



# Club Handbook

*A quick reference guide to  
Rockhampton Regional Council's  
services for sport and recreation clubs*

*Updated June 2017*





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## **IMPORTANT COUNCIL CONTACTS**

### General Enquiries:

Rockhampton Regional Council

Phone: 4932 9000 / 1300 22 55 77

Email: [enquiries@rrc.qld.gov.au](mailto:enquiries@rrc.qld.gov.au)

Fax: 1300 22 55 79

Website: [www.rockhamptonregion.qld.gov.au](http://www.rockhamptonregion.qld.gov.au)

KickStartCQ Website: [www.kickstartcq.com.au](http://www.kickstartcq.com.au)

### Sports and Education Supervisor:

Name: Sophia Czarkowski

Phone: 4936 8022 / 0447 877 850

Email: [sophia.czarkowski@rrc.qld.gov.au](mailto:sophia.czarkowski@rrc.qld.gov.au)

Fax: 4936 8864

### Emergency After Hours Contacts:

Sports and Education Supervisor – 0447 877 850

Council After Hours – 4932 9000 / 1300 22 55 77





## **IMPORTANT CONTACTS FOR SPORT AND RECREATION CLUBS**

### **Department of National Parks, Recreation, Sport and Racing**

#### **Queensland Government:**

- Resources for Sport and Recreation Clubs;
- Funding programs;
- Courses, workshops and forums; and
- Sport and Recreation Facilities.

Phone: 4936 0510

Website: [www.npsr.qld.gov.au](http://www.npsr.qld.gov.au)

#### **Commission for Children and Young People and Child Guardian:**

- Child Safety; and
- Blue card system.

Phone: 1800 688 275

Website: <http://www.bluecard.qld.gov.au/>

#### **Office of Fair Trading:**

- Incorporated Association and non-profits information.

Phone: 13 74 68

Website: <https://www.qld.gov.au/law/fair-trading/>





### **Australian Sports Commission:**

- AusPlay Survey;
- Play Sport Australia; and
- Sporting Schools

Website: <http://www.ausport.gov.au/>

### **Office of Liquor and Gaming Regulation:**

- Liquor licensing and gaming; and
- Gambling Community Benefit Fund information.

Website: [www.olgr.qld.gov.au](http://www.olgr.qld.gov.au)

### **New Tobacco Smoking Laws**

Website: [www.health.qld.gov.au/public-health/topics/atod/tobacco-laws](http://www.health.qld.gov.au/public-health/topics/atod/tobacco-laws)





## **ABOUT SPORTS AND EDUCATION SERVICES**

Sports and Education Services is one of many service activities in Council, it sits in the Community Services Department under the Parks Section. The service is responsible for the following activities:

- Sports, recreation and community organisations

The unit works with over 200 sport, recreation and community organisations within the Region and provides a range of services including advice on governance, grants, funding and increasing membership. It also manages a range of tenure agreements across sports and community facilities and assists clubs in understanding these agreements, making changes to tenure and requesting tenure.

- Public Pools

There are four (4) public pools in the Region which the Unit manages and administers operational agreements for.

- KickStartCQ

KickStartCQ is a health and wellbeing initiative of Council aimed at holistically improving the health and wellbeing of the community. The initiative focuses on education, information dissemination, activity delivery and promotion to encourage people to be healthier and more active.

- Events

The Unit looks after a range of events in Parks including the annual sports and health expo, national tree day, arts in the park and the garden competition. From time to time Council may receive grants to run additional programs for the community.





## **SPONSORSHIP REQUESTS**

### **Community Assistance Program**

Rockhampton Regional Council is committed to supporting eligible organisations to undertake projects or events that provide economic and community development outcomes for the local area, and makes a funding allocation available in its budget each year.

Support is provided through the Community Assistance Program and Major Sponsorship Scheme, and may be either a cash contribution or in-kind support (for things such as use of a Council venue, additional garbage collection for an event). As Council is required to account for all support provided, in-kind support is still a real cost and must be included in the total value of your application. To enable Council to assist your organisation with in-kind support you will need to provide full details of the costs of the service you require.

For more information please go to:

<http://www.rockhamptonregion.qld.gov.au/CommunityEvents/Grants-and-Sponsorships/Community-Assistance-Program>

### **Non-Council sponsorship and grant opportunities:**

Council assists clubs to obtain sponsorship and grants to improve services and facilities to the community. Council's Sports and Education Services is able to assist Clubs with their grant applications, finding suitable grants and preparing for upcoming grants.



## **UPDATING CONTACT INFORMATION**

Sport and recreation clubs should regularly update their contact details with Council, particularly after an AGM. This ensures Council can contact your Club with important information, grants and funding opportunities and in disaster management scenarios.

To update your club's details please go to Council's website and complete a Leasing Committee Member Update Form.

<http://www.rockhamptonregion.qld.gov.au/FacilitiesRecreation/Community-Leasing/Current-Tenants>

Don't forget to ensure your details are up to date on Council's KickStartCQ Website visit <http://kickstartcq.com.au/14720> to check out your club's listing.

