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**npm**

**Architects**

Registered No. 5075

Photograph shows the Mortlake Recreation Reserve at the top of the picture and the town business center at the bottom of the picture to the left of the roundabout



**Mortlake Recreation Reserve**

**MASTER PLAN**

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# Methodology

## METHODOLOGY FOR THE MORTLAKE RECREATION RESERVE

### MISSION STATEMENT

Develop and maintain recreation facilities that are friendly for both competitive and passive users. Provide and promote the facility for the use of the Mortlake Community through sporting and social activities, whilst providing access to the facilities during emergency periods.

### MASTER PLAN

#### 1 Focus.

The focus of the Plan will be in the following major areas:

- a) Identify required improvements, additions and/or alterations to associated infrastructure and facilities.
- b) Maximise the multipurpose and group use of facilities.
- c) Ensure long-term viability.

#### 2. The objectives of the Plan will be in the following major areas:

- a) Recreation.
  - i) To provide facilities for sporting requirements of the Mortlake community.
  - ii) To provide pleasant passive recreation opportunities for the Mortlake community and visitors alike.
  - iii) To provide amenities of an appropriately high standard for all visitors to the Reserve (including disabled access).
  - iv) Other.
- b) Social.
  - i) To provide a comfortable, amenable social venue for the Mortlake community.
  - ii) To recognise the needs of users and potential users.
  - iii) Other.
- c) Consultation.
  - i) Ensure that the community is well represented in the composition of the steering committee.
  - ii) Examine and analyse existing Council commitment to the Reserve.
  - iii) Identify and consult with key players in recreation delivery in the Mortlake community.
  - iv) Identify and invite users and other groups to a public meeting.
  - v) Other.
- d) Facilitation.

The facilitation process will involve:

  - i) Mission Statement.  
Identify a Mortlake Recreation Reserve Mission Statement to be adopted by the committee.

(This statement should identify the community's understanding of the purpose of the Reserve).

#### ii) Community Needs.

Compile a wish list of services and facilities which will:

- Identify existing facilities;
- Identify and qualify shortfalls;
- Identify shifts in the needs of the community
- Identify future trends.

#### iii) Process.

Have steering committee identify areas of similar and dissimilar recreation needs.

- Identify joint use of infrastructure and facilities.
- Identify areas that by necessity are stand alone.
- Identify the available annual budget and funding opportunities.

#### iv) Conservation.

Have steering committee study previous tree audit and identify:

- The assumed life span and condition of current trees
- Develop a plan for the maintenance of dangerous trees
- Identify a new planting scheme for the land.

#### v) Public Safety.

- Resolve and recommend solutions to issues relating to the mix of pedestrian and vehicular traffic
- Identify needs to allow dignified disabled persons equitable use of the facility.

#### vi) Public Exhibition and Consultation.

- Issue press releases as required.
- Presentation of draft report.
- Adoption of final Master Plan.

#### vii) Other.

# Management Structure History

## MANAGEMENT STRUCTURE

### DEPARTMENT OF NATURAL RESOURCES & ENVIRONMENT

Government Department responsible for the management of Crown Land in the State of Victoria. The Minister responsible is empowered to appoint a committee to oversee this land management.

### LOCAL COUNCIL

Pay Committee of Management an annual contribution of \$10,000 to enable maintenance responsibilities to be undertaken. Responsible for the following-

- Buildings maintenance (except social rooms and scoreboard)
- Trees
- Perimeter fence

### COMMITTEE OF MANAGEMENT

Appointed under section 14 of the Crown Land (Reserves) Act 1978 under the following conditions-

- Members of the Committee shall actively discharge the duties of their position and devote necessary time to proper management of the Reserve.
- The Committee shall ensure that the Reserve is used only, in accordance with the Provisions of the Crown Land (Reserves) Act 1978.
- All maintenance works (excluding Council responsibilities).
- All insurance costs.
- All water costs.

### USER GROUPS-

Responsible as per conditions set out in 3 year licence agreement, plus the following-

- Cleanliness of all associated facilities including buildings, toilets and surrounds.
- User specific items, ie. goal post padding, tennis nets, flood lighting, goal rings, cricket pitch coverings, etc.
- Power, gas, telephone costs.

