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1. INTRODUCTION

The City of Ipswich is home to over 60 sport and recreation facilities which cater for over 150 clubs/organisations. Further to this, the City is undergoing continual growth resulting in an increased demand for the use of fields and sporting facilities. Council is committed to managing this increased demand so that the facilities provided are able to be enjoyed by the whole community.

Ipswich City Council aims to promote and encourage the community to live an active and healthy lifestyle. The role that clubs, organisations and schools play in providing the community with this opportunity is invaluable and Council is committed to providing the support and resources necessary for these user groups to achieve these outcomes.

As a result, Council has developed the City of Ipswich Sport and Recreation User’s Manual. The manual aims to:

- Clearly define the roles and responsibilities of users and Council
- Provide information to assist users to manage, maintain and operate Council owned sport and recreation facilities
- Provide information on club development
- Provide information and links to help with answering Frequently Asked Questions
- Provide contact details and a procedure for getting in contact with Council

All forms referred to in the manual (including appendices) are also available from Council’s website; www.ipswich.qld.gov.au

It is important that all users read and understand the contents of this manual. The manual is subject to change in line with changes to Council policies and legislation.
2. APPLICATION FOR THE USE OF SPORT AND RECREATION FACILITIES

2.1 SEASONAL PERMIT APPLICATIONS
A seasonal permit gives a user permission to use a facility for an agreed period of time. It does not give the seasonal permit holder control of the facility. Seasonal permit holders are granted exclusive use of a facility at set times for set periods of the year. At all other times the facility is available to be booked by other users.

2.2 SEASON DATES
So as to ensure equal access to facilities for all users, bookings are taken on a seasonal basis. That is, during the winter season priority use will be given to winter sports and vice versa. As per Council’s Land Use Management Policy, Council strongly encourages more than one user group to share a facility. This maximises the sport and recreation options available to the Ipswich community.

**WINTER SEASON**
The period from the last Saturday in March to the first Saturday in September.

**SUMMER SEASON**
The period from the third Saturday in September to the last Saturday in March.

*If a conflict occurs in relation to the last Saturday in March then preference is to be given to the user playing the final with the other seasonal user playing their first game as an away from home game.*
2.3 SEASONAL CHANGE OVER
The seasonal changeover period allows Council to conduct any necessary reparation or maintenance work and goals to be removed or erected in readiness for the new season (please note that no goals will be erected until the previous season sport has finished using the facility). Due to Council’s large maintenance program and limited time it is necessary to start works as soon as possible. During this time no match play or training is allowed on Council facilities for either the summer or winter season unless approved by Council. With this in mind, it is important that users provide Council with as much information as possible so that we can work together to achieve maximum usage of facilities.

2.4 BOOKING A SPORTING FACILITY
Users are required to apply to Council for the use of a sporting facility BEFORE the commencement of their usage. To assist Council in the allocation of facilities, seasonal users are required to have their applications in not later than the following dates:

- Winter Season | 15 February
- Summer Season | 15 August

Please visit www.ipswich.qld.gov.au to find out which forms and documentation is required to be submitted to book a sporting facility. This information should be submitted to Council via one of the following methods:

MAIL
Ipswich City Council
PO Box 191
Ipswich QLD 4305

IN PERSON
Customer Service Centre
143 Brisbane St
Ipswich QLD 4305

EMAIL
council@ipswich.qld.gov.au

2.5 PRE-SEASON TRAINING
While all requests for pre-season training will be considered, please be aware that priority use will be given to current season users and in particular finals matches. Users need to also be mindful of maintenance schedules with most major renovation work being conducted during the seasonal changeover.

2.6 FINALS MATCHES AND TRAINING
In order to assist Council in creating a smooth seasonal changeover, users are asked to provide an estimate of final training and competition dates to the Sport and Recreation Officer at least 14 days prior to your first finals match or training. This information can be submitted to Council by sending an email to sportrecreation@ipswich.qld.gov.au.

This allows Council to begin any necessary maintenance works as soon as possible and also to allow other users to utilise the facility. If this information has not been received by the requested date, approval to start maintenance and approval to other users will be given which may cause an inconvenience.

Please note that finals matches will take preference over pre-season training and the following season fixtures.

2.7 SUB-LETTING OF FACILITIES
A user group that is allocated a facility by way of a seasonal permit is not permitted to sub-let any part of that facility including a ground and/or any part of the clubhouse. Non-compliance may result in Council withdrawing that user’s permit. If a user is approached by a group in regards to using the facility they are to put them in touch with Council to manage the booking.

2.8 MULTI-USE POLICY
Users should be aware that Council has a multi-use policy to ensure that the city’s sporting facilities have maximum usage. Users who are required to share their facilities with others are asked to be considerate by:

- Only booking facilities when they are necessary so that other users can gain access
- Ensure facilities are left clean and tidy after each use
- Communicate with each other to ensure issues can be resolved quickly
- Only store necessary equipment so as to allow other users access to storage space

2.9 INSURANCE
Users wishing to use Council’s facilities must hold a Public Liability Policy of no less than $10 million. This policy must note Ipswich City Council as an interested party. Where Council has ownership of the facility, any use must be approved by Council to ensure that the club does not have legal liability exposure. Should a user approve another group’s use of a facility, they may be liable for any accident or injury that occurs.