Club's and associations must also notify the Office of Fair Trading of any changes to the positions of President, Secretary and Treasurer within one month of the vacancy occurring by lodging an Association Incorporation Form 10a – Change of details relating to an incorporated association form which is on the Office of Fair Trading website:

<https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/associations-charities-and-non-for-profits/incorporated-associations/incorporated-associations-forms-and-fees/>







## **KICKSTARTCQ**

KickStartCQ is a health and wellbeing initiative of Rockhampton Regional Council. The program provides a holistic and inclusive approach to the support of our community, its health, its spirit and its future wellbeing.

KickStartCQ works directly with the community through promotion, education, motivation and activity delivery. The key objective is to provide opportunities for a healthier and more active life.

Sustainability, cultural identity and community spirit are all reflective of our community's wellbeing. A healthy and active community is confident and empowered to participate and be socially inclusive.

KickStartCQ will facilitate a coordinated approach for the region to increase physical activity and develop a better understanding of the importance of health and wellbeing in everyday life.

Organisations can benefit from KickStartCQ in the following ways:

- Sporting Club Directories – aimed at linking the community with organisations in the Region - <http://kickstartcq.com.au/14720>
- Events Calendar – promote upcoming events through our calendar - <http://kickstartcq.com.au/events-calendar.html>
- News – have a good news story? Tell us about it and we will share it with the world - <http://kickstartcq.com.au/news.html>
- Running a Club – We have detailed information on all aspects of Running a Club and all the important governance information to help you be successful - <http://kickstartcq.com.au/running-a-club.html>

Additionally, clubs can benefit from the KickStartCQ Club e-bulletin to register for this newsletter and find out what's happening in the world of sport and recreation email [sport@rrc.qld.gov.au](mailto:sport@rrc.qld.gov.au).



## TENURE EXPLAINED

Council can provide tenure on an exclusive or non-exclusive basis dependent on the needs of the Tenant. Exclusive use is generally provided through a Trustee Lease or Freehold Lease and provides exclusive use 100% of the time. A lease may be issued over a building or specialist area for which use to the exclusion of all others is required. Examples of specialist areas include shooting ranges, croquet courts, bowling greens where public access at any time poses a risk to a person(s), the land or infrastructure.

Tenure type	When is it issued?	Standard Term	Rental Charges
Freehold Lease	Issued over Council owned land for exclusive use, generally over a building site	5 years	As per Council's Fees and Charges
Freehold Licence	Issued over Council owned land for non-exclusive use	5 years	As per Council's Fees and Charges
Trustee Lease	Issued over reserve land and for exclusive use, generally over a building site	5 years	As per Council's Fees and Charges
Trustee Permit	Issued over reserve land and for non-exclusive use	3 years	As per Council's Fees and Charges

### Other Charges:

Clubs may be responsible for the following charges (payable to Council and direct to 3<sup>rd</sup> parties) in addition to any rental fees associated with the premises:

- Utility charges (water connection, sewer, fire levy)
- Water consumption
- Statutory maintenance (air conditioning, smoke alarms, firefighting equipment etc)
- Building and contents insurances
- Legal fees
- Electricity charges



Clubs may incur charges associated with the preparation and renewal of tenure documentation, and these are identified in the below table:

Approximate Frequency of Charge	Charge	Financially Responsible	Current Charges or DNRM Fees (as at 1 July 2017)
Once off	Preparation of survey plans when the tenant is eligible to the Council Rates Remission on the subject land in accordance with Council's Rates Concession Policy	Council	\$2,000 - \$4,000 dependent on size and complexity of plan
Once off	Preparation of survey plans when the tenant is <u>not</u> eligible for the Council Rates Remission on the subject land in accordance with Council's Rates Concession Policy	Tenant	\$2,000 - \$4,000 dependent on size and complexity of plan
Once off	Amendments of survey plans where the tenant has requested the amendment	Tenant	\$2,000 - \$4,000 dependent on size and complexity of plan
Once every five (5) years, or on renewal	Registration of the agreement on the title	Tenant	\$181
As requested	Registration fees for surrender of the agreement on the title	Tenant	\$181
Once off	Lodgement of a survey plan over part of the land for registration on the title	Council	\$362
Once off	Lodgement of an interest over part of the land for registration on the title	Tenant	\$27 (per leased area)
Once every 3 – 5 years, dependent on the agreement	Lodgement of a sketch plan, over part of the land, with the agreement	Tenant	\$34 (per agreement)



## **RENEWING YOUR TENURE**

Council will contact your Club up to two (2) years prior to the expiry of your tenure agreement to commence the renewal process. To assist Council in the timely preparation of agreements, clubs are requested to complete a renewal application form within 30 days of receiving the renewal notice and execute the agreements within 30 days of receiving them.

On receipt of the tenure renewal paperwork clubs should complete a Lease/Licence Tenure Renewal Application Form and return it to Council along with a certified copy of Certificate of Incorporation and a copy of current liquor/gaming licences (if applicable).

