas where construction vehicles are likely to access
- Facility access and site security are confirmed directly with the contractor, including end-of-day procedures

BUILDING FACILITY DEVELOPMENT CHECKLIST

B. Ensure that the following items are undertaken during and at the conclusion of the project:

- Photos are taken of the ground and areas of work, with references for depth perception such as a ruler or pencil Post-construction meeting is undertaken with the contractor and officers from Council's Sport and Recreation and Parks Technical Services teams to assess the park surface condition and any required rectification works Any keys to site locks are returned by the contractor
- Any infrastructure removed by the contractor is replaced - e.g. goal posts
- All 'as constructed' documentation and final certifications are supplied to Council All other items required as part of the contract are fulfilled

6. ASSET AND FINANCIAL MANAGEMENT

A. Is the club aware of its ongoing maintenance responsibilities for the facility?

- Yes - confirm responsibilities under the club's lease and any conditions specified in the landowner's permission letter for the project
- No - responsibilities will be included in the club's lease and any additional conditions specified in the landowner's permission letter for the project

If the club is operating under the conditions of a lease issued in accordance with the MBRC Community Leasing Policy, details on responsibilities can be found at www.moretonbay.qld.gov.au/communityleasing

B. Does the club have an asset management plan in place?

- Yes - add the new building to the asset register and specify the maintenance activities required, frequency of maintenance and approximate costs for all elements of the building
- No - prepare an asset management plan as per 'Yes' and add any other buildings controlled by the club

C. Is the club making regular deposits into a facility sinking fund?

- Yes - ensure that the contributions are increased to accommodate the maintenance and replacement activities identified in the asset management plan
- No - establish a sinking fund and make regular contributions to cover maintenance and replacement of all club assets

D. Is the organisation seeking external funding to undertake the project?

- Yes - provide sufficient lead time for the design to be ready prior to funding submission. Advise any tenderers that there will be delay between quoting and construction due to the funding application timeframes
- No

Appendix C

Calculating Hire Fees For Community Leased Buildings

CALCULATING HIRE FEES FOR COMMUNITY LEASED BUILDINGS

1. OVERVIEW

There is no standard method of determining hire fees for casual and ongoing bookings. The lessee of the building is encouraged to consider the following in establishing its fees:

- the areas of the facility and equipment to be accessed - toilets, meeting room, function room, kitchen/canteen, office space, cooking equipment, tables and chairs, etc.
- the cost of consumables - toilet paper, hand soap, cleaning products, electricity, gas, etc.
- the cleaning arrangement, if facilities are left dirty - club members vs commercial cleaners
- risk of damage to the facility from the activity - birthday parties vs meetings
- time committed by club members - to operate a licensed bar, to open and close facility, etc.
- minimum hire periods, hourly and day rates
- status of hirer - club member vs external individual vs not-for-profit vs commercial entity
- the cost of hiring nearby facilities

No hire arrangement should be financially detrimental to the club. Each hire should contribute to future expenses, with a portion allocated to a sinking fund established for the replacement of items used during the hire, and a portion towards operating expenses. In the Example facility hire fee table, values are to be replaced to reflect the club's situation, with only applicable items included.

Example facility hire fee	Hourly rate (includes setup and pack down times)	Minimum charge (2hr min.)	Daily rate (8+ hrs)
Club room <i>Include toilet consumables and time required by club member to open/close facility and undertake pre and post hire inspections, and facility sinking fund for future replacement of items</i>	\$20/hr	\$40	\$150
Kitchen <i>Include electricity, gas, other consumables and asset replacement contribution</i>	\$15/hr	\$30	\$110
Bar <i>If club holds a liquor licence and staffs the bar</i>	Club volunteer - \$20/hr Club staff - \$30/hr	\$40 \$60	\$160 \$240
Meeting room <i>Include toilet consumables and time required by club member to open/close facility and undertake pre and post hire inspections</i>	\$15/hr	\$30	\$100
Cost of cleaning <i>If required after hirer</i>	Club volunteers - \$50/hr Commercial - \$60/hr	\$100 \$120	Hourly rate only
Bond - Standard event - High risk event (e.g. 18 th birthday)	\$500 \$2,000	\$500 \$2,000	\$500 \$2,000
Facility damage <i>Hirer to cover all costs for rectification of damage caused during hire, plus extra for inconvenience caused</i>	Cost + 10%		Cost + 10%
Fire call out fee <i>If hirer activates fire alarm</i>	Cost + 10%		Cost + 10%

CALCULATING HIRE FEES FOR COMMUNITY LEASED BUILDINGS

2. CALCULATING THE HIRE FEE

A detailed analysis should be undertaken prior to finalising hire fees annually to ensure that hires are not at the expense of the club. As a part of calculating fees, clubs should assess hire fees from nearby venues offering similar facilities and equipment to gauge a reasonable hire rate. The example provided uses details and examples using an asset management approach to calculating fees.

The cost of use will vary depending on the equipment and structures within a facility. The expected asset life can be used to estimate the cost of a hire. For example, 100sqm of commercial-grade carpet costed at \$100/sqm may have a 10 year life and total facility usage (with hires) averages 50 hours per week across 40 weeks of the year. The "per hour" cost of the carpet is calculated as:

- Cost per hour = $\$100/m^2 \times 100m^2 \div 50 \text{ hr/wk} \div 40 \text{ wks/yr} \div 10 \text{ years} = \$0.50 \text{ per hr of hire.}$

Continue this process for all major assets and incorporate the cost of consumables. These are the real costs borne by the lessee over the life of the facility, and a suitable contribution from each of the hirers should be recovered to minimise the financial burden on club members in the future. Two examples are provided for determining hire fees - Club Room and Kitchen Hire.

Example - Club Room	50 hr/wk x 40 wk/yr = 2000 hr/yr (A)		\$20/hr
	Cost details (B)	Asset life (C)	Cost per hour B ÷ (A x C)
Carpet replacement	\$150/m ² x 100sqm	10 years	\$0.75
Internal painting	\$9,000	10 years	\$0.45
Tables and chairs	\$10,000	5 years	\$1.00
Lights replacement	\$6/light x 40 lights	2 years	\$0.06
Toilet replacement	\$300 x 6 pedestals	10 years	\$0.09
Taps/sink replacement	\$350 x 4 sinks	10 years	\$0.07
Cubicle partition walls	\$1,750 x 6 walls	15 years	\$0.35
Amenities fittings (roll holder)	\$100 x 6	10 years	\$0.02
Amenities flooring	\$200/m ² x 50sqm	20 years	\$0.25
Consumables	(Refer to current expenses - cleaning, toilet paper, soap) Estimate: \$4,000/yr	1 year	\$2.00
Ad hoc plumbing repairs	\$3,000/yr	1 year	\$1.50
Ad hoc electrical repairs	\$2,000/yr	1 year	\$1.00
Electricity consumption	\$0.25/kWh x 40 lights x 100W/light	N/A	\$1.00
Additional for unforeseen expenses			\$1.84
		Sub-Total	\$10.38
Profit (as payment for club volunteer efforts towards the hire eg. open, close, key)			\$10.00
		Total	\$20.38

It is best practice that the \$10.00 per hour per hire attributed to asset management be transferred directly into a dedicated sinking fund for the facility. Similarly, the club should transfer the same value internally into the sinking fund for every hour of its own use of the facility.

CALCULATING HIRE FEES FOR COMMUNITY LEASED BUILDINGS

<i>Example - Kitchen</i>	20 hr/wk x 40 wk/yr = 800 hr/yr (A)		\$15/hr
	Cost details (B)	Asset life (C)	Cost per hour (B ÷ (A x C))
Flooring replacement	\$200/m ² x 50sqm	20 years	\$0.63
Internal painting	\$3,000	10 years	\$0.37
Benches replacement	\$10,000	15 years	\$0.83
Fridge/freezer replacement	\$5,000	7 years	\$0.89
Cooking equipment replacement	\$30,000	15 years	\$2.50
Taps/sink replacement	\$500 x 2 sinks	10 years	\$0.12
Exhaust unit replacement	\$8,000	15 years	\$0.67
Utensils replacement	\$1,000	1 year	\$1.25
Ad hoc plumbing repairs	\$1,500/yr	1 year	\$1.88
Ad hoc electrical repairs	\$2,000/yr	1 year	\$2.50
Electricity consumption	\$0.25/kWh x 5kWh (combined fridges and equipment)	N/A	\$1.25
Gas consumption	\$800/yr	1 year	\$1.00
Additional for unforeseen expenses			\$1.11
		Sub-Total	\$15.00
Profit			\$ -
		Total	\$15.00

Note that in this instance, no profit is made on the kitchen hire. The club should evaluate whether it is willing to break- even and rely on the profit from the hire of the club room in conjunction with the kitchen hire, or consider raising the kitchen hire fee.