Users are responsible for obtaining contents insurance for any fixtures, fittings or assets not owned by the Council. These may include canteen stock, televisions, gym equipment, furniture and sports equipment. All items left on Council property will be left at the risk of the user.
3. THREE-YEAR AGREEMENT

Users who are the only ones utilising a facility may be able to discuss with Council the option of entering into a three year agreement. This would allow the user greater certainty in their use of the facility while reducing the administrative load for both Council and the user.

If a user believes they may be eligible to enter into this agreement please contact Council on (07) 3810 6666.
4. FEES AND CHARGES

The Ipswich City Council is committed to providing high quality and safe sporting facilities and clubhouses. In order to maintain the current facilities and provide improvements, it is necessary for fees and charges to be applied to users. Council’s fees and charges are reviewed annually with new fees coming into effect on 1 July each year. Further information on fees and charges are available on Council’s website www.ipswich.qld.gov.au
4.1 SEASON FEE
Seasonal users are required to pay a seasonal fee for the use of a Council facility. This fee applies to each season (refer to section 2.2 Season Dates) and to each individual facility.

4.2 FIELD LIGHTING FEE
If users require the use of lights for training/competition, an additional fee will be charged. This fee is calculated based on the following:

- Number of ovals/fields in use
- Number of nights
- Season (winter users will be charged a higher rate than summer due to lights being required earlier)

Users who require lighting will be issued with an invoice for 25% of the field lighting fee at the time of their booking. This is required to be paid within seven days. The remaining balance of a user’s field lighting fee as well as their seasonal booking fee will be invoiced 30 days after their booking is processed.

It is important that all lights are switched off at the completion of all training/competition/use. Please note that all floodlights must be turned off by no later than 10pm. In the instance that Council is required to turn lights off, the costs for the call out will be charged to the offending user group. Consistent failure to turn lights off will result in the users permit being revoked.

4.3 KEY BOND
Keys to Council facilities will only be issued upon the receipt of a per key bond (the current charge can be found in Council’s annual Fees and Charges available on www.ipswich.qld.gov.au). This bond can be paid and keys collected from the Council Customer Service Centre located at 143 Brisbane St, Ipswich. Keys are to be collected at the commencement of the booking and returned at the completion. As this payment is a bond and the money is refunded upon return of the keys, an invoice cannot be issued for this fee.

4.4 FAILURE TO PAY FEES
In the instance that a user fails to pay their relevant charges before the due date stated on their invoice or they have outstanding payments from previous years, they will forfeit the right to use that facility. Other users will therefore be able to book this facility.
5. FACILITY USAGE

5.1 APPROPRIATE USE
Clubhouses are to be used for their intended purpose which is to assist users in their operation and provide storage space. Users are not to conduct any activity that will cause offense or that is considered illegal or immoral. Please be mindful that the majority of facilities are situated in residential areas and noise should be kept to an acceptable level.

Clubhouses that include function rooms are only to be used for functions that have been booked and approved by Council. Clubhouses are not intended as party venues and should not be used for unauthorised birthday parties or other non-club events. In the event that a user allows the use of a clubhouse without approval from Council, that user will be liable for any damage that is caused and will have their permit revoked.
5.2 LIGHTS
Floodlights are only to be used for the purposes of training and competition. Users are not to use floodlights for any other purpose e.g. social function. All floodlights should be turned off at the completion of training/competition which is to be no later than 10pm. In the event that Council is called out after hours to turn off floodlights, the costs for the call out will be charged to the offending users.

5.3 GATES
If a user requires access through a gate it is the responsibility of that user to lock the gate at the completion of the activity. In the instance that a gate is left open, the offending user will be liable for any damage to the playing field and/or surrounding area. Furthermore, in the event that Council is called out after hours to close and lock a gate, the costs for the call out will be charged to the offending user.

5.4 VEHICLES
Users must ensure that no vehicles are driven on the playing surface or on any areas of the facility that are not designated for parking. The only exception to this is emergency vehicles i.e. ambulance/fire/police.

5.5 GOAL POSTS
Council provides, maintains and will repair or replace damaged goal posts. However, in the event that goal posts are damaged due to misuse, the offending user will be responsible for the replacement or repair of the goal posts.

As stated in section 2.3 please note that goal posts will not be erected until the previous seasons sporting fixtures are completed.

5.6 GRAFFITI/VANDALISM/DAMAGE
Users are not to graffiti the surface of any structure, concreted or paved area or vegetation within a park with paint or ink. The user will be held responsible for any vandalism/damage that occurs during their allocated use of the facility. This includes damage caused by the user’s members as well as visiting teams and supporters. Where the damage occurs outside the users allocation, and provided the damage has not been caused as a result of the users negligence (e.g. clubhouse left unlocked), the responsibility will lie with Council.

If the facility has suffered graffiti or any kind of vandalism/damage, whether during or outside your club’s allocation, please notify Council as soon as possible on (07) 3810 6666 or council@ipswich.qld.gov.au.

If the facility has been damaged in a criminal act the police should be notified immediately and Council informed of the situation.

5.7 ADVERTISING DEVICES OR ADVERTISEMENTS (SIGNAGE)

5.7.1 PERMANENT SIGNAGE
A development application under the Ipswich Planning Scheme is generally required for permanent signs or advertisements unless the signage is defined as a temporary advertising device (i.e. where not in place for more than 14 days in any 90 day period) or is exempt under Schedule 9 – Exempt Advertising Devices.

