



RECREATION GROUND PRECINCT PLAN UNDERSTANDING & GUIDELINES MANAGEMENT PLAN PROFORMAS POLICIES

Reviewed August 2015

Merredin Regional Community & Leisure Centre

The Shire of Merredin is taking the opportunity to remind Associations and Clubs of their responsibilities in regard to the use of the Merredin Regional Community & Leisure Centre. The aim of management and staff is to facilitate the involvement, participation and enjoyment of your sport or activity within a collocated venue. It is because of this collocation that we ask that you be considerate of other users who enjoy the facilities under the same conditions of use.

Please find the following information pertaining to use of the MRC&LC. Please ensure that Executive member's details are given to MRC&LC staff and that the Executive and Members of your Association or Club are aware of all information that is relevant to them.

MRC&LC Aims to:

- Improve the health and well-being of the community
- Provide a safe and inclusive community environment
- Provide social involvement for various community groups
- Strengthen the community spirit
- Create strong and meaningful relationships with members of the community
- Improve facility hire for sporting and charity events, community gatherings, meetings and conferences.

MRC&LC Opening Hours

Administration hours: Monday to Friday 8.00am to 4.30pm.

- The MRC&LC building will be opened outside of office hours to accommodate sports training and facility hire where previous notice is provided to staff.
- Should you require further assistance regarding additional opening hours or keys to MRC&LC facilities please contact a staff member using the details below.

Grandstand Bar hours: Tuesday to Sunday 4.00pm to Close.

MRC&LC Contact Details

Bates Street (PO Box 42) Merredin 6415

MRC&LC Manager

Steve Gregory: 0429 874874
mrclcmanger@merredin.wa.gov.au

Program and Administration Coordinator

Kelsey Hendricks: 90413033
mrclcprograms@merredin.gov.au

Facility Hire and Event Management:

9041 3033
mrclcadmin@merredin.wa.gov.au

Emergency Evacuation Procedure

IN CASE OF EMERGENCY, SUCH AS FIRE, EARTHQUAKE, STORM AND/OR OTHER EMERGENCY SITUATIONS **PLEASE** TAKE NOTICE OF THE FOLLOWING EVACUATION PROCEDURE.

- The accompanying map indicates emergency assembly areas.
- The person in charge will direct the evacuation of the Recreation Centre.
- In the instance of an evacuation, a verbal evacuation order will be made by authorised or executive officers and you will be directed to the safest exit doors.
- Search and rescue will **ONLY** be carried out by the relevant emergency authority.
- The person in charge is to designate people to guard entrances, to ensure no-one re-enters the building.
- The **ALL CLEAR** will only be given by the person in charge of the emergency response authority.

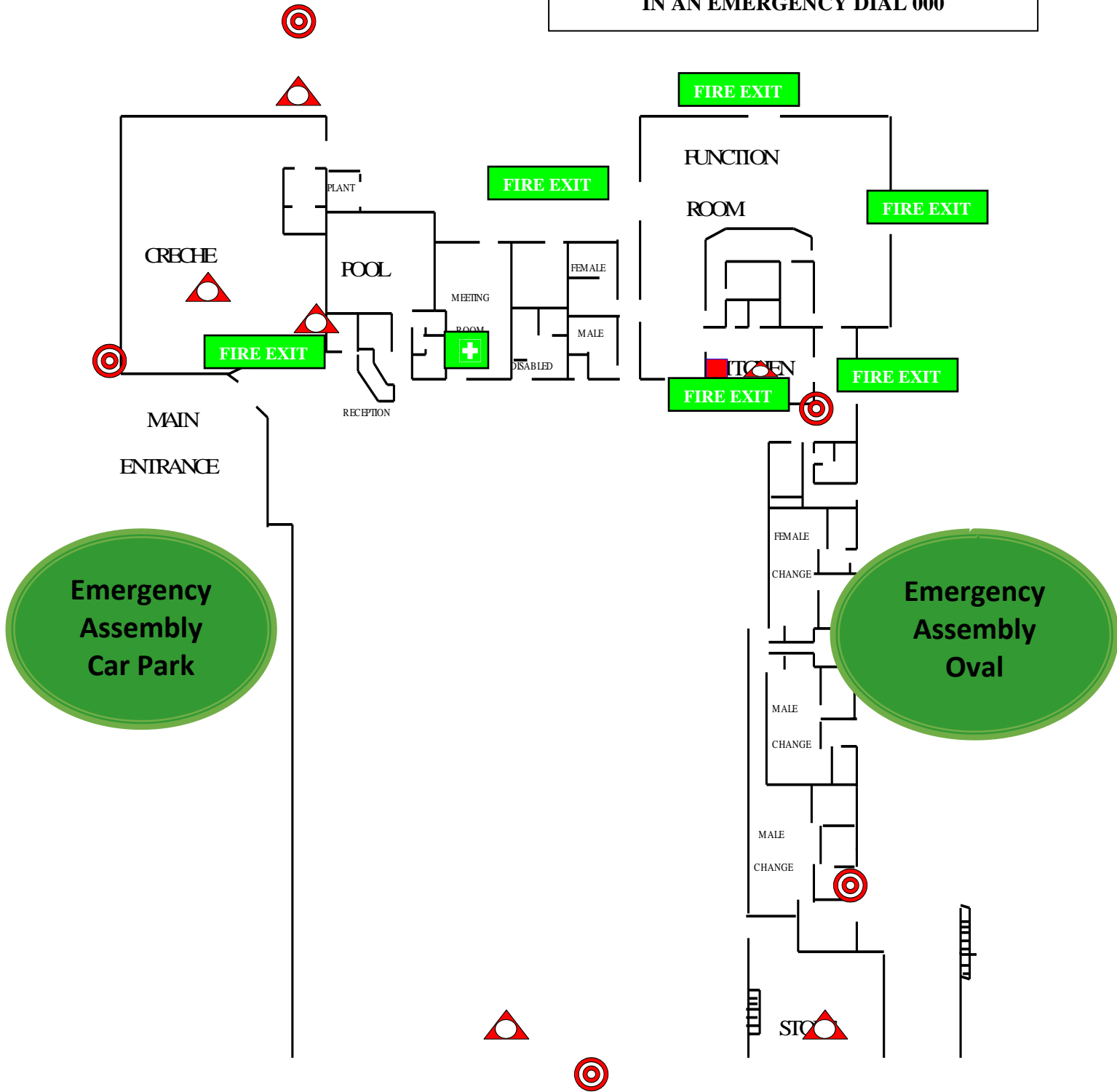
IMPORTANT TELEPHONE NUMBERS

Extreme Emergency:	000 and/or mobile: 112
Merredin Hospital:	9081 3222
Merredin Police:	9041 1322
Merredin Fire & Rescue:	9041 2522

