

POLICY NO AM10 RESERVES MANAGEMENT POLICY

DEPARTMENT:	Works & Infrastructure
RESPONSIBLE OFFICER:	Works Manager
LINK TO STRATEGIC PLAN:	To provide quality infrastructure which enhances the liveability and viability of our communities for residents and visitors.
STATUTORY AUTHORITY:	N/A
OBJECTIVE:	It is Councils objective to ensure that all its reserves whether used for general use or as sporting facilities are maintained to a high standard and are safe for all users.
POLICY INFORMATION:	Adopted 19 March 2012 – Minute No 03/12.15.4.069 Amended 16 April 2018 – Minute No 04/18313.5.89

POLICY

1. INTRODUCTION

Council is committed to providing quality reserves for all residents and visitors to the Break O'Day Municipality to enjoy.

2. RESERVES CLASSES

All reserves are classed in accordance with the following criteria:

- Class 1 - High use reserves in towns with population above 250. Inspected every 3 months
- Class 2 – Medium use reserves in towns with populations below 250. Inspected every 12 months
- Class 3 – Low use reserves.inspected every 12 Months.

3. MOWING INTERVENTIONS LEVELS

- Class 1 - Grass level greater than 50mm excluding daisies.
- Class 2 – Grass level greater than 100mm.
- Class 3 – Grass level greater than 200mm.

4. INSPECTION PROGRAM

An essential component of the management of Council's reserves is the regular and thorough inspections of all its individual reserves. The frequency of inspections will be determined by the reserve class. The following criteria will be used to inspect all reserves.

- **Lawn Areas**
 - Potholes
 - Loose stones
 - Broken glass
 - Sprinklers
 - Water ponding/Poor drainage
 - Suitable coverage of the cricket pitch during football season.

- Line markings – safe distance between marked edge of ground and other structures such as seating, fencing, ditches etc.
- **Walkways/Footpaths**
 - Lifting
 - Cracking
 - Exposed edges
 - Potholes
 - Excessive slipperiness
 - Trip hazards
- **Trees & Shrubs**
 - Broken limbs
 - Hanging limbs
 - Raised/Exposed roots
 - Excessive leaning
 - Trunk rot or splitting
- **Litter**
 - Around bins
 - Under shrubs
 - General areas
- **Vandalism**
- **Fencing**
 - Damage/Vandalism
 - Exposed nails
- **Signage/Advertising**
 - Appropriate
 - Damage/Vandalism
 - Sharp edges
 - Finger holes

Sporting and other associations which use Council's reserves are required to undertake inspections prior to using Council facilities as outlined in individual lease agreements.

5. MAINTENANCE PROGRAMS

The type of maintenance carried out depends on what the reserves are used for.

Buildings or structures on Council reserves will be inspected and maintained through the building maintenance program.

- High use reserves (class 1) shall be inspected every 3 months. It is the responsibility of all sporting organisations who use any reserve to do inspections before each game played. Any maintenance issues arising from these inspections will be rectified as soon as practicable and any serious defects with a high priority should be fixed within 24 hours of finding the defect.
- Medium use reserves (class 2) shall be inspected every 12 months and defects from these inspections will be rectified as soon as practicable.

- Low use reserves (class 3) shall be inspected every 12 months and any defect arising from these inspections will be completed as soon as practicable.

6. ASSESSMENT OF SUITABILITY

Sports fields shall be assessed for suitability before each season or prior to the lease agreement being signed for a new lease. Each assessment will be done by Council staff in consultation with the sporting clubs.

Any signs erected, including advertising/sponsorship signage must first have planning approval from Council. All signage must be in clean tidy condition and free from sharp edges/protrusions and any finger entrapments. Signage will be included in the inspection regime and included in the lease agreement. These must be inspected by the lessee prior to each game.

7. GROUND MARKINGS

Ground markings are the responsibility of the organisation with assistance of Council supplying the correct line marking paint. Organisations must not use lime under any circumstance in marking lines as it is banned for this purpose.

Distances from fences shall be in accordance with the affiliated association's rules. For example different distances are required for different sports and are currently determined by national bodies for each sport rather than an Australian Standard. Council is to complete spot inspections to ensure that these lines stay at the correct distance and do not creep closer to fences, ditches or other structures.

8. USE OF RESERVES

Reserves are there to be used by everyone but must be controlled to maintain safety and enjoyment by all. Sporting and other organisations using Council's reserves on a regular basis will be required to enter into a lease agreement with Council. Organisations who wish to hold one off events on Council's reserves must hold their own public liability insurance and follow the guidelines set out by Council in the permit issued by Council.

9. MONITORING AND REVIEW

This Policy will be reviewed every three (3) years in line with the Council's Policy Framework or earlier in the event of major changes to legislation or related policies, procedures or if deemed necessary by the General Manager.