

ADOPTED		VERSION NO	2.2
COUNCIL MEETING MIN	404/19	REVIEW DATE	DECEMBER 2023
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## Objective

Provide appropriate public access to parks and reserves for active and passive recreation and ensure the safety of persons using the parks and reserves.

Control activities including vehicle access to a park or sports field to minimise damage.

To ensure parks are appropriately booked and used to avoid unnecessary excessive and costly damage due to misuse.

## Legislative requirements

- Nil

## Related policies and plans

- Nil

## Policy

This policy applies to all Council managed parks and sports fields within the Mid-Western region where a person or persons wish to:

- Organise a passive or active activity within a park or sports field;
- Erect any form of infrastructure (eg. Marquee, temporary lighting, sun shelters etc),
- Organise an activity for commercial or promotional purposes;
- Any other request that is deemed relevant.

## Definitions

**Active recreation** – primarily activities of a sporting nature.

**Bond** – a security deposit and/or key deposit may be held in case of damage to council's asset.

**Casual bookings** – for nominated dates or limited periods of time for specific events or recreation/sporting activities.

**Commercial or Promotional Activities** – any activities undertaken by a corporate / business group with the intention to make money or profit from the activity directly or indirectly.

**Community Groups** – non-profit community based groups.

**Council** – Mid-Western Regional Council.

**Corporate/Business Groups** – companies and organisations that operate for profit.

**Council Land** – Any land owned by Council or managed by Council on behalf of another authority.

**Damage** – includes accidental or wilful damage of structures, fixtures, plants and surfaces excluding normal wear and tear as determined by Council Officers.

**Fitness Booking** – a booking made by a fitness instructor or group wanting access to Council parks or sports fields.

**Occasional / Infrequent Access** – access required only now and then or on rare occasions, up to four times per year.

**Parks** – any other area of open space land which is not a sports field.

**Passive Recreation** – primarily activities that are not active recreation.

**Private or social** – primarily family gatherings of a purely social nature (eg birthday parties, weddings, Christmas parties).

**Seasonal Booking** – a booking for a winter or summer sporting activity.

**Sports fields** – an area of open space land provided specifically for the purpose of conducting formal sport or encouraging informal recreation activity.

**Usage Fee** – A fee may apply for the use of the park or sports field.

Council's fees and charges can be found at <http://www.midwestern.nsw.gov.au>.

## General Conditions

1. Council has absolute right and discretion to impose any condition to protect its assets and consider the safety of the broader community when granting approval or permitting use and access to Council's parks and sports fields.
2. All requests for the use of any park and/or sports field must be made in writing at least 4 weeks prior to intended use to enable appropriate paperwork and fees to be completed prior to use.
3. Any booking cancellations need to be advised in writing Refunds are as follows;
  - 30 days or more notification – 100% refund;
  - 14-29 days notification – 50% refund;
  - Less than 14 days no refund is provided.
4. The applicant is responsible, at their cost, for reinstating the park or sports field to the satisfaction of Council for all damage (outside normal use) and rubbish generated on site and as a result of any activity.
5. If the park or sports field is not reinstated to Council satisfaction then Council may undertake necessary works and recoup the costs through the bond or directly from the applicant accordingly. A cleaning fee will be charged to any Club, School or other User Group if they fail to leave amenities in a clean and tidy condition. Cleaning must be undertaken immediately after use for single usage and within 48 hours for seasonal users or at the end of each season.

6. Council has absolute right and discretion to close any park or sport field due to wet weather, maintenance scheduled or unscheduled or other reason deemed necessary. If parks or sports fields are accessed after they have been closed then the applicant will be responsible for any damage incurred.
7. Upon submitting any booking the appropriate form, copies of public liability and any relevant qualifications need to be uploaded or attached.
8. No vehicles or motorbikes are to drive upon parks and sports fields without the prior approval by Council.
9. No stakes or pegs are to be used or excavations made without the prior approval by Council.
10. No glass is permitted on any park or sports field.
11. No signage (permanent or temporary) without prior consent from Council is permitted to be erected at any park or sporting facility.
12. The applicant/s may be required to prepare and forward a Risk Management Plan to Council for the intended use.
13. The applicant/s must report any hazards, issues or damage to Council within the next business day.
14. Council reserves the right to restrict or terminate approval at any time particularly if the applicant has failed to comply with reasonable direction of Council Officers or have breached Council's conditions.
15. The applicant must pay any usage fee and/or bond 30 days prior to or at the time of booking before accessing or using the park or sports field.
16. Noise levels including the use of PA systems will be governed by the Environment Protection (Residential Noise) Regulations, <https://www.epa.nsw.gov.au/your-environment/noise>.
17. All parking shall be within the designated parking areas only.
18. Activities that are not permitted within Council parks are camping, fires, archery, golf, horse riding, shooting and any other activity that Council deems hazardous / detrimental to the public or the park / sports field.
19. The applicant/s is to ensure that Hazardous substances flammable, volatile and explosive substances are not taken to the Reserve or the Sporting Fields at any time.
20. The applicant/s must:
  - a) Ensure that fire and emergency exits are clear of all impediments thereby allowing the free passage of vehicles and persons at all times;
  - b) Ensure the operation of fire doors; fire exit signs and fire fighting equipment are not interfered with or removed from the designated location;
  - c) That emergency vehicles have access to the park or the Sporting Fields at all times;
  - d) Ensure that persons attending the event do not have explosive, flammable or volatile substances in their possession;
  - e) Ensure that there are no exposed flames; and