MRC&LC Staff Emergency Contacts:

- **Warden:**
Steve Gregory
0429 874874
- **First Aid Officer:**
Kelsey Hendricks
0427 466197

**MERREDIN REGIONAL COMMUNITY &
LEISURE CENTRE
EVACUATION PLAN
IN AN EMERGENCY DIAL 000**



KEY		Fire Extinguisher		Fire Hydrant/Hose Reel		First Aid		Fire Blanket
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"enhancing our country lifestyle"

MANAGEMENT PLAN

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DEFINITIONS

'Act' means Liquor Control Act 1988

'Merredin Sports Council' means the Merredin Sports Council Incorporated

'Council' means the Merredin Shire Council

'Centre' means the Merredin Regional Community and Leisure Centre

'Centre Manager' mean the Merredin Regional Community and Leisure Centre Manager

'MRC&LC' means the Merredin Regional Community and Leisure Centre

1. ROLE OF THE MERREDIN SPORTS COUNCIL INC

The affairs of the Centre shall be managed by the Shire of Merredin with the assistance of the Merredin Sports Council. The Sports Council will provide the means of communication between the Shire of Merredin, local authorities and all recreational and sporting groups. It will consider future planning for the Merredin Regional Community and Leisure Centre and provide guidance to the Merredin Shire Council.

This excludes the following areas which will remain the responsibility of the Merredin Shire Council:

- Capital Purchases
- Financial Management
- Liquor Licence
- Sale of Assets
- Staffing
- Waiving of Hire Charges

The aim of the Merredin Sports Council is:

To enable and encourage the involvement of local and regional residents, and visitors to the Centre, in leisure and community activities.

The aims of the Sports Council will be achieved by:

- Ensuring the needs of all users are considered by adopting a good communication strategy with local sporting & recreations groups and

the administration of the MRC&LC.

- Providing a focal point for planning, management and assistance to all community and sporting groups in the Merredin region.
- To provide support and education to user groups to ensure best practice.

2. MANAGEMENT OBJECTIVES

2.1 The goals outlined below demonstrate the strategic intent and future direction of MRC&LC. They will help form the basis of all activities, policies and procedures carried out at the Centre. These goals and objectives reflect the changing circumstances in which the Centre operates and as such, are dynamic and flexible to meet changing requirements and to adapt to the external environment. The management approach of MRC&LC will be adjusted where deemed necessary in order to effectively achieve the aims and objectives of the Centre going forward.

- 2.1.1 Create and maintain high standard facilities and services
- 2.1.2 Ensure the long-term sustainability of the Centre through the implementation of strategies and policies that are both efficient and effective.
- 2.1.3 Maintain high levels of customer service.
- 2.1.4 Increase business and consumer advocacy.
- 2.1.5 Effectively market and communicate MRC&LC's programs, services and facility hire packages through targeted media campaigns.
- 2.1.6 Maximise collaboration and partnership with community groups.
- 2.1.7 Attract, retain and develop quality staff.
- 2.1.8 Maximise the innovative capabilities of the Centre and its employees.
- 2.1.9 Continue to maintain Responsible Service of Alcohol standards.

2.2 To work towards being a functional and sustainable business unit.

3. SPORTING ASSOCIATION/CLUB MEMBER

3.1 A Sporting Association/Club member is any person who holds a current membership of an Association/Club that pays annual user

- fees to the MRC&LC.
- 3.2 The member shall be entitled to the use of all sporting facilities for training and competition purposes as programmed by the members host Association/Club in any given season or in accordance with bookings made by the host club.
 - 3.3 The MRC&LC will collect the Sporting Association/Clubs membership list after the third playing date and is entitled to use this information for invoicing, research and marketing purposes.

4. DISPUTES

- 4.1 Associations/Clubs may elect to put the complaint or dispute in writing for presentation to the Centre Manager. The presentations must set out the nature of the dispute and potential solution.
- 4.2 An individual member complaint will not be referred to or acted upon unless supported by the member's Association/Club Executive in writing. Individual complaints will be managed by the Centre Manager.

5. REGISTER OF SPORT COUNCIL MEMBERS AND MAINTENANCE OF RECORDS

- 5.1 The Centre Manager shall keep on the behalf of the Centre, an up to date register of members. The register must be continually available for inspection at the Centre premises.
- 5.2 The Centre Manager shall keep on the behalf of the Centre, up to date guidelines, policies, procedures and proformas.

6. ANNUAL FEES AND CHARGES

- 6.1 Council adopts fees and charges on an annual basis as per the budget process. This pertains to commercial and community hire of MRC&LC facilities. These fees and charges are separate to annual club/user fees.
- 6.2 Council adopted sporting association/club user charges in January 2015 setting a base structure and incorporating a 5% increase per annum for 5 years.
- 6.3 Sporting Association/Club's shall be invoiced annually by the Shire of Merredin. The invoice shall be sent out to Associations/Club no later than the fourth playing date of the season and must be paid to

- the Shire of Merredin no later than the eighth playing date.
- 6.4 All outstanding invoices must be paid in full by the end of the financial year.

7. CENTRE FINANCIALS

- 7.1 The recognised financial year of the Centre is July 1 to June 30, in accordance with the Shire of Merredin's elected financial year.
- 7.2 MRC&LC fees and charges are determined based on an annual operational review and the adoption of Council's annual budget.
- 7.3 Council adopts a flat base fee structure with a 5% increase per annum for five years (January 2015) for clubs/associations which is representative of internal financial requirements, affordability and inflation rates.