Permanent signage can include:

- Animated or flashing sign
- Awning sign
- Banner sign and bunting
- Billboard
- Boundary fence sign
- Canopy sign
- Commercial flag sign
- Created fascia/awning sign
- Ground sign
- Inflatable sign
- Pole sign
- Projected image sign
- Projecting sign
- Roof sign
- Sky sign
- Sign on blinds
- Third party sign
- Under awning sign
- Vertical banner sign
- Window sign
- Wall sign

If you require information on the application process please contact Council’s Planning and Development Department on (07) 3810 6666.
5.7.2 TEMPORARY SIGNAGE
Temporary advertisements and signage will normally require a permit in accordance with Council’s Local Laws. The Local Laws are available to view at www.ipswich.qld.gov.au under About Council, Corporate Publications.

Temporary signage can include:
- ‘A’ Frame signs
- Construction signs
- Events signs
- Mobile signs
- Any signage listed left that is defined as a temporary advertising device under the Ipswich Planning Scheme.

If you require information on the application process please contact Council on (07) 3810 6666.

5.8 CLUBHOUSE STORAGE
Users are able to use storage areas of Council facilities where such areas exist. Seasonal permit holders that share a facility are encouraged to work together to allocate storage space at the commencement of the season. Where such users are unable to successfully negotiate storage space allocation, Council will make a decision which will be final. In making this decision, Council will take into consideration the proportion of each group’s use of the facility as well as the size and quantity of equipment needed for those particular sports. Storage of equipment in the off season is not guaranteed due to other users requiring the storage space.

All equipment must be stored in a designated storage space. Items must not be stored in other areas that are not designated for storage such as first aid rooms, toilets/shower facilities or referees rooms. It is also important that all emergency exits are kept clear at all times. Clubhouses may be utilised by other users therefore all equipment should be securely stored in the designated storage areas. Council is not responsible for any damage/loss of equipment.

Users that believe they require their storage allocation reviewed should incorporate this information into their club development plan. This will assist Council to plan for required upgrades to facilities. If you would like assistance in creating a development plan please contact the Ipswich Sports House on (07) 3810 6620 (refer to section 8.1).

5.9 CANTEEN
Users are able to utilise canteen facilities where such areas exist. Users that share a clubhouse are required to work together in regards to the appropriate sharing of canteen facilities including the safe storage of their stock and equipment. Users need to be aware that canteen facilities are owned by Council and therefore can be booked and used by other users. It is important that all stock is securely stored when not in use. Council is not responsible for any loss of stock that occurs.

The canteen facilities provided in Council’s clubhouses may not be designed as commercial kitchens. In the instance that they are not classed as commercial kitchens there are several appliances that are not permitted to be installed including but not limited to deep fryers, range hoods and cold rooms. For further clarification on this please contact Council on (07) 3810 6666.

Please also refer to section 9.1 Healthy Food Choices for information on the legal obligations of selling food through a canteen and tips for providing healthier options.

5.10 ELECTRICAL EQUIPMENT
Users are responsible for the test and tag of appliances in their clubhouses in accordance with the Electrical Safety Act 2002. Please refer to this act for further information and timeframes.

Council is not responsible for damage that occurs from appliances that have not been tested and tagged in accordance to the abovementioned act.

Further to this, all portable electrical equipment must be connected to a portable safety switch.
5.11 KEYS AND SECURITY
Council sporting facilities are on a master key system which allows Council to retain access to the facilities for planned maintenance, inspections and emergencies. Keys are issued to users following the payment of a key bond (refer to section 4.3 Key Bond).

If a key to a facility is lost, damaged or broken, or locks need to be changed Council should be notified immediately. Users are not permitted to change locks, add additional locks or make copies of Council issued keys. If users change locks without permission, they will be required to pay all costs associated with changing them back to the Council master key system.

All keys must be returned to Council at the completion of a booking. Keys are not to be held until the next season as the keys are required by other users of the facility.

Keys are not to be given or loaned to any other club, association, organisation, school or person. In the instance that this occurs, the user who has been issued the key by Council will be held responsible for any damage to property, loss of key/locks etc.

Council requires that users keep a key register of who in the organisation holds keys. The register must include the names of key holders, their respective titles, phone numbers and an email address. A copy of this signed register must be sent to sportrecreation@ipswich.qld.gov.au. The club should also retain a copy for their records. Council should be notified of any changes to the key register throughout the season.

5.12 LIQUOR LICENCE
Clubs shall not permit the sale or consumption of liquor within Council facilities without Council permission and the relevant liquor licences required by statutory law (Liquor Act 1992).

HOW TO APPLY
Regardless of whether you are selling or supplying alcohol during your usage of a Council facility, you must contact the Office of Liquor and Gaming Regulation to determine any licence requirements. They can be contacted via the following:

Office of Liquor and Gambling Regulation
Phone: 13 74 68
www.olgr.qld.gov.au

Confirmation of the licence or other requirements from Office of Liquor and Gaming Regulation needs to be submitted with your booking application.

In the event that a liquor licence is to be approved by Council before being submitting to the Office of Liquor, please direct these applications to:

Chief Operating Officer Works Parks and Recreation
Ipswich City Council
PO Box 191
IPSWICH QLD 4305

The information required to be submitted to Council is:

- Proposed location including specific site area/s where the alcohol will be served/sold/consumed
- Proposed licence or permit type (i.e. one off event or ongoing)
- Proposed hours for when alcohol will be served/sold/consumed including dates of event
- The applicants details, including proposed licensee and contact details

Please note that approval will not be given by Council unless the user has been issued a permit for the use of the facility/grounds.