## HISTORY OF IMPROVEMENTS

### 1) Change rooms History-

- |         |  |
|---------|--|
| 1973    | Wooden structure (change rooms), destroyed by fire.  |
| 1974    | Permission granted by Mortlake A P Society and Department of Health to Shire of Mortlake to convert the 'show shed' into temporary changing and shower facilities until new change rooms are constructed. (Year 2000 and still using this facility for visiting clubs) |
| 1975    | New change rooms completed. Proved to be unsatisfactory in following years with multiple band aid solutions being attempted.   |
| 1979    | Showers removed from inside new change rooms and additional shower block added to rear of building. Various internal walls and seating removed to allow more area for users.   |
| 1979-80 | MFC supporters fund and build social room adjoining northern end of change rooms.  |
| 1984    | Coaches box paid for and built by MFC members, and built on top of rooms.  |
| 1992    | Problems arise with inadequate medical facilities. First aid room proposed to be built on rear of complex-not proceeded with.  |
| 1992    | Dual drainage works as budgeted for by Council are completed by Football Club personnel in exchange for Council funds to update kitchen area.  |
| 1993    | Council permit issued to alter kitchen area and convert half of shower block to first aid room during home and away games. Hampden Football League enforces re-conversion for finals.  |

Since the construction of the present facilities, no major alterations have been forthcoming to try and alleviate problems that have been identified. A number of designs for new amenities have been drawn by local architects but nothing has developed in the past.

The original concept which included a multi-stage facility in 1974 would have alleviated a lot of problems we now face.

These identified problems include-

- Ladies toilets
- Lack of changing facilities for visiting clubs \*No proper first aid/medical facilities
- No facilities for other users of Reserve, eg. netball change rooms/showers, etc
- insufficient cooking facilities and social facilities
- Not enough space provided for umpires, etc
- No private meeting room/secretary's office or the like

Other items which need to be addressed as a matter of urgency include oval lighting and drainage of the playing surface along the eastern side.

- 2) a) 1994-Mortlake Shire Council along with user group representatives engage N. McConnell, Architect to develop a plan regarding proposed alterations to change rooms.

Nothing proceeding with in regards to funding applications by Mortlake Shire due to pending Council amalgamations.

- b) 1996-Moyne Shire Council employ consultancy firm, Rust PPK to prepare a recreation strategy for Council.

Series of meetings held and draft report released in November 1996.

Any future works which organisations wish Council to undertake must be identified in the strategy. Major items identified at the Reserve in this report include the following-

- Visitors and umpires change rooms are inadequate
  - Drainage problems adjacent to players race
  - Lighting is considered deficient
  - Social and support facilities are deficient
  - Tennis courts require resurfacing
- c) 1996-Moyne Shire Managers P. Reeve, G. Price, Councillors M. Murphy, T. Symons, Football Club representatives W. Robertson and B. Robertson inspect change rooms along with Mr Tom Reynolds, Minister Sport and Recreation regarding Council seeking funding to upgrade facilities.

Problems looked at included status of brick building, old change rooms and canteen area.

Still waiting for something to happen.

- d) 1997@pplication submitted to Moyne Council re SRV Facilities Scheme.

Oval lighting upgrade-not supported by Council and therefore not passed on to SRV.

- e) 1998-Moyne Shire Council employ consultants Kate Driscoll and Liz Wood, RMIT University to produce report, titled the 'Future of Clubs, Organisations and Local Government beyond 2000 Project-Moyne Shire.

Resulted in a nice book with coloured pictures of hay bales on a footy ground being produced which was of little help to anyone. (Copy is on hand).

1999-Recreation Reserve Committee Buskers Festival Committee write to Council regarding condition of trees and fence. Reply indicates that budget allocation may include some minor tree maintenance but no funds available for fence in Council budget.

- g) 2001-Committee of Management submit funding application to Council for netball lighting and playground area. Council supported application and forwarded to SRV for consideration.

Successful projects were identified in Warrnambool Standard on June 6, 2001 but we have received no correspondence from Council as promised.