8. MISCELLANEOUS

- 8.1 Centre Activities
- 8.1.1 Bookings are divided into Facility Hire, Seasonal Hire and Camping. Segment specific forms must be completed and returned to MRC&LC administration.
- 8.1.2 All bookings for the Centre and surrounding recreation grounds are subject to confirmation from MRC&LC staff.
- 8.1.3 Bookings will be processed in accordance with reviewed booking procedures.
- 8.1.4 The Centre Manager may consider any request for the conduct of a recreation ground activity that does not comply with the booking procedures.
- 8.2 Centre Staff
- 8.2.1 The day-to-day management of the Centre staff shall be the responsibility of the Centre Manager and Deputy Chief Executive Officer of the Shire of Merredin and subject to employment conditions.
- 8.2.2 If any member has any cause of complaint concerning staff at the Centre, then such complaint shall, in the first instance, be made to the Centre Manager, who will advise if the complaint needs to be made in writing to the Chief Executive Officer.
- 8.2.3 No payment to any staff of the Centre shall be made by way of commission or allowance from or upon receipts of the Centre for liquor supplied.

9. ASSET MANAGEMENT

- 9.1 The Shire of Merredin shall maintain its Asset Management Plan and Long Term Financial Plan of all sporting facilities and surfaces identifying the required budget and timeline for asset renewal.
- 9.2 Policy 6.19; Sporting Infrastructure Renewal at the Merredin Regional Community and Leisure Centre, indicates that Sports Associations/Clubs will be required to financially contribute to infrastructure development and/or renewal. The property shall remain the Shire of Merredin's.
 - 9.2.1 Associations/Clubs will be required to contribute financially towards identified projects on the basis of a one third (1/3) contribution of the total development costs or such other contribution arrangement that may be agreed with the Shire of Merredin.
 - 9.2.2 The Shire of Merredin is responsible for contributing financially towards identified projects up to two thirds (2/3) of the total development costs.
 - 9.2.3 Contribution by the Shire of Merredin may be subject to confirmed grant funding for a pre-determined level of total project costs.
- 9.3 In accordance with this, Sporting clubs/associations are requested to submit a ten year strategic plan to Council identifying capital projects and timelines.
- 9.4 A Recreation Precinct Plan will be updated annually to include all facilities and surfaces with the Merredin Sports Ground. The review will take place in conjunction with the Sports Council Executive and in consultation with the Associations/Clubs.

10. AMENDMENTS TO THE MANAGEMENT PLAN

- 10.1 The Management Plan will be reviewed annually in conjunction with the Sports Council Executive and in consultation with the Associations/Clubs.
- 10.2 Amendments to the Management Plan of the Centre can only be made by resolution of the Merredin Shire Council.
- 10.3 Amendments can be recommended by the Merredin Sports Council.
- 10.4 Copies of any amendments proposed shall be made available at the Centre at least fourteen days prior to the meeting at which such proposal is to be discussed.

11. EXTERNAL FUNDING SUBMISSIONS

- 11.1 Sporting Associations/Clubs are encouraged to prepare a strategic plan that includes proposed capital infrastructure and associated costs and revenue streams. A copy of the strategic plan is to be submitted to the Merredin Sports Council and MRC&LC.
- 11.2 Strategic plans completed and submitted by December each year, outlining proposed capital works over 10 years, to be considered and prioritised by the Shire of Merredin for inclusion in Council's Long Term Financial Plan and Asset Management Plan. All works will be dependent on available funding.
- 11.3 Sporting Associations/Clubs which are planning to submit an application for external funding are to adhere to the following process:

- Step One: The proposed works identified in the Association/Clubs Strategic Plan
- Step Two: Identify funding body and grant type
- Step Three: Commence consultation with Shire of Merredin and identified funding body
- Step Four: Prepare project plan
- Step Five: Present proposal to the Merredin Sports Council for endorsement
- Step Six: Proposal presented to the Merredin Council for consideration
- Step Seven: Approved projects included in the Merredin Recreation Grounds Precinct Plan

12. COMMUNICATION STRATEGY

- 12.1 Communication between the MRC&LC and the Sporting Association/Club will be through the Merredin Sports Council.
- 12.2 The Centre Manager will attend the meetings of the Merredin Sports Council and provide a report.
- 12.3 General enquires regarding the operations of the MRC&LC can be made directly to the Centre Manager.
- 12.4 Amendments to the MRC&LC Management Plan, Merredin Recreation Ground Precinct Plan, Understanding and Guidelines and Policies will be undertaken in consultation with the Merredin Sport Council Executive and Associations/Clubs.



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UNDERSTANDING & GUIDELINES

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Conditions of Use

1. All rubbish to be put in the bins provided.
2. All clothing/shoes, equipment and rubbish to be taken out of change rooms when finished.
3. Any damage caused within the Centre and the Grounds is to be reported to Centre Staff as soon as possible.
4. Any damage to the facility and/or equipment caused by the hirer will be billed to the association/club responsible.
5. Footballs are permitted in the change room areas, however any damage caused by the use of the football will be charged to the hirer.
6. There will be a minimum \$200 cleaning charge applied to associations/clubs that leave the facility in a less than clean and tidy state.
7. No Association/Club may place any fitting or fixture in the building unless they have received written permission from the Centre Manager.
8. The kitchen and canteen must be used in accordance with the rules governing its use.
9. Any person under the age of 18 is not permitted to consume alcohol on the premises.
10. Alcohol can only be consumed within the licensed areas.
11. Any person listed on the Merredin Licensee Accord Ban List is not permitted in the licensed area.

Fee Structure

The fee structure for Associations/Clubs are set on an individual fee structure on a “user pays” basis determined by;

1. The number of members
2. The number of times they use the facilities
3. The time they use the facility for
4. Other factors such as lighting or sole use of the Centre

Each Association/Club will be invoiced annually by the Shire of Merredin. A list of the Association/Club members is to be provided to the MRC&LC after the third playing date.