- f) Ensures that it contacts the appropriate emergency services where required (For Fire Brigade, Police or Ambulance call Emergency Number 000).
21. It is the applicant/s responsibility to ensure that adequate medical and first aid equipment is available during the Hours of Use.
22. The applicant/s may have use of canteens facilities where applicable as part of the Common Areas of the Reserve during the Hire Period and during such other times as may be approved by the Council subject to such reasonable terms and conditions as imposed by the Council from time to time including but not limited to:
- a) The applicant/s being responsible for the maintenance and cleaning of the canteen.
  - b) Canteen staff must be certified and follow appropriate food handling guidelines in alignment with current food safety laws in NSW.
  - c) any additional equipment brought into the canteen for use must meet Australian standards and be tagged and tested.
  - d) The applicant/s must ensure that the facility is appropriately equipped for correct use of any additional equipment brought in and is used in alignment with Australian building standards i.e. deep fryers may only be used where exhaust fans have been fitted.
23. The applicant/s will be responsible for the cleaning the BBQ area and replacing gas bottles if they become empty.
24. Hours of use are as follows unless otherwise approved by Council prior:
- a) The applicant/s may only use the reserve or sporting field during the allocated Hours of Use.
  - b) No activity is to commence prior to 7.00am on any day.
  - c) No competitive sport is to commence prior to 8.00am on any day.
  - d) No activity is to occur after 10.00pm on any day.
  - e) Field lights are to be turned off by 10.00pm.
25. Council is responsible for the overall security of all Council facilities. However, in using the Sporting fields or Reserves, including the Common areas (where applicable) the applicant/s is required to ensure that:
- a) Buildings are secured when not being used;
  - b) Gates and doors are to be locked when facilities located on the Reserve are not in use;
  - c) The applicant/s must notify the Council of the applicant/s authorised representative who is to be responsible for locking gates and must provide the Council with a contact number in case of emergencies;
  - d) The applicant/s must advise the Council immediately if there is any breach of security.
26. The use of drones and other unmanned aircraft on or over Council-owned or managed land is also subject to Civil Aviation Safety Authority (CASA) rules and regulations.
27. Council delegates to the General Manager the authority to consider the provision of an exemption to this policy upon request.

# Emergency Evacuation Procedure

## Before an emergency

All occupants should make themselves familiar with the Emergency Evacuation Procedures for their section of the building, location of Fire exits, location and operation of Firefighting equipment and all designated Assembly areas.

## In case of a Fire and Emergency

If you discover a Fire or Emergency you should:-

- Sound the Fire alarm or Raise the alarm verbally;
- Notify the Emergency services from the nearest phone and advise Council on 63782850;
- Relay details of location, type and scale of the emergency and name and location of caller;
- Alert other personnel in the vicinity;
- If it is safe to do so, use appropriate fire extinguisher to put out any fire (DO NOT attempt if the fire is too large or if you are not familiar with use of the equipment).

If you hear an alarm raised in relation to Fire or are requested by the Ground Manager or Ground Announcer to Evacuate the building you should:-

- Walk quietly but quickly to the nearest safe exit and proceed to the assembly point outside the building as designated by the Ground Manager and await further instructions;
- Listen and follow instructions from the Ground Manager;
- In order to prevent injury and possible panic during evacuation;
- Do not run, push or overtake;
- Use any stairs if applicable with caution;
- Do not re-enter the building until the "All clear" is given by the Ground Manager or Emergency Services Personnel.