# User Group “Wish List”

## **USER GROUP 'WISH LISTS'- JULY 2001**

### **Submitted by Committee of Management-**

- Tennis Court Floodlighting & Playground
- Replacement of water service adjacent to trees on western side of Reserve
- Verandah and associated works surrounding netball change rooms
- Tennis practice wall
- Primer Seal Final seal of roadways
- Addition/alterations to northern end of grandstand to create sound/music stage
- Replace parking barriers on hill area along with planting of native trees
- Disabled toilet facilities and building access
- Complete building upgrade (change rooms, social rooms, canteen area)
- Removal of Elm Trees
- Power upgrade to scoreboard

### **Submitted by Netta Netball-**

- Gas/electric BBQ's within oval
- Playground
- Toilet upgrade
- Shade area
- Install lighting facilities at netball courts

### **Submitted by Football Club-**

- Repair roof over change rooms/kitchen area
- Replacement of ceiling over change rooms and kitchen area
- Inclusion of ladies toilets inside building
- Upgrade of kitchen
- Study into cost benefits of above versus complete rebuilding of change rooms
- Upgrade of ground lighting including training lights at netball tennis courts
- Refurbishment of canteen
- Completion of ground fencing program started several years ago
- Trimming of all trees in Reserve
- Sealing of roads in Reserve to enhance safety for walkers

### **Submitted by Cricket Club-**

- Kitchen facility upgrade
- Total toilet upgrade-social, room and changerooms
- Decking extension with shaded area for players and spectators
- Improved changerooms with own lock up area
- Improved oval lighting for night cricket
- Turf wicket (if club unable to retain 2 grounds)

### **Submitted by Tennis Association-**

- Tennis hit-up board
- Lighting facilities for night tennis competition
- Sealed surface of track around oval
- Tree trimming
- Court resurfacing
- Eastern end fence relocated further out to enable tennis to be played on that end court

### **Submitted by Skateboard Riders Group-**

Upgrade skateboard ramp area

Proposed Projects  
Priorities

Budget

## PROPOSED PROJECTS

Tree removal / replacement

Extension to the Change room facilities

Stages

1. Toilets
2. Showers / gymnasium
3. Alterations to the interior (Umpires room etc.)
4. Extension to the deck
5. Alterations to the bar

Netball / tennis complex upgrade

Installation of Playground equipment

Illumination of two tennis courts

Relocation of the Tea Room to the North East Corner of the site

Croquet rink to be created at the North East of the site

Turf Farm to be constructed on the South West of the site

Alteration to the road to close a portion of road to prevent circling the ground

Car Parks to be constructed

BBQ Areas to be created

Stage / Grand stand alterations and extensions

Kiosk upgrade

Parkland at South West corner of the ground

Relocation of the cricket nets

Designated parking to the perimeter of the ground

Alteration and extension of the lighting towers

Demolish the toilets in the South West corner of the site

Officer Street Toilet Upgrade

Roof replacement to the entire Change room facility

Power Upgrade to the site

Installation of a turf wicket

## PRIORITIES

### Major Projects

1. Construction of New toilet Facilities adjacent to the social Room
2. Completion of Change Room / Social Room Upgrade
3. Construction of the Multi Purpose Stage and Associated Facilities
4. Tree replacement

### Minor Projects

1. Construction of the rebound wall
2. Installation of playground equipment
3. BBQ Area
4. Kiosk Upgrade

## BUDGET

### Major Projects

#### Construction of New toilet Facilities adjacent to the social Room

Area	107 m <sup>2</sup>	
Rate per square meter	\$1450.00	
Sub Total		\$155,000.00
Builders Preliminaries	5%	\$7,750.00
Design Development	5%	\$7,750.00
Contingency	5%	\$7,750.00
Professional Fees (Full Architectural Services) 10%		\$15,500.00
<b>Total</b>		<b>\$193,350.0</b>

#### Completion of Change Room / Social Room Upgrade

Area	150 m <sup>2</sup>	
Rate per square meter	\$900.00	
Sub Total		\$135,000.00
Builders Preliminaries	5%	\$6,750.00
Design Development	5%	\$6,750.00
Contingency	5%	\$6,750.00
Professional Fees (Full Architectural Services) 10%		\$13,500.00
<b>Total</b>		<b>\$168,750.0</b>