Invoices must be paid within 14 days of receipt or bookings may be cancelled. Fixtured entry fees, nominations and gate takings will be the individual Association/Clubs takings.

Grandstand Bar and Licensed Areas

Please refer to map on page 8 of the Understanding and Guidelines. Anywhere inside the marked red lines is a part of the licensed area. Under **NO** circumstances are Associations/Clubs or individuals permitted to drink alcohol outside these areas. Failure to abide by this requirement could see you asked to leave the facility or issued with an infringement by Police. Please be aware it is only the Grandstand Bar and underneath the veranda area where you are permitted to drink alcohol under the 'Liquor Control Act 1988'.

Kitchen

Associations/Clubs nominated on the liquor license are not charged for the use of the kitchen facilities for standard player dinners, morning/afternoon teas or lunches after fixtured games. Community rates (adopted in Council's annual fees and charges) apply for additional events or activities hosted by an Association/Club outside of standard club use and fixtures or where the Association/Club stands to make a financial return.

Associations/Clubs will be responsible for cleaning the kitchen, leaving it neat and tidy, as per the checklist provided. If the kitchen is left in an unsatisfactory state then a charge may apply on a cost recovery basis. Any items left in the kitchen may be removed and/or discarded after a period of (1) week if staff have not been notified of a collection date. Associations/Clubs will be responsible for ensuring minimal stock items remain on premises in areas of shared usage.

If using the kitchen facility at any time, Associations/Clubs must have at least one member who has completed the required food handling course implemented by the Shire of Merredin under the Food Act 2008. Users may be denied the use of kitchen facilities if Sporting Associations/clubs are found to be in breach of this requirement. The Shire of Merredin and Merredin Sports Council have notified sporting associations/clubs of this OSH obligation.

Catering of Meals at the Grandstand Bar

Associations/Clubs nominated on the liquor license are welcome to participate in the weekly roster to prepare and serve meals to the public at the Grandstand Bar. The fundraising opportunity is based on a 50/50 profit share basis with Merredin Sports

Council. The funds raised must be used for the betterment of the community. The catering roster is coordinated by the MRC&LC Manager.

Inclusion on the catering roster is at the discretion of the MRC&LC Manager to ensure catering opportunities are shared between Associations/Clubs are unable to fulfil their designated date, they are to swap with another listed Association/Club or forfeit their allocation by contacting the MRC&LC Manager at least two weeks prior.

Smoking

Please be aware that the Merredin Regional Community & Leisure Centre is a **NO SMOKING VENUE**. There are designated smoking areas located outside of the venue. Please make sure smoking is undertaken 10 metres away from any main door way of the Recreation Centre. Staff have the right to refuse entry back into the Centre if you ignore this request.

Bookings of Facilities

Associations/Clubs which are financial members of the Merredin Sports Council are able to book and use the meeting room/kitchen free of charge for their respective meetings. Please ensure your meeting room/kitchen/training requirements are booked in advance to avoid clashes with others wanting to use the facility. Once your seasonal booking form is complete and signed by Centre Staff the booking is confirmed.

As per the schedule of fees and charges adopted by Council, MRC&LC offers community and commercial rates for facility hire. Prices may vary from previous fees and charges.

Please note: MRC&LC staff are not permitted to offer reduced fees and charges to users. Any requests for discounts must be sent in writing to the CEO at the Shire of Merredin, detailing the nature of the discount and the reason in which it is sought.

The Grandstand Bar is the allocated meeting area for all players and club members on game and training days. Clubs are permitted access to the Grandstand Bar on a shared basis on all occasions. Fixtured events and game days requiring use of the Function Room and Grandstand Bar take precedence over all private bookings, provided that notice is given in advance to the Centre Manager.

Bookings for non-members of the Merredin Sports Council are able to book the MRC&LC facilities by completing a booking form. Once your booking form is complete and signed by Centre Staff the booking is confirmed. Additional requirements must be stated clearly on the booking form and may incur an additional fee.

Please note: Until the booking form is signed by Centre Staff and a copy returned to you for your records you DO NOT have a booking.

Seasonal Booking

Each Association/Club will be given an introduction package containing all of the relevant information concerning the use of MRC&LC. A seasonal booking form must be completed and submitted along with your club's fixtures and training times prior to the commencement of the season.

Any sporting, leisure or recreational activity organised by an Association/Club that is not a fixtured or ordinary training event will incur a relevant fee (eg. social netball, mixed basketball, tennis, indoor cricket, corporate bowls, carnivals, scratch matches, skill clinics, association trainings etc).

Court Area

Any Association/Club which uses the court area is responsible for their own event including set up and clearing of any individual equipment, clothing and rubbish. The court area must be returned to the original set up. Club officer bearers should contact the Centre Manager prior to the commencement of the season to arrange induction for use of the indoor equipment (including scoreboards, roller doors, microphone, installation of poles etc).

Raffles

Associations/Clubs are encouraged to run raffle and fundraisers whenever they feel fit. These raffles **CANNOT** be alcohol related due to liquor license regulations. Please advise Centre Management of your plans before organising to ensure that there is not more than one raffle on any one day.

Sports Store Room

All financial members of the Merredin Sports Council are provided a cage to store their sporting equipment. It is your reasonability to keep your cage locked and as clean as possible. Each Association/Club is permitted one cage only.

Lighting

Turning the lights out after use is the responsibility of the Association/Club. If the lights are left on after your Association/Club has left the facility the Association/Club will be charged an additional fee for power usage.

Keys and Security Alarm

Individual Associations/Clubs are invited to use the facility on a booking basis. Each Association/Club is to be allowed one key/ key holder per club. The Association/Club must have registered a nominated key holder with the staff at the Centre administration office. There will be a key register form to complete before getting a Club key. The keys are to be returned to the Centre on completion of the season's fixtures. If the Association/Club needs to borrow another key they are available to be picked from the Centre staff. It is a requirement to sign the keys out and return them within 24 hours of borrowing it. Association/Clubs will be levied the cost for any lost keys. Each Association/Club will be given a security code associated with your particular sport.

Public Liability Insurance

The Shire of Merredin holds public liability insurance for accidents that happen within the perimeter of the Merredin Recreation Grounds.