5.13 SMOKING IN COUNCIL BUILDINGS
Smoking is prohibited in and within 4 metres of an entrance to all enclosed buildings in accordance with the Queensland Tobacco and Other Smoking Products Act (1998). This includes clubhouses and other buildings provided at Council’s sporting facilities. The user must ensure players, officials and spectators are aware of and comply with this legislation.

Refer to section 9.4 for more information on what you can do in regards to smoking policies.
6. MAINTENANCE

As there is often more than one user group using the one facility it is important that clubhouses, toilets and grounds are left in a clean and tidy condition immediately after each use. If a user finds a facility in an untidy state it is important that this is reported to Council by phoning (07) 3810 6666 or sending an email to council@ipswich.qld.gov.au. Council will undertake random inspections and may provide users with direction to clean the facility. If such cleaning is not carried out, Council will perform the cleaning at the cost of the offending user. For more information on maintenance responsibilities please refer to appendices 4 and 5.
6.1 CLUBHOUSE
Basic/general cleaning of clubhouses is the responsibility of the user. For a full list of maintenance responsibilities please refer to Appendix 4.

6.2 TOILETS
Toilets that are able to be accessed by the general public at any time are the responsibility of Council to maintain. This includes public toilets attached to clubhouses as well as free standing public toilets. Toilets that are opened and closed by the user are the responsibility of the user. This includes the cleaning and supply of all materials i.e. toilet paper, soap, paper towel etc.

6.3 CLUBHOUSE ALTERATIONS
Users are NOT permitted to make any alterations or installations to any clubhouse that is under the control of Council. Please refer to section 7 of this document which outlines the correct procedure for users to work with Council on any proposed works/maintenance.

6.4 TREES, SHRUBS AND GARDENS
Council is committed to ensuring that all public gardens and open spaces are maintained appropriately. Therefore the gardens and surrounding areas of Council’s sporting fields are maintained on a three weekly rotation.

Should a user feel that there is urgent maintenance required to the surrounds of their allocated facility please submit a request to Council’s Customer Service Centre by phoning (07) 3810 6666 or emailing council@ipswich.qld.gov.au.

6.5 WASTE AND LITTER
Users are responsible for the disposal of all rubbish generated by their use of a facility, including that generated by spectators. This rubbish must be placed in an appropriate bin at the completion of the day’s activities i.e. matches or training. Users must ensure that all bins are secured or stored away where possible to reduce the incidence of bin theft or damage.

General waste bins, recycling bins and skip bins can all be obtained at an additional cost by contacting Ipswich Waste on (07) 3810 6666 or ipswichwasteservices@ipswich.qld.gov.au

6.6 PLAYING SURFACES
Ipswich City Council has a Desired Standard of Service (DSS) that allows for all facilities to be maintained on a set schedule and to a set standard. The following is an outline of maintenance that is conducted both during and between seasons:

**REGULAR MAINTENANCE**
(DURING SEASON)
- Mowing of fields
- Mowing and maintenance of surrounding area of facility
- Irrigation
- Weed control (as necessary)

**SEASONAL MAINTENANCE**
(ONLY PERFORMED WHEN NECESSARY)
- Fertilisation
- Top dressing
- Goal mouth rehabilitation
- Re-profiling
- Over sowing
- Weed control

6.6.1 MOWING
Council is responsible for the mowing of playing surfaces and the surrounding grounds. The mowing of the city’s active sporting fields is done on a weekly basis. The grass is maintained at the height of 40mm with the exception of fields in which cricket is played which is maintained at 30mm. Please note that grass clippings are not picked up. Maintenance of the surrounding areas of a facility, including mowing and garden maintenance are done on a three weekly rotation.

If a user is found to have cut the grass without Council’s permission, the user will be responsible for the cost of repairing any damage that occurs.
6.6.2 TURF WICKETS
The maintenance of turf wickets is the user’s responsibility.

6.6.3 IRRIGATION
The installation, maintenance and operation of irrigation systems are the responsibility of Council unless otherwise agreed to with Council.

6.6.4 LINE MARKING
Line marking is the responsibility of the user unless otherwise stated in their individual permit conditions. Only water based paint, whiting, carbon black or acrylic paint are to be used. Products that kill or damage grass such as herbicides, growth retardants, lime, diesel or oil, are not permitted. If a user is found to have used one of the abovementioned products, the costs associated with the repair of the turf will be charged back to the user.

Users who are not regular users of a facility (i.e. schools, one off events) need to indicate on their booking form if they wish to undertake line marking. This is so Council can assess whether or not this line marking will interfere with the existing regular users line marking.

6.6.5 TRAINING
To ensure that training does not cause unnecessary damage to playing surfaces, Council asks that clubs ensure that training is scheduled so as to spread the wear on the grounds. Training should be kept to a minimum around high traffic areas such as goal mouths and directly in front of a clubhouse. Where possible, training may be able to be conducted off the playing fields all together.

6.6.6 CLOSURE OF FEILDS
Council reserves the right to close any facility or part of a facility for reasons such as:

- Poor weather conditions
- To protect the playing surface
- Community safety
- To complete capital works/undertake maintenance

In the case of the sudden closure of field/fields, Council will communicate field closures via its website, email and social media. This information will be made available by 2pm weekdays or 2pm Friday for weekend usage. It is important that users contact details are up to date and emails checked before using the facility so all communications are received. In the event that a facility is closed, Council will endeavour to arrange an alternate venue for the affected user/s if practical.