Permanent hire arrangements with an organisation generally result in lower hire fees but clubs should still consider asset maintenance costs when determining the applicable fees, charges and responsibilities. The ongoing nature of the arrangement allows for mutually beneficial conditions to be determined, such as the hiring group cleaning the entire facility on a weekly basis, painting the facility as an upfront "payment" or undertaking administration and grant writing tasks, which offset otherwise real expenses to the lessee. An equivalent-value arrangement may result in no money being exchanged but all lessee maintenance responsibilities being diligently completed. The specific arrangement is dependent on the creativity, needs and capabilities of both organisations.

Appendix D

Irrigation and Water Supply Project Checklist

IRRIGATION AND WATER SUPPLY DEVELOPMENT CHECKLIST

This checklist has been developed by MBRC as a guide to assist the community in the preparation of irrigation and water supply installation projects. The checklist identifies key information that is required to be submitted to Council to obtain land owner's permission and to assist with project management.

1. SITE ANALYSIS

A. Who owns the land that is proposed to be developed?

- State Government – Proof of resource entitlement may be required. Approval from Council (as trustee) through the lodgment of an Improvement Works Application process will be required
- Council – Approval through the Improvement Works Application process will be required

An Improvement Works Application (IWA) is required to obtain permission from Council to undertake the project. Refer to www.moretonbay.qld.gov.au/improvementworks for details.

B. What is the proposed purpose of the project?

- Irrigation of a Council-maintained sports field - a design must be prepared in accordance with Council's Irrigation Design Manual, including connectivity to the electronic control system. Please contact Council's Sport and Recreation team for a copy. The design must be endorsed by Council prior to further progress. Unless otherwise agreed, Council will manage the installation using funds provided by the club
- Irrigation of a non-Council maintained natural turf sports field (Council owned or controlled land) - a design must be prepared in accordance with Council's Irrigation Design Manual. Please contact Council's Sport and Recreation team for a copy
- Irrigation of natural turf sports field (non-Council owned or controlled land) Irrigation of a synthetic turf field/lawn
- Provide dust suppression e.g. dirt-based tracks
- Provide patron drinking water - if potable (town) water services exist on the site, a simple design by a plumber can be submitted to Council with the IWA
- Provide wash down facilities e.g. for equestrian activities
- Other

C. Does the parcel of land currently have water supply?

- Yes - except where exempt, a connection must be made to the existing infrastructure. Locate the supply to the site (meter box) and any known water services within the site. The meter will be engraved with an identification number. Provide this number to the club's designer should they need to contact Unitywater. The use of water lines designated for firefighting purposes is prohibited
- No - an application for a new water connection must be made to Unitywater, with all applicable details. If there is a Development (Planning) Approval or master plan for the site, the connection must be made at the identified location

D. Is recycled water supply available at the site?

- Yes - restrictions apply on the suitability of use, including the allowable times of use. The designer should contact Unitywater to determine if recycled water is suitable for your proposal. Where possible, the use of recycled water is encouraged
- No

E. Are there any State or Local government enforced water restrictions that currently apply or may apply in the future?

- Yes - obtain details of the restrictions and ensure that the infrastructure is suitably designed to meet the requirements. Previously this has included the installation of sub-meters to separate water consumption on activity spaces from other purposes
- No - consider that future restrictions may be implemented and the club may need to alter the installation at that time to meet new requirements. Consider the installation of a sub-meter to separate water use on activity spaces from other purposes

IRRIGATION AND WATER SUPPLY DEVELOPMENT CHECKLIST

2. HYDRAULIC DESIGN

- A. Has the club engaged a hydraulics engineer or specialist organisation to design the water service?
- Yes - provide the designer with the site plan and details of existing services, including underground electricity. If applicable, also provide Council's Irrigation Design Manual
 - No - if undertaking minor works, a certified plumber will need to complete all items that will be necessary to obtain Council permission and any plumbing approvals
-
- B. Specify the proposed location of the irrigation and/or water service works on a site map with aerial base
- Reference should be provided to other buildings, playing areas, car parks and the site boundary. Existing water services, including the location of the site water meter, should be identified on this map
-
- C. Are there any minimum requirements to be achieved from the installation? Check with your State or National Sporting Organisation for any standards
- Yes - provide these to your designer
 - a) Coverage areas
 - b) Length of time to complete water application
 - c) Other
 - No
-
- D. Is access to water required for any other purpose/s e.g. drinking?
- Yes - provide details and specify preferred location on plan
 - No
- E. Does the existing water service have sufficient capacity to accommodate the additional load from the new works?
- Yes - confirmation from your designer or plumber will be required to obtain Council permission and, if required, plumbing approval
 - No - upgrade works to existing infrastructure must occur as part of this project and be incorporated into the project budget
 - Not applicable - no existing water supply
-
- F. Is drainage required in conjunction with the new water service?
- Yes - taps and other water services that result in a concentration of water or ponding will need to have a drainage pit installed as part of the project
 - No - Council will assess the need for drainage to form part of the proposed project from the IWA submission
-
- G. Is there an opportunity to implement water saving initiatives into the project? e.g. water tanks, volumetric water trip devices etc.?
- Yes - water sustainability measures are encouraged by Council. If applying for grant funding for the project, projects are generally assessed more favorably if sustainability measures have been incorporated
 - No
-

IRRIGATION AND WATER SUPPLY DEVELOPMENT CHECKLIST

H. Does the project involve a tank and pump equipment?

- Yes - consider securely locating the equipment to reduce the chance of vandalism or unintended damage. Suitable options may include locating in a fenced enclosure, on a concrete pad with locked cage or similar. Ensure that electricity supply is available for the pump. Any new electrical infrastructure required as part of the works must be incorporated into the scope and cost of the project
- No

I. Do the works require a Plumbing Approval?

Except for very minor works, a Plumbing Approval will generally be required.

- Yes - clarify responsibility for submitting the Plumbing Application with your designer or plumber
- Unsure - ask your designer or plumber, or if located on Council owned or controlled land, refer to Council's landowner's permission letter
- No - ensure all other conditions of Council's landowner's permission letter are incorporated into the project

3. CONTROL OF WATER SUPPLY

A. Are there any requirements to supply water to various parts of the site separately?

- Yes - the club is to inform the designer or plumber of the intended usage pattern so that appropriate valves and taps can be installed
- No

B. Specify preferences for:

- The location/s to access controls to the irrigation or water supply The location of control gear such as timers, if applicable
- Timing of watering, especially if restrictions apply to the use of recycled water
- Physical restrictions to water access, such as anti-vandal taps or sprung-loaded taps for automatic shut-off

4. CONTRACT INCLUSIONS

A. Ensure that the following items, at a minimum, are clearly defined and included in the scope of works for contractors to quote, for the organisation to select its preferred contractor, and then for the preferred contractor to undertake the works:

- Undertake Dial Before You Dig
- All products and materials as specified in the design
- Approvals and connections to services, including Unitywater fees, supply upgrades and new meters Plumbing inspections as required
- Final plumbing certification
- Removal and disposal of existing infrastructure
- Removal and disposal of excess soil or other spoil - these costs can be particularly large at landfill sites Rectification of any damage to the ground, including top dressing of subsided backfill at least a few weeks after project completion
- Meeting with Council's Parks Operations staff, if applicable, prior to commencing the project Provision of 'as-constructed' documentation
- Specification of a defects liability period where the contractor will be responsible for replacing faulty components (usually 12 months)
- Specification of warranties of applicable building elements

IRRIGATION AND WATER SUPPLY DEVELOPMENT CHECKLIST

5. PROJECT MANAGEMENT

A. Ensure that the following items are undertaken prior to the commencement of the project:

- All building and plumbing approvals, if required, are obtained
- The preferred timing of the works is identified in conjunction with the contractor, to avoid peak usage periods of the facility. Consider that any rectification of damaged playing surfaces can take eight weeks or more until usage can resume
- Meet with the contractor and officers from Council's Sport and Recreation and Parks Technical Services teams at least two weeks in advance of the proposed start date to discuss access times, vehicle paths, potential damage to the park surface, mechanisms to mitigate ground damage, and, if applicable, the control of existing irrigation for ground stability
- Photos are taken of the facility in its pre-construction condition, particularly in areas where construction vehicles are likely to access
- Facility access and site security are confirmed directly with the contractor, including end-of-day procedures