Please Note: Council's insurance policy does not cover sporting clubs and incorporated bodies for stolen property, damaged goods or injuries whilst members partake in an activity for an Association/Club.

Supervision of Children

All children aged 12 and under are to have parental supervision whilst using the Recreation Centre. Children under the age of 12 years old can be refused entry to the Centre if not accompanied by a parent or guardian. The Recreation Centre staff are not responsible for the safety and behaviour of your children. A supervisor will be recognised as a responsible adult, older sibling (at least 15 years of age), coach or relative.

Sprigs on Courts and in Function Rooms

All types of sprigged footwear are not to be worn on the main stadium courts or in the

function areas. Shoes exchanged for sprigged or sport appropriate footwear should be left in change rooms or outside the Grandstand Bar against the wall.

First Aid

During the Centre's opening hours, there will be a staff member on site with first aid qualifications (Refer to page 2 of the Introduction for emergency contact details). An equipped first aid kit, defibrillator, wheel chair and stretcher are available at all times. The defibrillator can be found in Grandstand Bar. Portable first aid kits can be found behind the bar and in the administration office.

Users are asked to notify staff of any accidents/incidents that occur at MRC&LC facilities or on MRC&LC recreation grounds. Please refer to the accident/incident form located in the Proformas section of this document. Users who witness an accident/incident may be asked to divulge their knowledge relating to such occurrence.

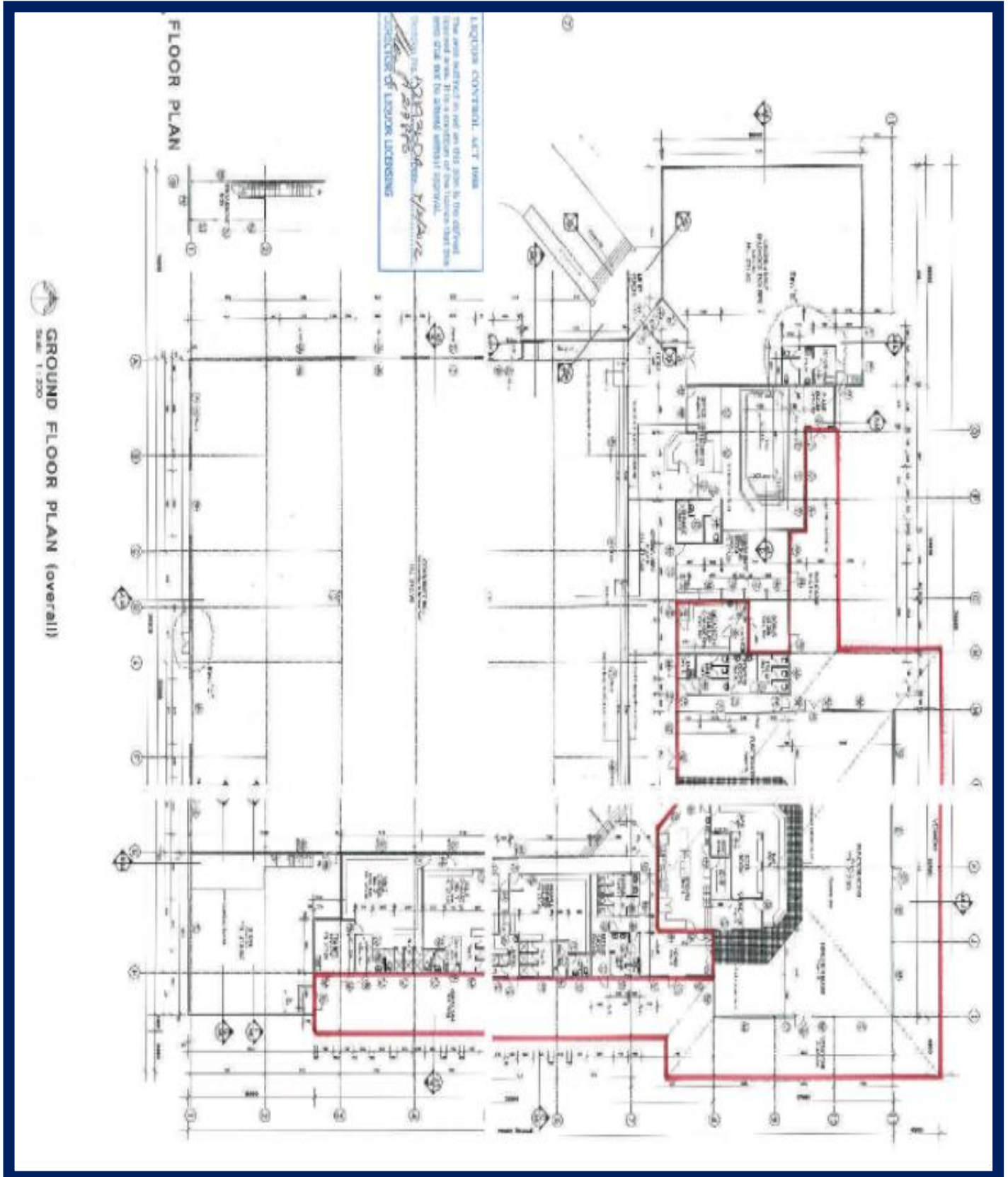
Please note: Outside of the Centre opening hours it is up to the individual Association/Club to have qualified first aid trained personnel in the event of an of emergency. Each Association/Club will have access to all first aid equipment.

Grandstand Bar Licensed Area

Subject to approval, the Grandstand Bar Licensed Area will be expanded to include the shade Area and BBQ facilities on the western side of facility (Refer to Precinct Plan). This request will be submitted within 2015/16 financial year.