#### Construction of the Multi Purpose Stage and Associated Facilities

Building Area	70 m <sup>2</sup>	
Rate per square meter	\$750.00	
Sub Total		\$52,500.00
Stage Area	65 m <sup>2</sup>	
Rate per square meter	\$450.00	
Sub Total		\$29,250.00
Builders Preliminaries	5%	\$4,000.00
Design Development	5%	\$4,000.00
Contingency	5%	\$4,000.00
Professional Fees (Full Architectural Services) 10%		\$8,000.00
<b>Total</b>		<b>\$101,750.00</b>

### Tree replacement

To be determined

### Minor Projects

Re Roof of the Change / Social Rooms	\$5,000.00
Construction of the rebound wall	\$3,000.00
Installation of playground	\$15,000.00
BBQ Area	\$10,000.00
Kiosk Upgrade	\$5,000.00

The budget amounts are a guide to the anticipated cost. No allowance has been made for local/ volunteer contribution. All estimates include professional supervision

# Policies

**Mortlake Recreation Reserve  
Policy and Procedure Manual**

**POLICY**

**No. 1**

**OBJECTIVES OF THE COMMITTEE OF MANAGEMENT**

**Date:** October, 2001

**PRINCIPLE:**

- To provide facilities for the outdoor sporting requirements of the Mortlake community.
- To provide pleasant passive recreational opportunities for the Mortlake community and visitors alike.
- To provide amenities of an appropriately high standard for users of the Reserve and visitors alike.

**PROCEDURE:**

- \* Develop and adopt a Master Plan which will determine the requirements of users and the Mortlake community.
- \* Actively pursue funding opportunities to achieve a satisfactory result as detailed in the Master Plan.
- \* Continually review objectives with an outlook to providing a comfortable, amenable and affordable social venue for the Mortlake community. Additionally, endeavour to recognise and provide for the needs of any disadvantaged groups of users or potential users.

*Approved by Committee of management*

*Revised date*

**Mortlake Recreation Reserve  
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**POLICY**

**No. 2**

**MEETINGS / GENERAL / ANNUAL**

**Date:** October, 2001

**PRINCIPLE:**

To have in place a structured forum to record information, plan programs, address concerns and grievances and consider information which is relevant to the organisation.

**PROCEDURE:**

- Committee of Management meetings to be held on a quarterly basis, one of which Will be classed as the Annual General Meeting. Additional meetings can be called as arranged.
- Chairman to chair all meetings.
- Minutes to be taken by Secretary. If unavailable, an alternate member to be designated these duties.
- Updated financial records to be available at meetings.
- All correspondence (inwards/outwards) to be listed and discussed if appropriate.
- Hirers representatives and/or members of the public may attend on an invitational basis.
- Minutes to follow recognised protocol. (See below).
- Any General Business items will be accepted irrespective if it is supplied with notice or without notice.
- All records of meetings to be placed in relevant file and copies forwarded to members of the Committee of Management
- Quorum of 5 members.

*Protocol of Meetings -  
Welcome  
Apologies  
Minutes of Previous Meeting  
Business arising from Previous Minutes  
Correspondence – In/out  
General Business  
Next Meeting Date  
Close*

*Approved by Committee of management*

*Revised date*

**Mortlake Recreation Reserve  
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**POLICY**

**No. 3**

**PUBLIC USERS**

**Date:** October, 2001

**PRINCIPLE:**

To enable the Reserve to be used for the purposes for which it is established.

**PROCEDURE:**

- The Committee is to encourage passive recreation users to utilise the facilities.
- The public is not permitted to use the oval surface for the purpose of playing or practicing golf.
- The public is not permitted to use motorised go-karts and/or mini bikes inside the Reserve boundaries without the permission of the Committee of Management.
- The Committee is to erect signs and the public are required to adhere to a speed limit of 10 km/hr inside the Reserve boundaries at all times.
- The public are not permitted to use scooters, bikes, roller blades, roller skates or skateboards on the tennis court surface.

*Approved by Committee of management*

*Revised date*

**Mortlake Recreation Reserve  
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**POLICY**

**No. 4**

**SMOKE FREE ENVIRONMENT**

**Date:** October, 2001

**PRINCIPLE:**

To encourage user groups and hirers to develop a smoke free policy for their organisation which incorporates the following procedures.