B. Ensure that the following items are undertaken during and at the conclusion of the project:

- Photos are taken of the ground and areas of work, with references for depth perception such as a ruler or pencil Post-construction meeting is undertaken with the contractor and officers from Council's Sport and Recreation and Parks Technical Services teams to assess the park surface condition and any required rectification works Any keys to site locks are returned by the contractor
- Any infrastructure removed by the contractor is replaced - e.g. fencing
- All 'as constructed' documentation and final certifications are supplied to Council All other items required as part of the contract are fulfilled

6. ASSET AND FINANCIAL MANAGEMENT

A. Is the club aware of its ongoing maintenance responsibilities for the facility?

- Yes - confirm responsibilities under the club's lease and any conditions specified in the landowner's permission letter for the project
- No - responsibilities will be included in the club's lease and any additional conditions specified in the landowner's permission letter for the project

If the club is operating under the conditions of a lease issued in accordance with the MBRC Community Leasing Policy, details on responsibilities can be found at www.moretonbay.qld.gov.au/communityleasing

B. Does the club have an asset management plan in place?

- Yes - add the new infrastructure and equipment to the asset register and specify the maintenance activities required, frequency of maintenance and approximate costs for all elements
- No - prepare an asset management plan as per 'Yes' and add any other buildings controlled by the club

C. Is the club making regular deposits into a facility sinking fund?

- Yes - ensure that the contributions are increased to accommodate the maintenance and replacement activities identified in the asset management plan
- No - establish a sinking fund and make regular contributions to cover maintenance and replacement of all club assets

D. Is the organisation seeking external funding to undertake the project?

- Yes - provide sufficient lead time for the design to be ready prior to funding submission. Advise any tenderers that there will be delay between quoting and construction due to the funding application timeframes
- No

Appendix E

Sport Field Closures

SPORT FIELD CLOSURES

1. OVERVIEW

Council aims to provide opportunities for residents and visitors to participate in sport, however sports fields may need to be closed from time to time due to ground conditions or maintenance and renovation activities. When ground conditions are unfavorable, the closure of fields is undertaken to ensure the safety of users and the longevity of the playing surfaces. The safety of participants is council's primary concern. Hard ground, slippery turf and heavy conditions may affect player safety. Damage to the playing surface may occur from boot imprints on soft ground or grass being ripped out at the roots leaving bare patches. Using a field for even one match in poor conditions may result in it being unavailable for several weeks.

The open/closed status of fields is displayed on council's website at <https://www.moretonbay.qld.gov.au/Services/Sport-Recreation/Sporting-Field-Closures>. The website is updated regularly during periods of wet weather until 4pm each business day.

Clubs may take a pro-active approach and cancel activities on a field that remains open, however must not play on a closed field. Clubs are responsible for notifying stakeholders of the field status and enforcing the decision. It is recommended that clubs include the field status on their own website or link to council's website.

Council recommends clubs consider alternative training options at the start of each season which do not rely on access to fields. This enables members to continue participation and stay active without damaging the playing surface. Options include organised runs, connecting with a local gym or gaining access to a local school's covered play facility.

2. FIELD INSPECTIONS

Council officers undertake assessments of sports fields during business hours on weekdays using a combination of the measures below. Clubs and associations are expected to make similar assessments on weekends. If heavy rain occurs late on a weekday afternoon, clubs should assess if training or play is suitable. It is recommended that the same club member(s) undertake the assessment on each occasion to ensure consistency in decision making and the individual(s) can gain a thorough understanding of the nature of the field(s).

a) Moisture Content of Soil

Council officers use a digital soil moisture sensor probe to take readings from a variety of locations across a single field, as some areas retain water more than others. If readings exceed critical levels, the field is closed. Where the field exhibits an excessively wet area, but the remainder of the field is playable and a smaller field is useful, such as for a junior game, part of the field may be made available in direct consultation with the club. In the majority of cases, fields are closed in their entirety.

Clubs may assess the moisture content of the soil by an adult walking across the field. If water rises to the surface around the foot or between the toes or the person sinks into the field, the soil is saturated and highly susceptible to damage. Any visible surface water indicates the same. The field must be closed, and all training and competition cancelled.

b) Soil Profile and Drainage

Fields are constructed with different soil profiles and have different drainage capacities. Sand-based fields drain quickest, and play may be able to occur soon after rain events. Fields constructed on clay bases, including those on former tip sites, generally have the lowest drainage capacity. Council officers take soil moisture readings when rain events occur to build a data profile of each field to make informed decisions on field closures and to assist club personnel to understand how well the fields drain following rain.

c) Amount and Duration of Rainfall

The pattern of rainfall affects the playability of fields. A large amount of rain in a short period, such as a storm, can result in much of the water sheeting off the field and not being absorbed. Alternatively, lower daily amounts consistently across a week are likely to result in the water being absorbed and filtering deep into the soil profile. If the soil profile has been saturated from consistent rainfall, a day of sunshine before the weekend is unlikely to dry the field to a level suitable for competition. The top surface may feel dry but the impacts of running, tackling or jumping will transmit through to the wet layer's underneath and cause imprints.

d) Weather Forecast

When fields are assessed as borderline playable, the weather forecast is taken into consideration. If there is a high likelihood of rain, the field is likely to be closed. Alternatively, if dry warm winds are predicted, the field is likely to be open.

e) Grass Coverage

In dry conditions, fields may be closed due to poor grass coverage that has resulted from overuse of a field or area. Winter sports are particularly susceptible as grass growth slows and wear increases. Clubs should rotate areas of use, limit repetitive training drills on the same part of the field, avoid field marking lines as start or turn points for drills, reposition player boxes throughout the season where possible, and remove goal posts at the end of each season. Grass coverage below 60% can result in excessive soil compaction, hardness and potential for injury.

In wet conditions, fields are susceptible to long-term damage if grass coverage is below 70% and play occurs. Usage of the surface when wet churns the soil which significantly slows new grass growth. Grass growth during winter, even in small amounts, is critical in sustaining use of the fields through to the end of the season.

SPORT FIELD CLOSURES

f) Usage and Users

The difference in player movement and intensity between sports means that fields are impacted to differing levels depending on the age and size of participants, training versus competition and the sport being played. Junior members generally have less impact than senior members, although consideration must be given to the number of junior games being played concurrently on a senior field. Four games of junior competition over three time slots may occur on the equivalent sized field and time for a senior fixture and could potentially do more damage to the playing surface. Council officers will consider the type of use and scheduled fixtures when determining field closures. Clubs should consider limiting usage, playing only priority games or deferring games until a later date.

Status	Definition
Open	Field are in a safe operational condition - full access and scheduling can be undertaken
Determined By User Group	Club representatives are required to assess the fields referencing the MBRC Sportsfield Manual and make a decision on the suitability of the surface for play. This usually occurs after rain events when fields are likely to be suitable 24 hours post rain or inspection when rain is forecast over the weekend when proposed sport is due to be undertaken.
Closed due to Weather	The field is closed due to the playing surface now saturated to a level where, any sporting usage will incur significant long-term damage to the playing surface. Use may make the surface uneven and dangerous and will incur large cost to rectify.
Closed Maintenance	The field is closed due to the playing surface receiving short term maintenance to rejuvenate or renovate the playing surface.
Closed Major Works	The field is closed due to the field or complex being under construction for the renewal or installation of new irrigation, drainage, turf surfaces, lighting or other related sporting infrastructure.

Appendix F

Signage Guidelines For Council Owned/Controlled Community, Sport And Recreation Venues

1. OVERVIEW

a) Approval of Signage at Facilities

All signage installation requests must be submitted to Council as an Improvement Works Application and approved prior to installation. Failure to seek approval prior to installation may require signage to be removed. Signs may also require building approval from a private certifier.

b) Advertising Versus Sponsorship

Signage that contains information about or promotes a business that is not conducted on the property where it is displayed is referred to as third party advertising. Signage containing third party advertising is generally subject to an annual sign license fee, similar to billboards and other signs displayed along roads and on private land. However, sponsorship signage at sports facilities does not attract a license fee provided that it complies with the following guidelines.

In general, sponsorship is directed at the facility's participants and visitors of the resident club/association. Therefore, sponsorship signage must be directed towards these persons not at passing motorists, pedestrians, other clubs at multi-sport venues, or residential and commercial properties. Signs installed by organisations that are deemed to not meet the sponsorship signage provisions may attract an annual fee from Council. Examples of third-party advertising signs are included in Section 4 of these guidelines.

c) General Conditions for Signage at Sports Fields

Signs must comply with all of these general conditions in addition to the conditions specific to the relevant Sign Category as described below. Any sign that does not satisfy all conditions from both the General Conditions and the relevant Sign Category requires approval from Council prior to installation.

