



Ground Maintenance – Specification Guidelines

The purpose of these guidelines is to provide a clear specifications for sporting organisations proposing to undertake ground maintenance at Council owned sporting facilities.

Ground maintenance is defined as a change/s resulting in the improvement or continual upkeep of a grassed sporting ground.

GROUND MAINTENANCE PROPOSAL

If your sporting organisation would like to apply to undertake ground maintenance, please read the guidelines below and complete the application form.

Should you have any questions or require further information please contact Councils Parks and Reserves Coordinator on 4993 4100.

Ground maintenance cannot commence until all relevant safety documentation and insurances are lodged and approval is obtained from Council.

Please allow up to 10 working days from the date of lodgement for Council to assess your application. Notification will be given in writing with the outcome of the application.

USE OF CONTRACTORS ON COUNCIL LAND

Any contractor undertaking ground maintenance on Council land must provide specific details and relevant paperwork before any works commence. The following is a list of the *minimum requirements:

- Licence Details;
- General WHS Induction (White Card);
- Public Liability Insurance to the minimum value of \$20,000,000;
- Safe Work Method Statements; and
- Toolbox and risk assessments

**note that additional documentation or increased insurance may be required depending on the scope of the proposal.*

LINE MARKING

Line marking will be carried out by Council once per sporting season and as close as possible to the commencement of that season. Field sizes will be marked as per Australian Standards for specific sports. Prior to any works commencing Council must be notified and approval given should an organisation wish to amend field sizes requiring changes to standard dimensions, these markings will be the responsibility of the organisation using the facilities.

Organisations requiring any additional line marking will be charged as per Council's Fees and Charges. A minimum of 10 working days' notice is required.

Any trial matches to be held outside the normal season will need to be approved by Council and early line marking will require 10 working days' notice in an attempt to minimise disruptions to Councils Works Program.

Under NO circumstances can non-selective 'total kill' substances such as Roundup or diesel be used/added to line mark a field.

CURATING

All curators must be registered with Council. An inspection of all machinery being used by curators on Council facilities must be carried out by Councils Parks & Reserves Coordinator and a club representative prior to the start of each season. Curators who need to start preparing cricket pitches must notify Councils Parks & Reserves Coordinator prior to commencing to avoid any conflict between other clubs or with Councils maintenance program and field renovations.

MOWING

Council is well equipped to mow all grassed sporting facilities however, with the exception of organisations under a Licence Agreement, should organisations wishing to carryout additional mowing they will need to apply for permission to do so. Issues which need to be considered before permission is granted are WHS, type of machinery being used, insurances, standard and height of mowing, and possible implications on councils mowing schedule.

The standard and height of mowing specifications must be discussed and approved by Council's Parks & Reserves Coordinator depending on the season, sporting facility and the code played.

Organisations wishing to undertake mowing must complete this application and lodge it with Council. Notification will be given in writing the outcome of the application.

Any additional mowing required from Council will be charged as per Councils Fees and Charges and at least 10 working days' notice is required.

IRRIGATION

With the exception of organisations under a Licence Agreement all fields with automatic irrigation systems are managed and operated by Council. This process is to ensure all grassed sporting fields are maintained with consideration given to scheduled works, ground bookings and ongoing sustainability. Any requests to alter irrigation times should be directed to 4993 4100.

Under NO circumstances are automatic irrigation systems to be altered by an organisation.

FIELD RENOVATIONS

Organisations are encouraged to contribute to field improvements i.e. fertilising, weed control, scarifying, coring and topdressing. Council must be consulted prior to any works to confirm quality products are utilised, to avoid any duplication with councils planned works and ensure a worthwhile outcome of all user groups.

Organisations wishing to undertake field renovations must complete this application form and liaise with Council to ensure the best possible outcome.