Grandstand Bar Licensed Area

(Shaded in Red)





PROFORMAS

KEY REGISTER FORM

Name of Association/Club	
Key Holder Name	
Key Holder Contact Number	

Key Number & Key Type	
Key Issued By (Staff Member)	

<i>As the key holder, it is your responsibility to ensure the facility is locked after use, the alarm is set and the Centre is left in a clean and tidy manner.</i>		
Key Holder Signature		Date:
Staff Member Signature		Date:

Key Returned		
Key Holder Signature		Date:
Key Issued By (Staff Member)		Date:

ACCIDENT / INCIDENT REPORT

Date of Report	
Name of Person Reporting	
Contact Number	

Report Type <input type="checkbox"/> Injury <input type="checkbox"/> Property Damage <input type="checkbox"/> Near Miss (no damage or injury)	
Date of Accident/Incident	
Place of Accident/Incident (eg turf, bar)	

Person(s) Involved	
Name:	Contact:
Name:	Contact:
Name:	Contact:
Name:	Contact:

Description of any Property Damage (eg broken window)
Injury Details (eg sprained ankle, broken arm)

Cause of Accident/Incident/Injury (eg tripping over, struck by object)	
Witnesses	
Name	Contact:
Name:	Contact:

Signature of Reporter		Date:
Signature of Staff Member		Date:

Internal Action		
MRC&LC Manager	Actioned:	Date:
Building Project Officer	Actioned:	Date:
OHS Officer	Actioned:	Date:

BUILDING MAINTENANCE REPORT

Date of Report	
Name of Person Reporting	
Contact Number	

Location of Maintenance/Repairs Required <i>(eg. men's change rooms)</i>

Details of Maintenance/Repairs Required

Signature of Reporter		Date:
Signature of Staff Member		Date:

Internal Action		
MRC&LC Manager	Actioned:	Date:

ASSOCIATION / CLUB SEASONAL FORM

Name of Association/Club	
Primary Sport Played	
Sports Postal Address	

Office Bearers	Name	Phone	Email
President			
Secretary			
Treasurer			

Designated Contact Liaison Person	
Name	
Address	
Phone	
Work	
Fax	
Email	
Please Note: This person is the Centre's first point of contact. If this person is not available, contact made with the President.	

Fixtures / Insurance Document / Incorporation Certificate	
Season Start Date	
Season Finish Date	
Copy of Fixtures are attached:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Copy of current Insurance Document is attached:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Copy of Incorporation Certificate is attached:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please Note: The dates marked in your fixtures will be booked for all the facilities you have out below. Any deviation from these fixtures will need to be noted in writing to Centre Management as soon as possible.	

Facilities required for Fixtured Events (days / dates as per attached fixtures)		
FACILITY	TIME	ADDITIONAL INFORMATION
Home Change Rooms	From: To:	
Away Change Rooms	From: To:	

Spare/Female Rooms	Change	From:	To:	
Umpire Change Room		From:	To:	
Public Toilets East		From:	To:	
Public Toilets North		From:	To:	
Main Oval:		From:	To:	
Whole Oval		From:	To:	
North Oval only		From:	To:	
South Oval only		From:	To:	
Oval Lights		From:	To:	
Hockey/Tennis Turf:		From:	To:	
Whole		From:	To:	
South		From:	To:	
Mid (for tennis only)		From:	To:	
North		From:	To:	
Turf Lights		From:	To:	
Indoor Stadium		From:	To:	
Whole Stadium		From:	To:	
Indoor Court 1		From:	To:	
Indoor Court 2		From:	To:	
Bowls Surface:		From:	To:	
South Green		From:	To:	
Number of Rinks		From:	To:	
North Green		From:	To:	
Number of Rinks		From:	To:	
Surface Lights		From:	To:	
Golf Course		From:	To:	
Kitchen		From:	To:	<p><i>Do you require to drop food off midweek?:</i> Y <input type="checkbox"/> N <input type="checkbox"/></p> <p><i>Do you require a locked cupboard & fridge space to store your products?:</i> Y <input type="checkbox"/> N <input type="checkbox"/></p>
Time Keeper's Box		From:	To:	
Portable Ticket Box		From:	To:	
Meeting Room		From:	To:	<i>Seated</i> Y <input type="checkbox"/> N <input type="checkbox"/> <i>Tables</i> Y <input type="checkbox"/> N <input type="checkbox"/>
Grandstand Bar / Function Room		From:	To:	<p><i>Half Room / Full Room (Please Circle)</i></p> <p><i>Will your club be presenting awards</i> Y <input type="checkbox"/> N <input type="checkbox"/></p> <p><i>Approx Time:</i> _____</p>
Indoor Playground		From:	To:	

Grandstand Bar / Function Room	From:	To:	<i>Half Room / Full Room (Please Circle)</i>
Indoor Playground	From:	To:	

Additional Bookings (i.e. Social Nights, Wind Ups etc):

We require general information below for any additional bookings, however you will be required to complete a Function Facilities Booking Form and liaise with Centre Management further for these events

Date / Facilities Required / Time / Additional Info				
DATE	FACILITIES REQUIRED	TIME		ADDITIONAL INFO
		From:	To:	
		From:	To:	
		From:	To:	
		From:	To:	
		From:	To:	
		From:	To:	

Clubs / Associations are responsible for setting up and packing up of chairs and tables for their meetings and functions.

Other Requirements:

POLICIES

The following policies are endorsed policies of Council and included in the Shire of Merredin's Policy Manual (January 2015).

- 6.1 Supervision of Children at the Merredin Regional Community & Leisure Centre
- 6.2 Delivery of Sport and Recreation Programs - Volunteers
- 6.3 Lost Property
- 6.4 Camping on Merredin Recreation Grounds
- 6.5 Designated Smoking Areas at the MRC&LC
- 6.6 Kitchen Costs for Clubs/Associations
- 6.7 Function Room Costs for Clubs/Associations
- 6.8 Outdoor Club/Associations Utilising MRC&LC Indoor Facilities
- 6.9 Recycling
- 6.10 Indoor Playground Food Policy
- 6.11 Facility Bookings and Costs for Schools
- 6.12 Closure of Grandstand Bar
- 6.13 Functions Requiring Alcohol
- 6.14 Unconsumed Liquor
- 6.15 Vandalism Policy
- 6.16 Donation of Hire Fees
- 6.17 Disposal of Expired and Unsold Bar Stock
- 6.18 Code of Behaviour & Penalty Structure
- 6.19 Sporting Infrastructure Renewal at the Merredin Regional Community and Leisure Centre

6.1 SUPERVISION OF CHILDREN AT THE MERREDIN REGIONAL COMMUNITY AND LEISURE CENTRE

Policy Statement:

All children aged 12 years and under have adequate supervision by a parent or Supervisor whilst at the MRC&LC.