- All signs must be maintained in good condition and free from graffiti.
- All signs must not cause danger to the public.
- All signs, except for banners, must be constructed of a rigid material.
- All signs must be permanently affixed to a solid structure, i.e., not using temporary methods such as wire, cable ties or similar.
- All signs, except for banners erected on Council banner poles, must be installed within the boundaries of the club's designated area.
- All signs containing sponsorship must only acknowledge current sponsors of the club.
- All signs, except for banners that are erected on Council banner poles, must not directly and immediately face a public road other than the complex's internal road network.
- All signs must not directly and immediately face a residential property.
- All signs must not directly and immediately face public places other than the sports complex.
- All signs must not be artificially illuminated by light other than incidental spill light.
- Any damage to other structures caused by any sign, for example chain wire fencing, will be the full responsibility of the club to rectify.

d) Sign Categories

Sports Complex Signs and Sports Precinct Signs are the responsibility of Council.

1. A **Sports Complex Sign** is a sign that names a sports complex. Sports Complex Signs are to be designed and installed by Council only, based on the classification of the facility – i.e. a local, district or regional. All necessary development approvals and licenses for Sports Complex Signs are the responsibility of Council.
2. A **Sports Precinct Sign** is a sign that identifies a precinct or playing area within a multi-sport complex. Sports Precinct Signs are to be designed and installed by Council only. All necessary development approvals and licenses for Sports Precinct Signs are the responsibility of Council.



The following categories of signs are the **responsibility of the organisation** to install, maintain and remove. The criteria provided address building and safety requirements.

SIGNAGE GUIDELINES FOR COUNCIL OWNED/CONTROLLED COMMUNITY, SPORT AND RECREATION VENUES

3. An **Organisation Sign** is a sign that identifies the resident organisation/s at a facility within its designed area of use. Organisation Signs are permitted subject to the following specific criteria, in addition to the general conditions for all signage:
- Signs may only be placed on a clubhouse (preferred) or as a stand-alone pole-mounted structure.
 - Preferred signage dimensions
 - Maximum size of each sign is 10m².
 - Maximum length of any one side of the sign is 5m.
 - A maximum of 10% of the face area dedicated to sponsorship advertising



Signs attached to a clubhouse must also adhere to the following criteria:

- The highest point of the sign must not exceed either 5m above natural ground level or the maximum height of the wall to which it is attached, whichever is less.
- The sign does not protrude beyond the edge of the wall to which it is attached.
- The maximum thickness of the sign is 50mm.

Signs mounted as a stand-alone structure must also adhere to the following criteria:

- The top of the sign must not exceed 5m above natural ground level directly adjacent to the sign, and the lower edge of the sign must be no less than 2.4m above natural ground level.
- Signs must be erected on a minimum of two capped galvanised steel or powder-coated poles with a minimum of 600mm or one-third of the total pole length into the ground (whichever is greater).

- 4) A **Sports Field Fence Sign** is a sign that is painted or otherwise affixed to a fence marking the boundaries of the playing area. Sports Field Fence Signs are permitted subject to the following specific criteria, in addition to the general conditions for all signage:
- Signs may only be placed on fences surrounding the playing area.
 - The maximum size of each sign is 5m².
 - The maximum height of each sign is equal to the maximum height of the fence to which it is attached.
 - The maximum thickness of each sign is 50mm.
 - Signs may have up to 100% of the face area dedicated to sponsorship advertising.
 - The sign does not protrude beyond the edge of the structure to which it is attached.
 - Signs must be permanently mounted to the frame of the fence in a way as to not present danger to the general public.
 - Attached at least every 600mm or as required for the size of the sign.



- 5) An **Ancillary Structure Sign** is a sign that is painted or otherwise affixed to a scoreboard, timing clock or other ancillary structure at a sports facility.

Ancillary Structure Signs are permitted subject to the following specific criteria, in addition to the general conditions for all signage:

- The maximum size of each sign is 10m².
- The maximum length of any one side of the sign is 5m.
- The maximum height of the top edge of the sign is either 5m above natural ground level or the maximum height of the structure to which it is attached, whichever is less.
- The sign does not protrude beyond the edge of the structure to which it is attached.
- The maximum thickness of each sign is 50mm.
- Signs may have up to 100% of the face area dedicated to sponsorship advertising.



SIGNAGE GUIDELINES FOR COUNCIL OWNED/CONTROLLED COMMUNITY, SPORT AND RECREATION VENUES

- 6) A **Funding Acknowledgement Sign** is a sign that recognises the contribution of funds to the development of infrastructure at a sports facility.
Funding Acknowledgement Signs are permitted subject to the following specific criteria, in addition to the general conditions for all signage:

- Signs should be placed on the infrastructure constructed with the funding, where possible; otherwise as a stand-alone pole-mounted structure.
- The maximum size of each sign is 2m².
- The maximum length of any one side of the sign is 2m.
- The signs must only acknowledge the organisations that have contributed funding to the development of the facility.

Signs attached to infrastructure must also adhere to the following criteria:

- The highest point of the sign must not exceed 5m above natural ground level or the maximum height of the wall to which it is attached, whichever is less.
- The sign does not protrude beyond the edge of the wall to which it is attached.
- The maximum thickness of the sign is 50mm.

Signs mounted as a stand-alone structure must also adhere to the following criteria:

- The top of the sign must not exceed 5m above natural ground level adjacent to the sign and the lower edge of the sign must be no less than 2.4m above natural ground level.
- Signs must be erected on capped galvanised steel or powder-coated pole/s with a minimum of 600mm or one-third of the total pole length into the ground (whichever is greater).



- 7) An **Information Sign** is a sign that only contains information for the benefit of the users of the facility and may include, for example, identification of playing areas, code of conduct or match schedules.

Information Signs are permitted subject to the following specific criteria, in addition to the general conditions for all signage:

- Signs may only be placed on a clubhouse (preferred) or as a stand-alone pole-mounted structure.
- The maximum size of each sign is 2m².
- The maximum length of any one side of the sign is 2m.
- The signs must have a maximum of 10% of the face area dedicated to sponsorship advertising.

Signs attached to a clubhouse must also adhere to the following criteria:

- The highest point of the sign must not exceed 5m above natural ground level or the maximum height of the wall to which it is attached, whichever is less.
- The sign does not protrude beyond the edge of the wall to which it is attached.
- The maximum thickness of the sign is 50mm.

Signs mounted as a stand-alone structure must also adhere to the following criteria:

- The top of the sign must not exceed 5m above natural ground level adjacent to the sign and the lower edge of the sign must be no less than 2.4m above natural ground level.
- Signs must be erected on a minimum of two capped galvanised steel or powder-coated poles with a minimum of 600mm or one-third of the total pole length into the ground (whichever is greater).



SIGNAGE GUIDELINES FOR COUNCIL OWNED/CONTROLLED COMMUNITY, SPORT AND RECREATION VENUES

8) A **Banner** is a temporary sign intended to be suspended from any structure or pole with or without supporting framework and displaying a sign applied to or painted on fabric or similar material of any kind. Banners are considered to be desirable for short term promotional purposes. Council's community banner pole sites are available for use by community and not for profit organisations for the purpose of advertising community events and one-off sporting activities within the region. To submit a booking request visit www.moretonbay.qld.gov.au/community-banners, review and agree to the terms and conditions, and complete an Application to Install a Community Banner.



9) A **Mural** is a painting or other work of art executed directly onto a wall or ceiling of a building or similar structure.

All murals will be subject to Council approval prior to works being undertaken. An *Improvement Works Application* must be submitted along with a sketch of the design.



10) A **Billboard** is a large erected structure used primarily for the display of advertising.

All billboards will be subject to Council and other statutory approvals (at a minimum) prior to installation. Fees and charges apply. No billboard shall be permitted under these guidelines.

11) A **Self-Assessable Sign**

Self-assessable signs are intended to capture those types of regulated signs that are commonly used within the community and considered low-risk. By allowing for these signs to be self-assessable, Council aims to reduce red tape by removing onerous application requirements. Requiring self-assessable signs to meet minimum conditions ensures these signs are available for the community to install and display, in a manner consistent with the object of this Local Law.