**PROCEDURE:**

- Prohibit the sale of cigarettes at venue.
- Place cigarette bins at the entry to the non-smoking area.
- Make all meetings smoke-free.
- Create smoke-free periods during meal times at functions.
- Have Quit Smoking literature available for members and supporters and provide information on quitting.
- Place non-smoking signage in appropriate areas.
- Decide what action to take if someone does smoke in a smoke-free area.
- To avoid embarrassment, ensure that all official guests know of the smoke-free policy.
- Refer to the smoke-free policy on the organisation's letterhead and publicity material.
- Encourage the public, spectators, visiting clubs, etc. to observe the policy.
- If facilities are shared, ensure that all groups know that the organisation has adopted a smoke-free policy.
- Create smoke-free areas by making all office space, designated eating areas, spectator area/stands, players' dugouts/areas, umpires' areas, dressing rooms/showers smoke-free.

*Approved by Committee of management*

*Revised date*

**Mortlake Recreation Reserve  
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**POLICY**

**No. 5**

**RESPONSIBLE SERVING OF ALCOHOL**

**Date:** October, 2001

**PRINCIPLE:**

Advise user groups and hirers that they have a duty of care for all people who attend functions or events organised **by** them that they may be legally liable where injury or damage associated with the misuse of alcohol occurs.

Encourage administrators to introduce policies which include aspects as listed below.

**PROCEDURE:**

- Discourage excessive or rapid consumption of alcohol.
- Serve alcohol in standard drink measures.
- Display posters on Blood Alcohol Content and how alcohol affects the body.
- Display and comply with liquor license.
- Implement a designated driver program.
- Supply jugs of water free of charge.
- Serve a range of low alcohol and non-alcoholic drinks at prices competitive with full strength alcoholic drinks.
- Make tea and coffee available during social functions.
- Use food or canteen awards, rather than alcohol as prizes for player performance.
- Do not permit the promotion or serving of alcohol at junior events.
- Only permit alcohol advertising at point of sale (the bar).
- Avoid promotion of alcohol through 'cheap drink strategies such as happy hours.
- Train all staff and volunteers to refuse to serve alcohol to people under the legal age and only permit trained personnel to serve alcohol.
- Use role modes in the club to raise issues regarding drinking habits and the effect alcohol has on performance.

*Approved by Committee of management*

*Revised date*

**Mortlake Recreation Reserve  
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**POLICY**

**No. 6**

**SPORT SAFETY**

**Date:** October, 2001

**PRINCIPLE:**

To encourage users and hirers to develop a sport safety policy which incorporates any of the aspects listed below which is relevant to their organisation.

**PROCEDURE:**

- Ensure that all equipment, including protective equipment, and surfaces are in good order before training or activities.
- Provide access for coaches and trainers to accredited training courses.
- Provide access for coaches and trainers to First Aid courses.
- Provide access to skills clinics for players.
- Introduce warm-up/cool-down and stretching sessions before and after training and activities.
- Ensure supervision of younger players at all times.
- Provide protective equipment where appropriate.
- Encourage athletes to drink lots of water before and during play to prevent dehydration.
- Introduce guidelines for activity in extreme weather conditions.
- Introduce codes of conduct for players, coaches, officials, and spectators.
- Provide modified programs where available.
- Obtain information and guidelines on health issues such as asthma and pregnancy.
- Implement the guidelines outlined in Sports Medicine Australia's Infectious Diseases Policy.
- Include state association's blood policy.
- Ensure that injured players receive treatment from a sports medicine practitioner and receive approval before returning to activities.
- Review, and revise if necessary, all safety procedures and activities at the end of the season.
- Designate a committee member to be responsible for the maintenance of a first aid area or room, or at least a comprehensive first aid kit.
- Include provision for implementation of the safety plan in the annual budget.
- Ensure that all members of your club are aware of all safety policies.
- Ensure that your organisation carries adequate insurance for players, coaches and officials.

*Approved by Committee of management*

*Revised date*

**Mortlake Recreation Reserve  
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**POLICY**

**No. 7**

**SUN PROTECTION**

**Date:** October, 2001

**PRINCIPLE:**

To provide user groups with encouragement to develop a structure which will help to provide competitors and spectators alike with the maximum opportunity to protect themselves against harmful effects caused by U.V. rays.