Policy Objective:

Stipulate the age that children require full supervision and to define adequate supervision so that the Leisure Centre is a safe environment for all participants and spectators of all recreational and leisure activities.

Guidelines:

1. Any child of 12 years and under in the Indoor Playground area must be accompanied by either a parent or supervisor whilst at the MRC&LC.
2. A supervisor can be a coach or instructor of the organised program that the child is participating in or a person of 15 years and over, ie brother or sister.
3. The parent or supervisor must provide adequate supervision of the child at all times. Playing a game of respective sports, whilst the child sits on the side line or entertains themselves, is not adequate supervision.
4. Centre staff are not responsible for the safety and behaviour of unsupervised or supervised children.
5. Centre staff have the authority to refuse entry to unsupervised children.
6. Centre staff have the authority to interrupt any activity to find the responsible guardian of the children that are unsupervised.
7. All liquor license regulations over-ride age limits in the Grandstand Bar area.

6.2 DELIVERY OF SPORT AND RECREATION PROGRAMS - VOLUNTEERS

Policy Statement:

That volunteers who deliver any recreation or leisure program at the Merredin Regional Community and Leisure Centre (MRC&LC) agree to the terms of conduct, and deliver such programs in a safe and professional manner.

Policy Objective:

To provide volunteers with information and guidelines in regards to the delivery of recreation and leisure programs.

Guidelines:

1. All volunteers who are assisting in or coordinating a children's program, sign the MRC&LC working with children confidential declaration and where appropriate, supply a Working with Children Check.

2. The conduct of each program is performed in a safe environment for players, spectators and volunteers.
3. Any changes to the program are to be confirmed with Centre management.
4. All injuries are reported to Centre staff.
5. Any damage to equipment is reported to Centre staff.
6. The MRC&LC Terms of Conduct, Rights and Responsibilities of Volunteers is read and understood.
7. Volunteers will perform under the guidelines of MRC&LC policies and operating procedures.

6.3 LOST PROPERTY

Policy Statement:

That staff at the Merredin Regional Community and Leisure Centre (MRC&LC) will discard personal items that are classed as lost property, after an appropriate period of time.

Policy Objective:

To provide staff with an effective system to ensure lost property at the MRC&LC is claimed by the owner, or the item is discarded after an appropriate period of time.

Guidelines:

1. Lost property is defined as any item left by a patron at the MRC&LC, or surrounding grounds that has no identification and/or contact details located on it.
2. In the instance where the item has a hygiene risk (i.e. a drink bottle) the item will be disposed of after a period of 1 week.
3. In the instance where the item is valuable (i.e. a ring, push bike) then the item will be taken to the local police station after a period of 1 week.
4. All clothing or sporting equipment items that remain in the lost property for a period of 1 month will be distributed to charity organisation.
5. Centre staff will not be held responsible for any items left at the Centre or surrounding grounds, including any breakages.
6. When claiming lost property, the owner must prove to a satisfactory level that the item belongs to them.

6.4 CAMPING ON MERREDIN RECREATION GROUNDS

Policy Statement:

The application for camping on the Merredin Recreation Grounds can be made to the Recreation Centre Manager.

Policy Objective:

To provide guidelines on when camping on the Merredin Recreation Grounds is appropriate, costs of camping on the Merredin Recreation Ground, access to facilities at the Merredin Regional Community and Leisure Centre and general management of the area whilst camping on the Merredin Recreation Ground.

Guidelines:

1. Application for camping on the Merredin Recreation Grounds is to be made in writing to the Shires Recreation Centre Manager at least four weeks prior to the booking.
2. Approval of the application will be based on;
 - Investigating the appropriateness of the camping event
 - Other facility or grounds bookings
 - Access to other accommodation facilities in the community
3. The cost of camping is in accordance with Council's fees and charges.
4. Access to facilities including showers and toilets are during normal operating hours. If additional access is required, notification is required when the user group submits the application.
5. If the hirer requires access to power, notification is required when the hirer submits the application.
6. The following is not permitted on the Merredin Recreation Grounds;
 - Fires
 - Digging holes
 - Installing posts into the ground
 - Anything that defaces the ground (paint, ice, oil)
7. The hirer is to ensure that interference with any irrigation system does not occur.
8. The user group is to be aware of underground automatic irrigation systems prior to erecting tents.
9. The hirer is responsible for the security and safety of themselves and their belongings.
10. Approval for pet access should be sought when the user submits the application.

6.5 DESIGNATED SMOKING AREAS AT THE MRC&LC**Policy Statement**

That the Merredin Regional Community and Leisure Centre, including all fenced off and verandah areas and bowling green areas surrounding the complex is a smoke-free environment.

Policy Objective:

To specify the areas of the Merredin Regional Community and Leisure Centre which are classed as a smoke-free environment.

Guidelines:

1. The Merredin Regional Community and Leisure Centre, including all fenced off areas, verandah areas and bowling green areas surrounding the complex, is a smoke-free environment.
2. The Merredin Regional Community and Leisure Centre Code of Behaviour promotes the Centre, including all fenced off areas, verandah areas and bowling green areas surrounding the complex, as smoke free.
3. Designated smoking areas are located around the facility with butt bins available.
4. Smoking is prohibited within 10 metres of an entrance doorway to the Merredin Regional Community and Leisure Centre.

6.6 KITCHEN COSTS FOR ASSOCIATIONS/CLUBS**Policy Statement:**

That Associations/Clubs nominated on the liquor license are not charged for the use of the kitchen facilities for standard player dinners, morning/afternoon teas or lunches after fixtured games.

Policy Objective:

To provide details on the cost of kitchen facilities for Associations and Clubs who are nominated on the liquor license for utilising the facilities at the Merredin Regional Community and Leisure Centre.