Further to this, users are required to inspect fields prior to each use to ensure suitability of use. If it is deemed that there would be safety issues for players or that there would be greater than normal damage to the playing surface it is in the user’s best interest to cancel/postpone the scheduled use.

Please note that usage of an extremely wet field may result in damage that could take months to repair.

In the event that a user is found to have used a field when it was closed the following will apply:

- If the use results in damage to the playing surface, the costs associated with the repair of the surface will be the offending user’s responsibility; and
- The offending user’s future use of Council managed fields will be put in jeopardy.
7. CAPITAL WORKS/IMPROVEMENTS

Ipswich City Council has funding available each year for upgrading sports grounds and facilities. In order to ensure that Council funds are invested into projects that will have the most benefit for the community, it is recommended that users work with the Ipswich Sports House to formulate a club development plan (refer to section 8). This plan should include data on the growth and expected growth of your organisation and the suggested improvements/upgrades to facilities that would help to accommodate this growth. Providing this information to Ipswich City Council will ensure that you position your club/organisation with the best possible chance of receiving the improvements that your club requires.

As Council is the owner of the property, all maintenance or capital improvements undertaken to the building require written consent from the Council BEFORE commencement. This is relevant to both internal and external works. Please note that if a user group conducts any capital works or improvements without Council’s permission, that user group will be responsible for the costs of reinstating the works or additional works that need to be conducted to ensure it meets the compliance with relevant legislation. This behaviour will also put the use of Council facilities in jeopardy.
7.1 APPLICATION TO UNDERTAKE WORKS

For users wishing to discuss any facility upgrade or improvement, the following is a guide to follow to ensure you comply with the relevant laws and legislation.

1. IDENTIFY POTENTIAL UPGRADES
Upgrades or improvements to facilities should come from an identified need. Users should take proactive measures to anticipate when facility upgrades will be necessary and plan ahead. It is proposed that these projects are discussed during the off-season and tabled at the club’s annual general meeting (AGM).

2. INITIAL CONTACT WITH COUNCIL
Contact Council’s Sport and Recreation Officer for initial advice on your proposed project. Information that will make it easier to assist your club would be drawings, proposed site location, and any timeframes that you have for the project. Council will be able to assist with aerial photos of the site, existing building plans and service locations. In some cases, Council will be able to provide set requirements for standard infrastructure items.

3. CONTACT WITH RELEVANT COUNCIL AREAS
The user group will need to discuss the project with other relevant Council Departments. These may include Infrastructure, Planning and Partnerships, Planning and Development and Health, Security and Regulatory Services. The Sport and Recreation Officer will be able to assist and get the user in contact with the relevant people.

4. SITE MEETING
For larger or more complex projects a site meeting with relevant Council Officers may be required to provide further detail and input into the project.

5. SUBMISSION OF RELEVANT PLANS
Formal submission of relevant plans should be made to Council’s Planning and Development Department. More information on this process can be found at www.ipswich.qld.gov.au/residents/building/

6. APPROVAL PROCESS
Council, as the owner of the land, will consider and approve or reject each project submission. This process may also include gaining statutory approvals, as some projects may require Building or Planning permits to be issued before they can commence. Written approval must be gained from Council prior to any project commencing.

7. FINAL SITE INSPECTION
Council Officers may need to perform a final site inspection once works are completed. This is also to ensure that works have been carried out to a sufficient standard and the site has been properly reinstated (i.e. no materials or waste left behind).

Note: this is a basic guide to assist clubs and organisations in the thorough planning and implementation of facility improvement projects. As the owner / manager of the land, Council is responsible for ensuring the integrity and appropriateness of all infrastructure works. Council’s buildings are regularly audited and inspected and it is important that Council has current records on all improvements that are undertaken, so these can be noted on relevant site and building plans.
8. CLUB DEVELOPMENT

8.1 SPORTS HOUSE
Ipswich Sports House has been developed to assist Sport and Recreation Organisations deliver services to the community.

A team of dedicated sport and recreation specialists has been established to work directly in the sport and recreation community. The officers will work at the Association and Club levels to assist in building capacity to ensure the long term viability and sustainability of sport and recreation delivery across Ipswich.

The benefits to the Ipswich sport and recreation community includes:

- Direct access to a professional and dedicated team of “on the ground” Sport and Recreation Officers experienced in developing Sport and Recreation Organisations in the areas of planning, management programming, governance, volunteer management and marketing.
- Production and implementation of Operational and Strategic Plans to grow business participation
- Increased managerial and business skills through training programs
- Increased efficiency in running the organisation (saving your volunteers time)
- Access to meeting and office space
- Assistance meeting State Sporting Organisations expectations and maximising their support.
- Access to education and training programs

Services being provided are club development, education and training, business services and professional services.

More information about Ipswich Sports House can be found at www.ipswichsportshouse.com.au or by phoning (07) 3810 6620
9. HEALTHY CLUBS

Ipswich City Council is committed to building the capacity of sport and recreation clubs in Ipswich to develop safe and healthy environments. The following includes ideas on how to make your club environment healthier.

9.1 HEALTHY FOOD CHOICES

9.1.1 FOOD LICENCE
All clubs that utilise kitchen/canteen facilities need to ensure that they comply with all necessary laws and legislation.