The most common self-assessable sign is known as an Community Activity Sign,

A Self-Assessable Sign erected on Public Land must comply with the following conditions;

(a) Maximum of 15 signs per event or activity; and

(b) The sign must not exceed the following dimensions—

(i) 1.0m high; and

(ii) 0.6m wide; and

(c) The sign must be installed and displayed at least 3m from any other signs; and

(d) The sign must be perpendicular to any adjacent road; and

(e) The sign must not be displayed for more than 14 days prior to the event or activity and must be removed within 1 day after the end of the event or activity; and

(f) The sign must not be installed within 20m of a roundabout, cross intersection, school zone, level crossing, T-intersection, pedestrian crossing, official traffic sign or bus stop; and

(g) The sign must not impede clear sight lines for—

(i) official traffic signs or other road signage; or

(ii) vehicles or pedestrians; or

(iii) road junctions; or

(iv) vehicle access crossovers; or

(v) pedestrian crossings; or

(vi) any other similar thing; and

(h) The sign must not imitate an official traffic sign or traffic control device; and

(i) If located adjacent to a road where the speed limit is—

(i) more than 80 km per hour— the sign must be located at least 6m from the back of—

(A) the kerb; or

(B) if there is no kerb— the table drain; or

(C) if there is no kerb and no table drain— the line of the roadside guide posts; or

(ii) 80 km per hour or less— the sign must be located at least 3m from the back of

(A) the kerb; or

(B) if there is no kerb— the table drain; or

(C) if there is no kerb and no table drain— the line of the roadside guide posts; and

(j) The sign must not obstruct access to property or cause pedestrians to need to move out from any shelter or from a footpath; and

(k) The sign must not have any moving parts; and

(l) The sign must not be illuminated or reflective; and

(m) The sign must not be affixed to an asset or infrastructure owned or controlled by the local government, State government or a utility provider; and

(n) The sign must be covered by a current public liability insurance policy to the value of at least \$1 million per claim or event and evidence of insurance must be provided upon request of an authorised person.



e) Frequently Asked Questions

How do I lodge an application for a sign?

All requests for the approval of signage and any other infrastructure development on Council owned and controlled land must be submitted via an Improvement Works Application. Applications are made electronically via council's website at www.moretonbay.qld.gov.au/improvementworks.

Can we install lighting to our sign?

For all permitted signage, only lighting from incidental sources such as playing field lights or street lamps is allowable. Should you wish to install up-lights, down-lights or internal lights to any signs you will need to submit and Installation of Advertising Devices (Signs) to be Assessed Under the Local Law Application.

How does our organisation get the entry sign to the facility replaced/updated?

Council is responsible for the ongoing maintenance and replacement of entry signage to sports facilities. If you notice that the sign has been damaged, vandalised or requires another form of maintenance, please report the issue to Council (refer Section 6 - Council Contacts for further information). If the sign requires replacement, please contact council's Sport and Recreation Unit with your request. Entry sign replacements are subject to budget availability and will be replaced on a priority basis.

Can Council request our organisation to remove signage?

Yes, as the owner or trustee of land, Council may determine that signage is not suitable as it isn't in the public interest, ie health, safety and/or other items such as potentially offensive content. The organisation may be advised to remove or rectify signage within a certain period or, if required, Council may remove the non-compliant signage at the organisation's expense.

f) Signage Compliance Checklist for Community Leased Facilities

The following checklist has been developed for community and sports clubs and associations to guide the design, approval and installation of signage at public community sport and recreation venues.

All signage applications must be submitted to Council on an Improvement Works Application prior to installation; non-conforming signage must be removed. Signs may require building approval by a private certifier.

Section 1 – Types of signs

- The sign complies with the following (based on sign type):

Characteristic	Sports Club Sign		Information Sign	Field Fence Sign	Ancillary Structure Sponsor Sign	Funding Acknowledgement Sign		Banners	
	Building / clubhouse	Standalone / post mounted	Clubhouse / post mounted	Playing area fence	Clubhouse, scoreboard, timing clock, dugout, etc.	Building / clubhouse	Standalone / post mounted	Fixed structure that accommodates wind loading	Council banner pole*
Affixed to									

*Use of Council banner poles requires approval by completing an Application to Install a Community Banner.

Section 2 – Position

- The sign is located within the boundary of the area for which the organisation has the right to use.
- The sign does not directly and immediately face a public road other than the precinct's internal road network.
- The sign does not directly face towards the activity space of another club, association or organisation.
- The sign does not directly and immediately face a residential property.
- The sign does not directly and immediately face public places other than the sports complex.
- The stand-alone sign is at least 2.5m from the nearest structure when placed in a grassed area, for easy maintenance.

Section 3 – Content

- The sign contains no offensive or discriminatory language.
- The area of the sign dedicated to sponsorship complies with the following (based on sign type):

Characteristic	Sports Club Sign	Field Fence Sign	Information Sign	Ancillary Structure Sponsor Sign	Funding Acknowledgement Sign	Temporary Event Sign/ Banner
Percentage of sign area indicating sponsor	Up to 10% of the sign area	Up to 100%	Up to 10%	Up to 100%	Up to 100%	10%

Section 4 – Illumination

- The sign is not directly illuminated – either externally or internally.
- The sign does not contain illuminated, flashing or scrolling messages from internal light sources.

Section 5 - Materials

- The sign is constructed of a rigid material, such as metal or acrylic (not corflute, cardboard or paper).
- All lettering and logos do not protrude from the face of the sign.

SIGNAGE GUIDELINES FOR COUNCIL OWNED/CONTROLLED COMMUNITY, SPORT AND RECREATION VENUES

Section 6 – Installation method

- Except for banners, the sign is installed according to a structurally certified method (i.e., approved footings and/or permanent affixing to structure that supports the sign).
- If attached to a fence, the sign is affixed to the fence frame (not chainwide).

Section 7 – Maintenance

- The sign is free from rust, sharp edges and graffiti.
 - Non-compliant signs must be cleaned, removed and/or replaced.
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Appendix G

Calculating Hourly Cost of Sports Field Lighting

CALCULATING HOURLY COST OF SPORTS FIELD LIGHTING

1. OVERVIEW

The operation and replacement of sports field lights can represent a significant proportion of a sports club's annual running cost. Sufficient funds must be available to pay electricity accounts as they are received, undertake maintenance on the lights when required and replace the globes and/or fittings when they have deteriorated below acceptable levels. These are all costly exercises and few clubs have the financial resources on hand when required without planning ahead.

The calculated value should be used in two ways:

- 1) For every hour that the club operates the lights for its own use, it transfers the equivalent funds into a dedicated sports field lights sinking fund. These funds accumulate to pay electricity accounts, maintenance and replacements.
- 2) If the fields are hired to another organisation, the hourly cost for lighting can be charged to the hirer. The club can then be sure that it is not subsidising the true costs associated with the hire. The club may also choose to add an extra cost above this base hourly cost to cover items such as key issues and time spent by volunteers assisting the hirer.

2. CALCULATOR

The following template is provided to assist clubs to calculate the hourly cost of operating sports field lights. The costs shown are examples and your club should check the individual costs with contractors or your electrician to understand your own specific circumstances.

Step	Action	Example
1	Find out the input power of each light fitting in kilowatts (kW). Check your original invoice or specification sheet provided at the time of installation.	2kW per light
2	Count the number of light fittings per field.	Field 1: 12 lights Field 2: 8 lights
3	Multiply the input power by number of fittings to calculate the total power demand for each field.	Field 1: 2 x 12 = 24kW Field 2: 2 x 8 = 16kW
4	Check your electricity account for your current energy tariff rate . Depending on the structure of your bill, you may need to take the total value of the account and divide by total consumption to get the cost per kilowatt-hour.	\$0.25 / kWh
5	Multiply the total power demand for each field by the energy tariff rate for the hourly electricity cost per field.	Field 1: 24 x 0.25 = \$6/hr Field 2: 16 x 0.25 = \$4/hr
6	Repeat the same calculations above if the club utilises training level lighting in which less fittings are turned on during training. Note that the same input power will generally be required per light.	Field 1: 8 lights x 2kW x \$0.25 = \$4/hr Field 2: 4 lights x 2kW x \$0.25 = \$2/hr
7	Calculate the number of hours each week that the lights are used in training mode and in full (competition) mode. Note that these values may not correlate with actual training and competition hours, as some clubs train under higher level lighting and lights may be operated when fields are not in use. Be sure to account for all hours of use.	Field 1 only: Training level = 20 hrs Competition level = 5 hrs
8	Calculate the total number of hours the lights are in use per season or per year.	Training level = 20hrs x 40 wks = 800 hrs Comp. level = 5hrs x 30wks = 150 hrs Total = 950 hrs/yr
9	Check the estimated useful life of the lamp component of the light. You may need to contact the manufacturer or check the product specification online. This is the number of hours that the light can be expected to operate before depreciating below useful output, to a 95% confidence interval. Some lights will blow before this time.	3,000 hours
10	Divide the useful life of the lamp by the number of hours each light is used per season or year to calculate the estimated number of years from the lights . If the same lights are used for training, these will deteriorate quicker than the lights that are only used when switched to competition level.	Lamps used at training and competition level: 3,000 / (800+150) = 3.16 yrs Lamps used at competition level only: 3,000 / 150 = 20 years
<i>Note here that there is a significant difference. The best approach is to regularly switch the globes that are used for training to give a more even spread of use. The aim is to achieve a single bulk replacement of all lights as they near the end of their life.</i>		
11	Calculate the life expectancy of the lamps if they are switched between training and competition fittings at the end of each year. Add until estimated useful life (Step 9) is reached.	