A copy of the Lease/Licence Tenure Renewal Application Form can be located on Council's website:

<http://www.rockhamptonregion.qld.gov.au/FacilitiesRecreation/Community-Leasing/Current-Tenants/Renewing-a-Lease-or-Licence>





## **IMPROVEMENT WORKS ON A LEASE SITE APPLICATION**

Club's wanting to conduct improvement works on their leased/licenced site must complete the Improvement Works Application Form available on Council's website: <http://www.rockhamptonregion.qld.gov.au/FacilitiesRecreation/Community-Leasing/Current-Tenants>

Improvements include (but are not limited to) painting, lighting, vegetation removal, modifications to sporting fields, solar systems and replacement or implementation of new structures or buildings.

It is important to complete this form so Council can track improvements and maintenance as well as ensure that all works are completed in a safe manner. It also ensures that materials used are consistent with the area and do not constitute visual pollution.

If work is conducted without written approval from Sport and Education Services the Club may be required to replace, repaint, demolish or make further improvements at the Club's expense.





## **SIGNAGE**

Organisations may install signage on parkland provided that it is consistent with the Rockhampton Region Planning Scheme 2015. The organisation must hold a current and valid lease, licence or permit over the section of parkland that the proposed signage is to be installed on.

Generally, signage must not detract from the visual amenity of the parkland / facility, which may entail Council placing a limit on the quantity of signage on a site.

Any signage that could be considered offensive, discriminatory or contrary to the values of the Council will not be permitted.

Council's fact sheet for *Signage on Parkland* provides more information on approval requirements and this fact sheet can be located on Council's website:

<http://www.rockhamptonregion.qld.gov.au/FacilitiesRecreation/Community-Leasing/Current-Tenants>





## MAINTENANCE

### Sports fields:

Council will generally maintains all sports fields in the Region through irrigation maintenance and field mowing. Clubs are expected to contribute to the maintenance of sports facilities through improvements (new and renewal), litter management, contributing to additional services (e.g. fertilising, aeration, top dressing) and general duties.

If a Club is concerned about any aspect of its sporting field in terms of maintenance it should call Council's Customer Service Centre on 4932 9000.

### Buildings:

Clubs that have a lease over a Council-owned building or building site (the land) have maintenance responsibilities associated with the operation of the buildings.

Club-owned buildings should be maintained regularly to ensure they are safe and kept in a good and serviceable condition. This includes painting, general improvements and statutory maintenance. Statutory maintenance is mandatory maintenance and includes fire management systems, pest control, air conditioning servicing and more.

Council-owned buildings will be maintained by Council and Clubs that wish to report a maintenance issue or a concern should call Council's Customer Service Centre on 4932 9000. Clubs using Council-owned buildings are expected to replace lightbulbs.

### Specialist areas and courts or rinks:

Clubs that use or lease a specialist area (e.g. pony clubs, velodrome, synthetic surfaces) or courts/rinks are required to maintain these areas.







## **FREQUENTLY ASKED QUESTIONS**

### **I have a water leak, what should I do?**

If the water leak is located outside of the property and before the meter feed to the property the issue should be reported to Council.

If the water leak is on the property side of the meter, services the building and the building is owned by the Club, the Club is responsible for fixing the leak.

If the building is owned by Council or the leak is associated with the irrigation system for sports fields, public toilets or a park tap it should be reported to Council.

### **My toilets or drains are blocked, what should I do?**

If the building is owned by the Club, the Club will need to contact a plumber to fix the issue. If the building is owned by Council, it should be reported to Council.

### **Our Club wants to change its leased area.**

If the Club wants to change the size of its leased area it should contact Council and provide details regarding its proposal. Dependent on what the Club wants to do it will most likely be asked to submit its request in writing along with detailed plans regarding any improvements or structural alterations.

### **Our Club cannot afford its rental charges**

If Club is unable to pay its rental charges issued by Council it should contact Council immediately to discuss options. The Club may request to enter into a payment plan and pay the bill over a period of time or it may seek a reduction or waiver of rental charges due to financial difficulties. Any request for a reduction or waiver of rental charges should be made in writing and include the reasons why and a copy of the last audited financial statement (or equivalent) and the request will be presented to Council for consideration.

### **Our field lighting doesn't work**

If a Club notices an issue with its field lighting it should check its tenure agreement to see who is responsible for maintenance of the lights, if the Club still isn't sure it should contact Council to find out more.

Clubs are always responsible for replacement of light bulbs associated with field lighting. In most cases Council is responsible for any other maintenance of field lighting, if the issue isn't related to light bulbs then call Council to report the issue.







## USEFUL LINKS

- Club Health Check  
[http://www.ausport.gov.au/supporting/clubs/club\\_health\\_check](http://www.ausport.gov.au/supporting/clubs/club_health_check)
- Department of National Parks, Sport and Racing – Funding  
<https://www.qld.gov.au/recreation/sports/funding/>
- Department of National Parks, Sport and Racing – Education and Training Calendar  
<http://www.npsr.qld.gov.au/news-events/events/>
- Sports Community – empowering sports club volunteers  
<http://www.sportscommunity.com.au/>
- Ausport – participating in sport  
<http://www.ausport.gov.au/participating>

