



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.

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 Bi-lock key



Picture 4 - A Bi-lock 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
- 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 bi-locks 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 Moreton Bay Regional 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 licensing. 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.