CALCULATING HOURLY COST OF SPORTS FIELD LIGHTING

Step	Action	Example
12	Determine the annual cleaning/maintenance costs for each field, incorporating: <ul style="list-style-type: none"> Cherry picker hire Labour cost to clean Labour cost to switch bulbs between competition and training fittings Lighting auditor 	$\$800/\text{hr} \times 4 \text{ hrs} = \$3,200$ $\$150/\text{hr} \times 3 \text{ hrs} = \450 $\$150/\text{hr} \times 1 \text{ hr} = \150 $\$150/\text{hr} \times 2 \text{ hrs} = \300 TOTAL = \$4,100
13	Determine the replacement cost of lights for each field, at the end of their useful life, incorporating: <ul style="list-style-type: none"> Purchase of new lamps Cherry picker hire Labour cost to install new lights Lighting auditor 	$\$800/\text{lamp} \times 12 \text{ lights} = \$9,600$ $\$800/\text{hr} \times 6 \text{ hrs} = \$4,800$ $\$150/\text{hr} \times 6 \text{ hrs} = \900 $\$150/\text{hr} \times 2 \text{ hrs} = \300 TOTAL = \$15,600
14	Sum the total cost over the life of the lights per field <ul style="list-style-type: none"> Electricity cost - competition level (Steps 5, 8 & 11) Electricity cost - training level (Steps 6, 8 & 11) Annual cleaning/maintenance (Step 12) End-of-life replacement (Step 13) 	$\$6/\text{hr} \times 150\text{hrs} \times 5\text{yrs} = \$4,500$ $\$4/\text{hr} \times 800\text{hrs} \times 5\text{yrs} = \$16,000$ $\$4,100/\text{yr} \times 4 \text{ yrs} = \$16,400$ TOTAL = \$52,500*
* Note that electricity costs account for less than half of the total whole-of-life costs associated with sports field lighting. Charging hirers or making contributions to a sinking fund on the cost of electricity alone will leave the club short of funds.		
15	Calculate the total lamp-hours over the life expectancy of the lights. From Step 11, calculate the number of operating hours of the lights that were used for both training and competition in year 1. Calculate the number of operating hours of the additional lights that were only used during competition level lighting in year 1.	Training level lights in yr 1: $950+150+950+150+950 = 3150$ $8 \text{ lights} \times 3150 = 25,200$ Comp. level lights in yr 1: $150+950+150+950+150 = 2350$ $4 \text{ lights} \times 2350 = 9,400$ Total lamp-hours over 5yrs = $25,200 + 9,400 = 34,600$ lamp hours
16	Calculate the actual cost of operating one light per hour. Divide the total life cost (Step 14) by the total number of lamp-hours (Step 15).	$\$52,500 / 34,600 = \1.52 per light per hour
17	Calculate the actual operating cost of training level lighting and competition level lighting . Multiply the operating cost per light (Step 16) by the number of lights in each configuration.	Training: $8 \text{ lights} \times \$1.52 = \$12.15/\text{hr}$ Competition: $12 \text{ lights} \times \$1.52 = \$18.21/\text{hr}$
		Training level \$12.15/hr
		Competition level \$18.21/hr

It is best practice that the \$10.00 per hour per hire attributed to asset management be transferred directly into a dedicated sinking fund for the facility. Similarly, the club should transfer the same value internally into the sinking fund for every hour of its own use of the facility.

Example - Kitchen	20 hr/wk x 40 wk/yr = 800 hr/yr (A)		\$15/hr
	Cost details (B)	Asset life (C)	
Flooring replacement	\$200/m ² x 50sqm	20 years	\$0.63
Internal painting	\$3,000	10 years	\$0.37
Benches replacement	\$10,000	15 years	\$0.83
Fridge/freezer replacement	\$5,000	7 years	\$0.89
Cooking equipment replacement	\$30,000	15 years	\$2.50
Taps/sink replacement	\$500 x 2 sinks	10 years	\$0.12
Exhaust unit replacement	\$8,000	15 years	\$0.67
Utensils replacement	\$1,000	1 year	\$1.25
Ad hoc plumbing repairs	\$1,500/yr	1 year	\$1.88
Ad hoc electrical repairs	\$2,000/yr	1 year	\$2.50
Electricity consumption	\$0.25/kWh x 5kWh (combined fridges and equipment)	N/A	\$1.25
Gas consumption	\$800/yr	1 year	\$1.00
Additional for unforeseen expenses			\$1.11
		Sub-Total	\$15.00
Profit			\$ -
		Total	\$15.00

CALCULATING HOURLY COST OF SPORTS FIELD LIGHTING

Note that in this instance, no profit is made on the kitchen hire. The club should evaluate whether it is willing to break- even and rely on the profit from the hire of the club room in conjunction with the kitchen hire, or consider raising the kitchen hire fee.

Permanent hire arrangements with an organisation generally result in lower hire fees but clubs should still consider asset maintenance costs when determining the applicable fees, charges and responsibilities. The ongoing nature of the arrangement allows for mutually beneficial conditions to be determined, such as the hiring group cleaning the entire facility on a weekly basis, painting the facility as an upfront "payment" or undertaking administration and grant writing tasks, which offset otherwise real expenses to the lessee. An equivalent-value arrangement may result in no money being exchanged but all lessee maintenance responsibilities being diligently completed. The specific arrangement is dependent on the creativity, needs and capabilities of both organisations.

Appendix H

Sports Field Lighting Project Checklist

SPORTS FIELD LIGHTING CHECKLIST

This checklist has been developed by MBRC as a guide to assist the community in the preparation of sports field light installations. The checklist identifies key information that is required to be submitted to Council to obtain landowner's permission and to assist with project management. The details of Sections 1-4 should also be provided to the organisation's lighting designer to achieve the desired outcome.

1. SITE ANALYSIS

A. Who owns the land that is proposed to be developed?

- State Government – Proof of resource entitlement may be required. Approval from Council (as trustee) through the lodgment of an Improvement Works Application process will be required
- Council – Approval through the Improvement Works Application process will be required

An Improvement Works Application (IWA) is required to obtain permission from Council to undertake the project. Refer to www.moretonbay.qld.gov.au/improvementworks for details.

B. Are there any site conditions that require special consideration?

- Former landfill site - additional footings are likely to be required
- Flood zone - electrical gear is to be installed above the flood line
- Protected trees that cannot be trimmed - the design must be adjusted to avoid impacting the trees
- Other (e.g. Light Spill)
- Nil

C. Is the area proposed for the lighting project currently lit for sports use?

- Yes
- No - A Development Permit may be required. Council will advise of this requirement through the Improvement Works Application process

D. Has an audit been undertaken on the existing infrastructure?

- Yes - check that all items included in 'No' have been obtained
- No - A lighting audit should be undertaken to establish the current lighting (lux) levels, the condition of the existing poles, the capacity for poles/cross-arms to carry additional lights and the capacity of the electrical infrastructure (transformer, switchboard, distribution boards, cables and conduits) to accommodate new lights

2. FIELD LIGHTING AND FOOTINGS DESIGN

Please refer to the Australian Standard for sports lighting applicable to the sporting code. Please note that there are different lighting levels for training and competition. For example: Outdoor Hockey - Australian Standard (AS 2560.2.7 - 1994)

Ball training junior and minor grade competition	250 lux
Major grade club, national and international competition	500 lux

A. Specify the area/s of the site to be lit on a site map with aerial base

- Field/s only
- Overflow activity spaces
- Other non-participation areas (ie. lighting to assist last person to leave)

SPORTS FIELD LIGHTING CHECKLIST

B. Determine the lighting level (safety, training, competition, semi-professional or professional) to be achieved in each of the areas identified for the immediate project and for any future projects.