To find out if your club is required to hold a food licence please contact Ipswich City Council on (07) 3810 6666.

9.1.2 GOOD SPORTS
The Food for Sport guidelines have been used to create Good Sports + Healthy Eating, a simple system sporting clubs can use to introduce healthier choices into their canteens. Dedicated Good Sports project officers support clubs through three levels of accreditation for alcohol management and healthy eating.

For more information visit http://goodsports.com.au/programs/healthy-eating/

9.1.3 GOOD FOOD FOR GOOD SPORTS
Good Food for Good Sports aims to provide information and support for the community to promote healthy food and drink choices at sporting events and facilities attended by school aged children participating in sport. For further information visit the Good Food for Good Sports website at www.goodfoodgoodsports.org.au. Resources include factsheets, guidelines and templates for canteens, sports event coordinators, committees and coaches. Good Food for Good Sports is an initiative of the Queensland Association of School Tuckshops in partnership with Swim Australia. This project was funded by QAST and the Queensland Government to get more Queenslanders discovering the lifelong benefits of participating in physical activity and improving eating habits.
9.2 SUN PROTECTION

9.2.1 CANCER COUNCIL QUEENSLAND
Many sports involve high levels of sun exposure for players, spectators and officials. With Australia having one of the highest rates of skin cancer in the world, it is important that we take precautions against damaging sun exposure.

The Cancer Council Queensland have a resource available called Sporting Organisations Sunsmart Policy Guidelines. Examples of changes your club can make to minimise the risk of harmful sun exposure include:

- Provide adequate shade
- Schedule matches and training outside the peak UVR times of 10am-3pm where possible
- Consider sun safety in the design of uniforms e.g. collared and/or long sleeved shirts, wide brimmed hats
- Have sunscreen available to players and spectators

For more information visit www.cancerqld.org.au

9.2.2 IPSWICH HOSPITAL FOUNDATION
The Ipswich Hospital Foundation Sun Protection 4 Health program aims to help protect our community from the harmful effects of unprotected sun exposure whilst being active outdoors by providing local schools, pools and community groups with free of charge sun screen dispensers.

Items available include:

SUN SCREEN TRAILERS
Sun screen trailers are modified box trailers which have four sunscreen dispensers as well as a money box for donations to keep the Sun Protection 4 Health Program running. There are currently two trailers available to district community groups to use at their functions and events.

SUNSCREEN BOTTLES
Pump bottles are available free of charge to district community groups and schools.

SUNSCREEN SACHETS
Small sachets of sunscreen are perfect for individual use at events and as promotional items in show bags. Small amounts are available free of charge to district community groups and schools. Larger quantities and corporate partnerships can be arranged.

For more information visit www.ihfoundation.org.au/cms/sun-protection

9.3 RESPONSIBLE ALCOHOL MANAGEMENT
Clubs are encouraged to join the Good Sports Program. Good Sports provides free support to sporting clubs to change their culture and reduce high risk drinking.

For more information please visit www.goodsports.com.au

9.4 SMOKE FREE ENVIRONMENTS
Smoking is prohibited in and within 4m of an entrance to all enclosed buildings in accordance with the Queensland Tobacco and Other Smoking Products Act (1998). This includes clubhouses and other buildings provided at Council’s sporting facilities. The club must ensure players, officials and spectators are aware of and comply with this legislation.

The Good Sports Program is also able to assist clubs wishing to develop a smoke free policy. Please contact Good Sports for more information.

www.goodsports.com.au

9.5 INJURY PREVENTION AND MANAGEMENT
Smartplay is a sport safety and injury prevention program. Smartplay aims to reduce the incidence and severity of sport and recreation injuries and carries the slogan ‘Warm Up, Drink Up, Gear Up’ which represent simple yet important injury prevention practices for all sports participants, coaches and administrators.

For more information and to download helpful resources visit www.smartplay.com.au
10. CONTACTS

10.1 COUNCIL CONTACTS
Please contact the relevant section of council using the below list as a guide.

<table>
<thead>
<tr>
<th>SECTION</th>
<th>RESPONSIBILITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ipswich City Council</td>
<td>• Bookings</td>
</tr>
<tr>
<td>(07) 3810 6666</td>
<td>• Keys</td>
</tr>
<tr>
<td><a href="mailto:council@ipswich.qld.gov.au">council@ipswich.qld.gov.au</a></td>
<td>• Emergency after hours issues</td>
</tr>
<tr>
<td>Sport and Physical Activity Team</td>
<td>• General facility enquiries</td>
</tr>
<tr>
<td><a href="mailto:sportrecreation@ipswich.qld.gov.au">sportrecreation@ipswich.qld.gov.au</a></td>
<td>• Sport event sponsorship enquiries</td>
</tr>
<tr>
<td>Ipswich Sports House</td>
<td>• Club development</td>
</tr>
<tr>
<td><a href="http://www.ipswichsportshouse.com.au">www.ipswichsportshouse.com.au</a></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:info@ipswichsportshouse.com.au">info@ipswichsportshouse.com.au</a></td>
<td></td>
</tr>
</tbody>
</table>
10.2 USER CONTACT
Following a club’s AGM, it is important that the club update their committee members and contact details with Council. There is a Club Contact Form (Appendix I) provided in this manual. Please ensure it is filled out and submitted to Council via sportrecreation@ipswich.qld.gov.au

Please note that in this form it is asked that you provide a preferred contact. The responsibilities of this preferred contact are:

- To be your club’s representative when liaising with Council
- To pass on relevant information from Council back to committee members
- To inform Council of any relevant changes to your club or committee members
- To complete annual Council reporting requirements
# APPENDIX 1 - CLUB CONTACT DETAILS

## CLUB DETAILS

<table>
<thead>
<tr>
<th>Season (Summer / Winter)</th>
<th>Year</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Club</th>
<th>Postal Address</th>
<th>Postcode</th>
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</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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</table>

<table>
<thead>
<tr>
<th>Club website</th>
<th>Club social media site/s</th>
<th>Association that the club is affiliated with</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

## PREFERRED CLUB CONTACT

<table>
<thead>
<tr>
<th>Name</th>
<th>Position held</th>
<th>Address</th>
<th>Postcode</th>
</tr>
</thead>
<tbody>
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<td></td>
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</table>

<table>
<thead>
<tr>
<th>Phone (Business)</th>
<th>Home</th>
<th>Mobile</th>
<th>Fax</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

## PRESIDENT

<table>
<thead>
<tr>
<th>Phone (Business)</th>
<th>Home</th>
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<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Mobile</th>
<th>Email</th>
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</table>

## SECRETARY

<table>
<thead>
<tr>
<th>Phone (Business)</th>
<th>Home</th>
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</table>

<table>
<thead>
<tr>
<th>Mobile</th>
<th>Email</th>
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</table>

## TREASURER

<table>
<thead>
<tr>
<th>Phone (Business)</th>
<th>Home</th>
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</table>

<table>
<thead>
<tr>
<th>Mobile</th>
<th>Email</th>
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</tbody>
</table>
APPENDIX 2 - CLUB MEMBERSHIP INFORMATION

Please complete the following to ensure that the information Council provides to the community through its website and customer service department is up to date and reflects the club’s current activities.

CLUB PRÉCIS FOR WEBSITE (3 lines max.)

---

CLUB MEMBERSHIP DETAILS (for internal records and sports audit update purposes)

<table>
<thead>
<tr>
<th>CLUB MEMBERS</th>
<th>MALE</th>
<th>FEMALE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Juniors (16 years and under)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seniors</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Masters (over 35 years)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Schools</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Members Only</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TEAM DETAILS

<table>
<thead>
<tr>
<th>Teams</th>
<th>NUMBER OF TEAMS</th>
<th>GRADES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Junior Girls (16 years and under)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Junior Boys (16 years and under)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Junior Mixed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Senior Women</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Senior Men</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Masters</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Image courtesy The Queensland Times
APPENDIX 3 - KEY REGISTER

COMMITTEE/CLUB NAME _____________________________________________

UPDATED _________________________________________________________

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>KEY NUMBER</th>
<th>KEY QUANTITY</th>
<th>DATE ISSUED</th>
<th>SIGNATURE</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>