**PROCEDURE:**

- Encourage administrators of user groups to, where possible, schedule outdoor events and training times outside the daylight savings time hours of 1 1.00am and 3.00pm.
- Encourage administrators of user groups to promote or supply participants and officials with sun protective clothing as part of their uniform. This could include Shirts or tops with long sleeves and collar Wide brimmed or legionnaires style hats where practical Sunglasses to protect the eyes
- Encourage administrators of user groups to promote or provide SPF 30+ sunscreen for application to exposed parts of competitors bodies. Clubs may have a supply of SPF 30+ sunscreen available for sale to competitors and/or spectators.
- User groups administrators and officials to be encouraged to be Sunsmart role models.
- The Committee of Management will endeavour to maximise areas where the use of natural shade from buildings, trees and other structures can be utilised. Furthermore the Committee of Management will pursue options of providing additional portable type shade structures in addition to present facilities.
- The Committee of Management will also encourage protection against harmful U.V. rays by endeavouring to provide educational pamphlets to raise awareness of this health issue amongst all users and visitors.
- The Committee of Management shall via its Master Plan investigate the possibility of upgrading artificial lighting to allow user groups the opportunity of adjusting their playing times schedule.
- The Committee of Management will promote the Sunsmart message via the way of signage at major entrances.

*Approved by Committee of management*

*Revised date*

**Mortlake Recreation Reserve  
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**POLICY**

**No. 8**

**VOLUNTEER MANAGEMENT**

**Date:** October, 2001

**PRINCIPLE:**

To encourage volunteers to be involved in the management of this community asset.

**PROCEDURE:**

- The Committee of Management will value each persons qualities, skills and efforts.
- The Committee of Management will delegate according to skills.
- The Committee of Management will accept volunteers for what they can do to benefit the organisation.
- The Committee of Management will show appreciation for the efforts of volunteers.
- The Committee of Management will listen to volunteers' ideas.
- The Committee of Management will respect the role of volunteers.
- The Committee of Management will encourage volunteers to achieve a sense of 'ownership' of this community facility.

*Approved by Committee of Management*

*Revised date*

**Mortlake Recreation Reserve  
Policy and Procedure Manual**

**POLICY**

**No. 9**

**JUNIOR SPORT**

**Date:** October, 2001

**PRINCIPLE:**

To allow access to facilities for younger persons who are engaging in various sporting activities with the aim of minimising the costs to parents.

**PROCEDURE:**

- All facilities to be hired out at no cost to the following groups of participants -
  - AusKick
  - Netta Netball
  - VicHit
  - Junior Tennis
  - Netball Development Squads
- On occasions where a professional coach is employed and charged a fee directly to parents, then the said coach shall be levied a nominal fee.
- Local schools shall have access to facilities at no cost for the following type of activities -
  - Athletics
  - Inter House competitions
  - Inter School competitions
- When a regional or zone event, which receives a funding allocation, is held a nominal fee shall be levied.

*Approved by Committee of Management*

*Revised date*

**Mortlake Recreation Reserve  
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**POLICY**

**No. 10**

**GLASS**

**Date:** October, 2001

**PRINCIPLE:**

Aims to prevent any occurrence of injury to users and visitors to Reserve which may be caused by the presence of broken glass within the facility.

**PROCEDURE:**

- All user groups are to comply with a total ban on any glass bottles, etc. being used outside the main building structure.
- Drinking glasses, cups, plates, etc. must be retained within the confines of the building where they are being used.
- User groups to be encouraged to offer for sale all drinks which are likely to be consumed outside the place of sale in either cans, plastic bottles or disposable cups.
- User groups and hirers are to dispose of any glass receptacles that are of a necessity for a particular event (eg. Champagne bottles, etc.), immediately after use. They are not to be left in garbage bins where they can be broken or misused **by** any person who may be in attendance at any event.

*Approved by Committee of Management*

*Revised date*

**Mortlake Recreation Reserve  
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**POLICY**

**No. 11**

**SAFETY**

**Date:** October, 2001

**PRINCIPLE:**

As managers of public land, the Committee of Management has a number of obligations to minimise the risks to the public, to the volunteers and the assets on the Reserve.