These levels must be demonstrated to be achieved at the luminaire's 'end of life':

- Immediate project (e.g. competition 110 lux)
- Future requirement (e.g. semi-professional 200 lux)

Minimum lux levels are prescribed by the Australian Standard (AS) for the particular sport. Also check with the Regional, State or National Sporting Organisation for any requirements above the Australian Standard. Note that future lighting upgrades may be required due to a change in the AS, the governing body's standards, the club moving into a higher level of competition or the co-location of another sport that requires a higher standard of lighting. Infrastructure for the higher level of lighting should be constructed as part of the initial project as 'upgradable to x lux' in the future, to prevent duplication of works.

C. Are there any specific areas that require higher levels of lighting to accommodate a different sport? (e.g. softball in the corner of a football field)

- Yes - identify the area of higher lighting on the site plan
- No

D. Is the lighting upgrade proposed to be undertaken in multiple stages?

- Yes - prepare details of each stage of development and indicate how each stage meets the Australian Standard for the sport identified
- No

E. Does the design propose to use or relocate existing poles?

- Yes - Certification from an RPEQ is to be provided to confirm that reuse/relocation of poles is possible, and the structural capacity is suitable for the additional weight and sail area of new lights
- No

F. Are the light poles offset a minimum of 5m from the playing field boundary?

- Yes - confirm with the sport's governing body if any additional distance is required prior to accepting the design
- No - obtain confirmation in writing from the sport's governing body of the minimum safety distance required from the playing field boundary and include with the Improvement Works Application

G. Does the height and configuration of the poles meet the requirements of the sport's governing body, will it accommodate future lighting level upgrades and is it the most cost efficient?

- Yes - Ensure that the chosen configuration provides for future upgrades if required
- No - Consider an alternative design

Many sports fields can be lit by a greater number of shorter poles or fewer but taller poles. Extra poles on landfill sites will escalate costs due to significant footings. A cost-benefit analysis should be undertaken to determine the preferred approach.

H. Does the lighting have the potential to impact on surrounding residences?

- Yes - A lighting spill plan is required to demonstrate compliance with AS4282 Effects of Obtrusive Lighting. Rear shields may be required to be fitted to the lights. The lighting plan must identify if shields are incorporated to achieve the final light levels
- No - A lighting spill plan is required to demonstrate compliance with AS4282 Effects of Obtrusive Lighting

I. Has the effect of vegetation been taken into account?

- Yes - the lighting design cannot use vegetation to conform to AS4282 Effects of Obtrusive Lighting
- No - the positioning of the poles should avoid vegetation to prevent future 'shading' of the lights

SPORTS FIELD LIGHTING CHECKLIST

- J. Has a copy of the lighting design been provided by a certified sports field lighting designer for each level of lighting, demonstrating compliance with the relevant standards?
- Yes - a copy of all designs is to be provided with the Improvement Works Application
 - No - all above documentation will be required before Council can provide permission for the project
-

- K. Has the lighting design been submitted to Council via an Improvement Works Application?
- Yes
 - No - visit www.moretonbay.qld.gov.au/improvementworks
-

3. SPORTS FIELD LIGHTING CONTROL

- A. Are any requirements for the lights to be able to be switched in different configuration, in order to reduce unnecessary expense? Match the locations to the site plan.
- Different areas of field usage (e.g. half field only)
 - Different lighting levels to correlate with activities being undertaken (i.e.. training v competition)
-

- B. Specify the preferred location for:

- Site switchboard - consider future access by club personnel and electricians
 - Lighting control box - consider inside vs outside the clubhouse, proximity to exit points/car park and accessibility by other user groups
-

- C. What is the preferred light switching mechanism?

- Select from traditional switches, electronic control, mobile phone app control (e.g. E-Switch) or other - discuss options with the lighting designer
 - Determine if there is a need for a push-button timer or similar to assist the exit of the last person
-

- D. What is the preferred access to the lighting controls based on usage of the facility?

- Padlock and key access - consider hierarchy, who should be provided access and the need to provide keys to other users without gaining access to other facilities
 - PIN pad entry
 - Other - discuss options with the lighting designer
-

- E. Is any mechanism required to record electricity consumption?

- For example, by different user groups or to separate electricity used in the clubhouse from the field lights.
 - Yes - options may include sub-meters, computer programming or other. Discuss options with the lighting designer. Consider other equipment or ongoing costs that may be required to use the system such as a laptop or SIM card access
 - No
-

SPORTS FIELD LIGHTING CHECKLIST

4. CONTRACT INCLUSIONS

- A. Has soil/geotechnical testing been undertaken at the proposed location of each light pole?
- Yes - the results should be used to confirm the suitability of the footings design
 - No - quotes from sports field lighting installation companies will generally rely on a minimum soil bearing capacity. Additional costs will be incurred where soil conditions do not meet criteria, such as sandy soil profiles or landfill sites. The location of concrete, rock or asbestos during installation will also increase cost. If sub-standard conditions are known to exist, soil testing is highly recommended
- B. Has a site-specific footing design been obtained prior to obtaining quotes?
- Yes - provide the design to all companies quoting on the works
 - No - as per 4A, any adverse conditions found during the works may substantially increase the cost of works, which may not be included in the project budget. Ensure that the contractor includes a footing design in their scope of works
- C. Is there any requirement for external power points at the base of light poles or on switchboards?
- Yes - ensure the number and location are provided to the lighting designer
 - No
- D. Is there a requirement for a new/upgraded Energex meter?
- Yes - ensure the cost is included in the contractor's quote
 - No

5. FINANCIAL ASSESSMENT

- A. The organisation has obtained estimates for the following items:
- Running costs of the lights at each lighting level (\$ per kWh)
 - Maintenance and cleaning schedules and costs
 - Lamp rated life in hours
 - Lamp replacement costs, including labour, equipment and other associated costs
- B. Will the proposed lighting installation or upgrade increase the club's electricity consumption above 100 MWh per annum?
- Yes - consider options to reduce consumption. If you cannot reduce below this level you will need to change your electricity supply arrangement with a suitable retailer to a 'large consumer' and will be subject to higher network charges. Contact Council's Sport and Recreation team for more information
 - No - you can retain your existing electricity supply arrangement

SPORTS FIELD LIGHTING CHECKLIST

6. CONTRACT INCLUSIONS

- A. Ensure that the following items, at a minimum, are clearly defined and included in the scope of works for contractors to quote, for the organisation to select its preferred contractor, and then for the preferred contractor to undertake the works
- Soil testing and footing design (if not completed earlier)
 - All pole types, height and locations as per the lighting design
 - All light fittings as per the lighting design
 - All required electrical infrastructure (e.g. switchboards, cables, sub-meters, etc.)
 - All switching mechanisms and access to light controls
 - All Energex fees, including supply upgrades and new meters
 - Final certification of footings and poles
 - Removal and disposal of existing lighting infrastructure - consider retaining the existing infrastructure until the new installation is commissioned and achieves required standards
 - Removal and disposal of excess soil or other spoil- these costs can be particularly large at land fill sites
 - Tree trimming and removal of debris, if approved by Council or State Government
 - Rectification of any damage to the playing surface
 - Meeting with Council's sports turf officers, if applicable, prior to commencing the project
 - Instructions and diagrammatic "how to" guide to light switching, to be contained in the switchboard
 - Final commissioning of the lights, including lux plots across the field/s for all lighting levels, and certification by an independent lighting engineer that the installation meets the required Australian Standards or requirements of the sport's governing body
 - Provision of 'as-constructed' documentation
 - Specification of a defects liability period where the contractor will be responsible for replacing faulty components (usually 12 months)
 - Specification of warranties of poles, fixtures and fittings

7. PROJECT MANAGEMENT

- A. Ensure that the following items are undertaken prior to the commencement of the project:
- The preferred timing of the works is identified in conjunction with the contractor, to avoid peak usage periods of the facility. Consider that the rectification of damaged playing surfaces can take eight weeks or more until usage can resume
 - Meet with the contractor and officers from Council's Sport and Recreation and Parks Technical Services teams at least two weeks in advance of the proposed start date to discuss access times, vehicle paths, potential damage to playing surfaces, mechanisms to mitigate field damage, and the control of irrigation for ground stability
 - Photos are taken of the facility in its pre-construction condition, particularly in areas where construction vehicles are likely to access
 - Facility access and site security are confirmed directly with the contractor, including end-of-day procedures