## APPENDIX 4 - BUILDING MAINTENENCE RESPONSIBILITIES

<table>
<thead>
<tr>
<th>ITEM</th>
<th>USER</th>
<th>COUNCIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building/external structures</td>
<td>Repairs due to misuse. Advise Council of faulty structures and vandalism.</td>
<td>Replacement and maintenance when required.</td>
</tr>
<tr>
<td>Ceilings</td>
<td>Repairs due to misuse.</td>
<td>Repair and/or replacement due to structural fault or fair wear and tear</td>
</tr>
<tr>
<td>Cleaning</td>
<td>Cleaning of the clubhouse following each use. If such cleaning is not carried out, Council will perform the cleaning at the cost of the offending user.</td>
<td>Inspecting the facility and notifying the user if cleaning is not satisfactory</td>
</tr>
<tr>
<td>Damage</td>
<td>Damage that occurs to the facility by the users members, visiting teams or guests. Such damage must be repaired to the satisfaction of Council otherwise Council will repair at the users expense.</td>
<td>Damage that occurs outside of a user’s usage times and is not a direct result of negligence by the user (e.g. clubhouse left unlocked)</td>
</tr>
<tr>
<td>Doors, windows, frames</td>
<td>Regular cleaning and repairs due to misuse</td>
<td>Replacement/repair due to fair wear and tear or structural fault</td>
</tr>
<tr>
<td>Drains</td>
<td>Full responsibility- must be kept clear of foreign objects, mud and debris by users.</td>
<td></td>
</tr>
<tr>
<td>Electrical wiring and fittings</td>
<td>Repair and replacement due to misuse</td>
<td>All building wiring from main supply to, and including, the switchboard, power points, switches and light fittings</td>
</tr>
<tr>
<td>Fire extinguishers and support bracket</td>
<td>Repair fixtures and refill extinguishers due to misuse</td>
<td>Annual maintenance and replacement due to age</td>
</tr>
<tr>
<td>Floor surfaces and coverings</td>
<td>All regular cleaning and maintenance. Repair/replacement due to misuse.</td>
<td>Repair/replacement due to fair wear and tear</td>
</tr>
<tr>
<td>Food handling areas and equipment</td>
<td>Compliance with relevant health legislation and maintenance of all equipment</td>
<td>No responsibility</td>
</tr>
<tr>
<td>Glass</td>
<td>Keep and maintain in good order all internal and external glass surfaces, and repair all breakages, except where external breakages are proven to be the result of vandalism.</td>
<td>To replace all external breakages where they can be proven to be the result of vandalism.</td>
</tr>
<tr>
<td>Heating, ventilation and air conditioning fixtures</td>
<td>Servicing, replacing and repairing fixtures when required</td>
<td>No responsibility</td>
</tr>
<tr>
<td>ITEM</td>
<td>USER</td>
<td>COUNCIL</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>----------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Keys/locks</td>
<td>Safe keeping of keys issued by Council. Lost keys will incur a payment of an additional key bond plus any costs relating to re-keying a facility</td>
<td>Purchase, install and maintain all locks. Supply a reasonable number of keys to user groups</td>
</tr>
<tr>
<td>Light globes and fittings (external)</td>
<td>Advise Council of faulty security lights</td>
<td>Replacement and maintenance of lights globes and fittings when required.</td>
</tr>
<tr>
<td>Light globes and fittings (internal)</td>
<td>Replacement of all internal light globes as required. General cleaning of fittings.</td>
<td>Replacement and maintenance of light fittings when required.</td>
</tr>
<tr>
<td>Other permanent fixtures (e.g. stove, exhaust fans etc.)</td>
<td>Regular cleaning of all fixtures and repair/replacement due to misuse.</td>
<td>No responsibility</td>
</tr>
<tr>
<td>Painting</td>
<td>Internal painting if damaged due to misuse. All painting to be completed to the satisfaction of Council.</td>
<td>Responsibility for internal and external painting on a cyclical basis.</td>
</tr>
<tr>
<td>Pest Control</td>
<td>Ongoing pest control</td>
<td>Annual pest spray</td>
</tr>
<tr>
<td>Plumbing and fixtures</td>
<td>Repairs due to misuse and blockages in waste pipes caused by user activities</td>
<td>Repair and maintenance due to fair wear and tear.</td>
</tr>
<tr>
<td>Smoke detectors</td>
<td>Replacement of batteries in battery operated smoke detectors</td>
<td>Replacement of detectors due to fair wear and tear</td>
</tr>
<tr>
<td>Security systems</td>
<td>Cost of call outs</td>
<td>Monitoring and replacement/repairs due to wear and tear.</td>
</tr>
<tr>
<td>Toilets (external)</td>
<td>Report any damages or vandalism to Council</td>
<td>Opening, closing, cleaning and maintenance</td>
</tr>
<tr>
<td>Toilets (internal)</td>
<td>Cleaning and supply of all materials</td>
<td></td>
</tr>
<tr>
<td>Vandalism</td>
<td>Responsible for damage/vandalism that occurs during their allocated use</td>
<td>Responsible for damage/vandalism that occurs outside all user’s allocated use</td>
</tr>
<tr>
<td>Walls</td>
<td>Regular cleaning and repair if damaged through misuse (including holes in plasterwork)</td>
<td>Replacement/repair due to malfunction or fair wear and tear</td>
</tr>
<tr>
<td>Waste management</td>
<td>Organising all bins and the service of these bins</td>
<td>No responsibility</td>
</tr>
</tbody>
</table>

Image courtesy The Queensland Times
## APPENDIX 5 - GROUNDS MAINTENENCE RESPONSIBILITIES

<table>
<thead>
<tr>
<th>Item</th>
<th>User</th>
<th>Council</th>
</tr>
</thead>
<tbody>
<tr>
<td>Car parks/drive ways</td>
<td>Advise Council of faulty structures. Responsible for repairs due to misuse.</td>
<td>Full responsibility</td>
</tr>
<tr>
<td>Field Lighting</td>
<td>Report any damages to Council. Payment of lighting fee in accordance with Council’s Fees and Charges (refer to section 3.2 for more information)</td>
<td>Provision and maintenance</td>
</tr>
<tr>
<td>Gardens/trees</td>
<td>Report dangerous trees to Council.</td>
<td>Full responsibility</td>
</tr>
<tr>
<td>Goal Posts</td>
<td>Advise Council of faulty structures and incidents of vandalism. Provision of appropriate padding for goal posts.</td>
<td>Provision and maintenance of appropriate goal posts</td>
</tr>
<tr>
<td>Irrigation/watering</td>
<td>Full responsibility</td>
<td>Full responsibility (please refer to section 5.6.4 for more details)</td>
</tr>
<tr>
<td>Line marking</td>
<td>Full responsibility (please refer to section 5.6.4 for more details)</td>
<td>Full responsibility</td>
</tr>
<tr>
<td>Litter</td>
<td>Remove litter from the area allocated to the user (including grounds and clubhouse)</td>
<td>Remove litter from outside the area allocated to users</td>
</tr>
<tr>
<td>Mowing</td>
<td>No responsibility</td>
<td>Full responsibility (refer to section 5.6.1 for more details)</td>
</tr>
<tr>
<td>Playing Surface</td>
<td>Conducting ground inspections prior to training and competition. If inspection suggests that the ground is unsuitable for safe use, postpone or cancel play and notify Council</td>
<td>Maintenance on a cyclical basis. Council reserves the right to close a ground if it is deemed unsafe or will cause greater than normal damage. If a ground is closed notify users immediately.</td>
</tr>
<tr>
<td>Signs (Council)</td>
<td>Advise Council of faulty signage and vandalism</td>
<td>Replacement and maintenance of signage where required.</td>
</tr>
<tr>
<td>Signs (User/Sponsor)</td>
<td>Approval from Council to erect signage. Maintenance of approved signage.</td>
<td>Approving the erection and placement of signage as requested.</td>
</tr>
</tbody>
</table>