**PROCEDURE:**

- Committee of Management to be aware of its responsibility relating to the control of fire prevention and suppression within the Reserve.
- Committee of Management to be aware of public safety requirements and take all responsible steps to protect the public **by** identifying and remedying foreseeable risks.
- Committee of Management to be aware of and give consideration to the following -
  - The likelihood of probable injury.
  - The requirement to have adequate insurance cover including fire insurance, public risk insurance and general asset insurance.
- Committee of Management to be aware of requirements relating to the following occupational health and safety measures -
  - Rollover protection on plant and equipment
  - Guards and/or covers on exposed moving parts of plant and equipment.
  - Precautions to be taken in the safe use and handling of pesticides.
  - Precautions to be taken in noise related environments, (ie. the use of muffs or plugs).
  - Encourage the use of safety equipment where applicable including, glasses or goggles, gloves, protective clothing, etc.

*Approved by Committee of Management*

*Revised date*

**Mortlake Recreation Reserve  
Policy and Procedure Manual**

**POLICY**

**No.12**

**HIRE AGREEMENTS/HIRERS RESPONSIBILITY**

**Date:** October, 2001

**PRINCIPLE:**

To provide equitable conditions of use for long term licensees and short term licensees.

**PROCEDURE:**

- Users applicants will be issued with a Licence Agreement containing conditions of licence.
- Users applicants must complete an indemnity form and return same to Committee of Management prior to licence being issued.
- Hirers are responsible for cleaning and disposal of all rubbish which is related in any way to the hirer's use of the facilities.
- Hirers are responsible for any undue criminal damage caused to any of the facilities or its contents whilst the hirer is in control of the facilities.
- Hirers are responsible for the provision of a safe environment for any persons inside the Reserve boundaries whilst the hirer is in control of the facilities.
- Hirers are required to leave the facilities in a clean and tidy condition or face additional clean up costs.
- Hirers shall immediately report any damage to the Committee of Management.
- Hirers are not responsible for the provision of sanitary products, oval or surrounds mowing, or the provision of rubbish receptacles.
- Long term licensee holders must ensure that the condition of disposable assets, such as tennis nets, goal post padding, netball goal rings, cricket pitch coverings, etc. remain at a standard which is acceptable for public use.
- Hirers are to ensure that any fees payable are done so in accordance with the licence agreements.

*Approved by Committee of Management*

*Revised date*

**Mortlake Recreation Reserve  
Policy and Procedure Manual**

**POLICY**

**No.13**

**ANIMAL CONTROL**

**Date:** October, 2001

**PRINCIPLE:**

To provide an environment which is equitable for all user groups by placing restrictions on certain animals on any given occasions.

**PROCEDURE:**

- \* A total ban on horses inside the Reserve boundaries unless special permission is granted by the Committee of Management.
- \* A total ban on dogs inside the Reserve boundaries at times when a user group or hirer is holding an official function (i.e. organised sports days), unless special permission is granted by the Committee of Management
- \* A complete ban on any animals inside the Reserve boundaries for the purpose of grazing such stock unless permission is granted by the Committee of Management.

*Approved by Committee of Management*

*Revised date*

# Plans

# Meeting Minutes

## MORTLAKE RECREATION RESERVE COMMITTEE OF MANAGEMENT

Minutes of Consultative Committee held on Sunday, 1<sup>st</sup> August, 10am at Celtic House

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Present: Barry Robertson, Judi Robertson, Greg Howat, Wes Robertson, Ray Anderson, Noel McConnell, Jim Bell, Brendan O'Brien

Apologies: Received from Brenda Hampson, Val Davis

Barry welcomed all to the meeting.

### Correspondence -

Moyne Shire Council reappointment of Shire representative to the committee. Appointment delayed pending position being filled.

### General Business -

Barry was nominated by Jim Bell as Chairman of the consultative committee.

Barry handed over to Noel to identify what is required of the committee in structuring the Master Plan. General discussion amongst committee members took place.

Noel suggested the need for occupational health and safety, sunsmart, volunteers, etc. policies to be developed. These need to be written in the minutes and adopted at a future meeting.

A list of total users of the Reserve is required. Barry to furnish at next meeting.

General discussion on wish lists as presented to identify.

Noel has tree study notes conducted by previous Shire of Mortlake.

A letter to be written to the Shire regarding their future commitment to the Reserve. (Both financial and capital works).