SPORTS FIELD LIGHTING CHECKLIST

B. Ensure that the following items are undertaken during and at the conclusion of the project:

- Photos are taken of the ground and areas of work, with references for depth perception such as a ruler or pencil
- Any keys to locks are returned by the contractor
- Any infrastructure removed by the contractor is replaced - e.g. bollards, goal posts
- All 'as constructed' documentation and final certifications (footings, poles, field lighting levels and spill lighting levels) are supplied to Council
- Post construction meeting with contractor and officers from Council's Sport and Recreation and Parks Technical Services teams to assess park surface condition and any required rectification works
- All other items required as part of the contract are fulfilled

8. ASSET AND FINANCIAL MANAGEMENT

A. Is the club aware of its ongoing maintenance responsibilities for the facility?

- Yes - confirm responsibilities under the club's lease and any conditions specified in the land owner's permission letter for the project
- No - responsibilities will be included in the club's lease and any additional conditions specified in the landowner's permission letter for the project

If the club is operating under the conditions of a lease issued in accordance with the MBRC Community Leasing Policy, details on responsibilities can be found at www.moretonbay.qld.gov.au/communityleasing

B. Does the club have an asset management plan in place?

- Yes - add the new lighting to the asset register and specify the maintenance activities required, frequency of maintenance and approximate costs for all elements of the lighting
- No - prepare an asset management plan as per 'Yes' and add any other infrastructure controlled by the club

C. Is the club making regular deposits into a facility sinking fund?

- Yes - ensure that the contributions are increased to accommodate the maintenance and replacement activities identified in the asset management plan
- No - establish a sinking fund and make regular contributions to cover maintenance and replacement of all club assets

D. Is the organisation seeking external funding to undertake the project?

- Yes - provide sufficient lead time for the design to be ready prior to funding submission. Advise any tenderers that there will be delay between quoting and construction due to the funding application timeframes
- No

Appendix I

Event Management Checklist

EVENT CHECKLIST FACILITY OPENINGS

1. OVERVIEW

Event Details

Event Name:

Event date/s:

Event time/s:

Venue and address:

Facility Openings Checklist

Task	Who	When	Status
Administration			
Determine type of event+ select suitable event date.	Event Coordinator	12 weeks out - following advice from S&R re. Council intentions	
Establish State & Federal funding requirements (if applicable)	Event Coordinator I Sport & Rec liaison	Start of project	
Establish Budget	Event Coordinator	Start of project	
Develop an event brief/ plan/ schedule	Event Coordinator	Start of project	
Checklist - ensure this checklist is up to date and includes appropriate timelines.	Event Coordinator	Start of project with ongoing updates	
Arrange schedule for regular team meetings with relevant stakeholders	Event Coordinator I Sport & Rec liaison	Start of project	
Run Sheet I Site Map			
Prepare an event run sheet outlining all the tasks for event set up, during event and event bump out - see appendix for template	Event Coordinator	Start of project with ongoing updates	
Contact list - listing all relevant stakeholders, roles and contact details	Event Coordinator	Start of project with ongoing updates	
Plan layout of event	Event Coordinator	Start of project with ongoing updates	
VIP's and Dignitaries			
Invite Mayor & Councillors to the event by emailing Mayor@moretonbay.qld.gov.au see appendix for details required.	Event Coordinator	6 weeks out	
Invite Federal and State Members to attend event and VIP area (if required under funding guidelines - TBA by Sport & Rec liaison)	Event Coordinator I Sport & Rec Liaison	6 weeks out	
Organise a Welcome to Country (if required)	Event Coordinator	6 weeks out	

EVENT CHECKLIST FACILITY OPENINGS

Task	Who	When	Status
Prepare any notes or speeches for any of the above mentioned (if applicable) - see appendix for MC notes template	Event Coordinator	4 weeks out	
Send event pack with car passes maps and event details to all attending VIPs	Event Coordinator	2 weeks out	
Media and Marketing			
Research publications and compile a list of deadlines for publications in which you wish to advertise or promote (if applicable)	Event Coordinator	12 weeks out	
Provide details of event to Council media team via ccteam@moretonbay.qld.gov.au			
Event Coordinator	8 weeks out		
Determine if photographer required or if Council media is intending to attend	Event Coordinator/ Council media	8 weeks out	
Ensure a photo consent form is sent to photographer and available at event	Event Coordinator	2 weeks out	
Research publications and compile a list of deadlines for publications in which you wish to advertise or promote (if applicable)	Event Coordinator	12 weeks out	
Invitation			
Prepare invitation distribution list	Event Coordinator	8 weeks out	
Send to Federal/State/Council for review & input (based on funding received)	Event Coordinator/ Sport & Rec liaison	8 weeks out	
Send out electronic and/or hard copy invitations	Event Coordinator	6 weeks out	
Finalise RSVPs & confirm attendance	Event Coordinator	2 weeks out	
Operations			
Maps			
Determine all site/ venue availability including site sizes and power	Event Coordinator	8 weeks out	
Prepare overall site map and finalise locations i.e., licensed areas and Designated Outdoor Smoking Area - DOSA	Event Coordinator	6-8 weeks out	
Prepare other required maps i.e., road closures, parades etc.	Event Coordinator	4 weeks out	
Permit for Public Open Space Activity			
Book venue and fill out appropriate application / paperwork	Event Coordinator	12 weeks out	

EVENT CHECKLIST FACILITY OPENINGS

Task	Who	When	Status
Conduct site visit and identify infrastructure, power, and lighting requirements	Event Coordinator	Prior to 12 weeks out	
Book any extra services required in accordance with the event application above i.e., toilets, generators, bins	Event Coordinator	9-11 weeks	
Arrange for collection of keys/ swipe cards and afterhours access if required	Event Coordinator	2 weeks	
Conduct final site visit	Event Coordinator	1 week	
Equipment Hire			
Identify additional hire equipment required	Event Coordinator	10 weeks out	
Arrange to borrow promotional pull up banners from Council	Event Coordinator	8 weeks out	
Event Coordinator	Event Coordinator	8 weeks out	
Entertainment			
Master of Ceremonies (MC) (if required)			
Identify and get quotes	Event Coordinator	10 weeks out	
Prepare MC notes and script	Event Coordinator	6 weeks out	
Send through notes / script, event brief, map and run sheet	Event Coordinator	4 weeks out	
Entertainment (if required)			
Identify acts and get quotes	Event Coordinator	10 weeks out	
Book acts/ artists by sending confirmation and artist contract	Event Coordinator	9 weeks out	
Send through entertainment notes, event brief, map and run sheet including bump in and out instructions	Event Coordinator	4 weeks out	
Catering			
Identify catering requirements: VIP area Entertainers Volunteers Staff	Event Coordinator	10 weeks out	
Get quotes from catering companies	Event Coordinator	9 weeks	
Confirm final numbers	Event Coordinator	2 weeks	
Arrange for food delivery or pick up	Event Coordinator	1 week	
Recognition			
Arrange to borrow Council pull up banners	Event Coordinator	1 week	
Post - Event			
Debrief			
Arrange debrief with event staff involved	Event Coordinator	Post event	

EVENT CHECKLIST FACILITY OPENINGS

Task	Who	When	Status
Arrange debrief with other relevant stakeholders	Event Coordinator	Post event	
Write an event report	Event Coordinator	Post event	
Acknowledgements			
Write thankyou letters / emails and send to all stakeholders, suppliers, volunteers, and other relevant event staff	Event Coordinator	Post event	
Finance			
Ensure all invoices are received, reconciled, and paid	Event Coordinator	Post event	
Bank any income	Event Coordinator	Post event	

2. INVITATION FOR MAYOR/COUNCILLORS TO ATTEND

Send email to: mayor@moretonbay.qld.gov.au

Subject: Invitation for Mayor & Councillors to attend <insert name of event>

Event Details

Day & date of function:	
Name of function or event:	
Time Mayor required to arrive:	
How long is the Mayor required?	
Contact person:	
Contact details:	
Company/event/program website address:	
Name of person who will meet the Mayor:	
Contact details:	
Is payment required? If so, please advise the per person cost & any other relevant details	
Venue address:	
Car parking arrangements at the venue:	
Nature of Mayor's commitment: eg: Official opening, welcome speech etc	
Will a council officer be required to accompany the Mayor? If so, please include their name & position	



For more information on our new Corporate Plan and Pillars
scan the QR code or visit moretonbay.qld.gov.au