## MORTLAKE RECREATION RESERVE COMMITTEE OF MANAGEMENT

Minutes of Consultative Committee held on Sunday, 23<sup>rd</sup> September, 2001, 10am at Celtic House

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Present: Barry Robertson, Judi Robertson, Greg Howat, Wes Robertson, Ray Anderson, Noel McConnell, Jim Bell, Brendan O'Brien, Brenda Hampson, Val Davis

Apologies: Nil.

Barry welcomed all to the meeting.

Business arising from previous minutes –

- Brenda asked that she would like a copy of correspondence sent to Moyne Shire.
- Barry to write a letter to David Owen of Moyne Shire re Council's commitment to Recreation Reserve.

Moved on the motion of Wes, seconded Jim that the minutes be confirmed as a true and accurate record – carried.

General Business –

- ♣ Noel has designed sketches of plan for members to have input into. Discussion then centred on the draft plan in general.
  - Items discussed in detail were the location of playground
  - Brenda produced plans for the upgrade of the skateboarders track
  - Discussion on the road closure at the back of the social rooms (Webster Street)
  - Toilet upgrade also discussed
- ♣ Barry added items to the original user's wish list –
  - i) Power circuit board upgrade – main changerooms approx. cost \$6,000
  - ii) Roof over toilet areas – Officer Street priority
  - iii) New ticket box at main gate
- ♣ Policies to be developed, ie. Health and Safety, Sunsmart, Volunteers, etc. Noel suggested we send for policy packs.
- ♣ Brenda mentioned that Council is meeting in February 2002. She asked that members of the committee attend to take part in the community forum.

## MORTLAKE RECREATION RESERVE COMMITTEE OF MANAGEMENT

Minutes of Consultative Committee held on Sunday, 14<sup>TH</sup> October, 10.00am at Celtic House

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Present: Barry Robertson, Judi Robertson, Jim Bell, Brenda Hampson,  
Noel McConnell, Val Davis

Apologies: Received from Michael Neogh, Jo Brookes (S.W.S.A.),  
Wes Robertson, Brendan O'Brien, Greg Howat

### Business arising from previous minutes –

- Barry has received policy packages. He will formulate and distribute to members when completed.
- Brenda to follow up letter to David Owen, Moyne Shire.

### Correspondence –

In Anti Cancer Council / VicHealth  
Various policy samples including: Sunsmart, Alcohol Policy, Smoking  
Policy, Sport Safety Policy

Out Moyne shire re Council commitment  
Australian Sports Commission re series of booklets concerning policies, etc.

### General Business –

- Noel distributed updated draft plan. More updates required, but getting close to finalisation.
- Various user groups have received community assistance fund grants. The Netball Association received a grant towards the amenities shed verandah, the Cricket Club for their cricket pitch covering and the Recreation Reserve for water line. The Tennis Association missed out on the hit up wall.
- Applications are now open for funding towards lighting and playground. Shire to be approached to resubmit original application on behalf of the Recreation Reserve.

## MORTLAKE RECREATION RESERVE COMMITTEE OF MANAGEMENT

Minutes of joint meeting between Master Plan Consultative Committee and Recreation Reserve  
Committee of Management held at DC Farran Oval on Sunday, 4<sup>th</sup> November at 7.00pm

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Present: Representing the Consultative Committee – Val Davis, Jim Bell,  
Noel McConnell, Barry Robertson, Judi Robertson, Wes Robertson.  
Representing the Committee of Management – Ian Mahncke,  
Merv Hampson, David Uebergang.

Apologies Greg Howat, Brendan O'Brien, Brenda Hampson, Bill Pressey.

Minutes of meeting held on 14<sup>th</sup> October, 2001 were read.

There was no business arising from previous minutes.

### General Business

1. Policies have been distributed to members of the Consultative Committee and the Committee of Management.

Merv Hampson moved the motion that the Committee of Management adopt the policies to be included in the Policy and Procedure Manual, seconded Ian Mahncke, carried.

2. Barry had advised Brenda that no reply had been forthcoming from David Owen or from Graham Shiell regarding resubmission of funding grant.

3. Noel distributed the updated plan of the Reserve and stressed the need to prioritise projects.

A site inspection of the Reserve then took place.