Guidelines:

1. Clubs and Associations nominated on the liquor license for utilising the facilities at the Merredin Regional Community and Leisure Centre are not charged for the use of the kitchen facilities or for preparation of Association/Club meals during a fixtured game including presentation night.
2. Community rates (adopted in Council's annual fees and charges) apply for any additional events or activities hosted by an Association/Club outside of standard club use and fixtures or where the Association/Club stands to make a financial return. Pre-book the facilities as per the Centres booking procedures.
3. Associations and Clubs utilise the facilities in accordance with the MRC&LC Guidelines, the facilities Conditions of Use.
4. If the kitchen is left in an unsatisfactory state then a charge may apply on a cost recovery basis.

6.7 FUNCTION ROOM COSTS FOR ASSOCIATIONS/CLUBS

Policy Statement:

That Associations and Clubs nominated on the Shire of Merredin's liquor license utilising facilities at the Merredin Regional Community and Leisure Centre are not charged for the use of the Grandstand Bar, for an event.

Policy Objective:

To provide details on the cost of Grandstand Bar facilities for Associations and Clubs nominated on the liquor license utilising the facilities at the Merredin Regional Community and Leisure Centre.

Guidelines:

1. Associations and Clubs nominated on the liquor license for utilising the facilities at the Merredin Regional Community and Leisure Centre are not charged for the use of the Grandstand Bar, for an event.
2. Associations and Clubs pre-book the facilities as per the Centre's booking procedures.
3. Associations and Clubs utilise the facilities in accordance with the MRC&LC Understanding and Guidelines and the MRC&LC facility conditions of use.
4. Associations and Clubs will be charged a cleaning fee for any additional cleaning that is considered excessive after club functions held at the MRC&LC.
5. Associations and Clubs will be charged for staff set up and clean up.
6. The only exclusive booking Associations and Clubs can make is for their windups.

6.8 OUTDOOR CLUB/ASSOCIATIONS UTILISING MRC&LC INDOOR FACILITIES

Policy Statement:

On the occasion where outdoor user groups want to utilise indoor facilities due to bad weather, it shall be provided free of charge to the club.

Policy Objective:

To provide outdoor Clubs and Associations with guidelines as to when they can utilise the indoor facilities free of charge.

Guidelines:

1. Outdoor Clubs/Associations may utilise the indoor facility for normal training purposes, free of charge, when bad weather prohibits the use of outdoor facilities.
2. Indoor bookings take precedence over the usage by outdoor Clubs/Associations.
3. Clubs and Associations are to contact Centre staff during office hours (8:30am-4:30pm Mon to Fri) to organise facility access. Staff are not to be contacted after hours to organise access.

4. The Clubs and Association utilises the facility in accordance with their Memorandum of Understanding with the Shire of Merredin.

6.9 RECYCLING

Policy Statement:

Merredin Regional Community and Leisure Centre management acknowledges the important role of recycling and the contribution that the Centre can make to waste management.

Policy Objective:

To provide guidelines for Centre staff and volunteers regarding what to recycle, how to recycle and removal of recycling items.

Guidelines:

1. Cardboard boxes are to be flattened and stored in the bins with yellow lids.
2. Drink containers such as bottles and cans are to be completely emptied.

6.10 INDOOR PLAYGROUND FOOD POLICY

Policy Statement:

The Indoor Playground is advertised as a Healthy food option, with the exception of private bookings.

Policy Objective:

To provide guidelines for staff and patrons regarding the appropriate food items that can be consumed in the MRC&LC Indoor Playground.

Guidelines:

1. The Indoor Playground area is to be advertised as a *“Healthy Food Option Only Zone”* due to the many food allergies.
2. Upon the occasion of a private booking, other food items may be served whilst adhering to the following conditions;
 - The hirer is responsible for ensuring the safety and health of their guests
 - All food items are to be served on appropriate items such as plates and bowls
 - Children are to be seated on the vinyl floor (not mats) whilst consuming food items
 - All left over food items are to be removed from the premises
3. Centre staff members provide minimal supervision to the Indoor Playground area, therefore, parents, guardians and patrons are responsible for ensuring that they

adhere to the “*Healthy Food Option Only Zone*”.

6.11 FACILITY BOOKINGS AND COSTS FOR SCHOOLS

Policy Statement:

That Schools are charged as per the Shire of Merredin’s adopted Annual Fees and Charges and that applications for payment exemptions can be made in writing to the Chief Executive Officer.

Policy Objective:

That facility costs for local and surrounding regional schools utilising the Merredin Regional Community and Leisure Centre and surrounding grounds be defined and guidelines provided for schools.

Guidelines:

1. Indoor and outdoor facility use by schools is to be booked at the Merredin Regional Community and Leisure Centre during normal administrative hours, detailing all requirements.
2. Bookings are to be made at least one week in advance unless special circumstances occur.
3. Approval of the application will be based on other facility or grounds bookings, the program and payment of the booking.
4. Schools are charged an annual invoice as adopted by council for use of the Merredin Regional Community and Leisure Centre and surrounding grounds.
5. That application for an exemption of charges can be made in writing to the Chief Executive Officer no later than four weeks prior to the event.

6.12 CLOSURE OF GRANDSTAND BAR

Policy Statement:

That the on duty Bar Manager is delegated the authority to close the Grandstand Bar when appropriate circumstances arise.

Policy Objective:

To ensure the Grandstand Bar is managed efficiently and effectively whilst providing customers a safe environment to socialise in.

Guidelines:

1. The on duty Bar Manager has the delegated authority to close the Grandstand Bar under the following circumstances;
 - minimal patronage to the area with no prospect of any additional customers

- entering for the evening;
 - aggressive behaviour by customers;
 - closure guidelines indicated in the Centre’s Liquor License and/or associated with the Department of Racing, Gaming and Liquor legislations and laws.
2. When appropriate, the on duty Bar Manager will contact the local police for additional advice.
 3. In the instance where patrons refuse to vacate the premises, the on duty Bar Manager will contact the local police.

6.13 FUNCTIONS REQUIRING ALCOHOL

Policy Statement

Alcohol for all functions held at the Merredin Regional Community and Leisure Centre is to be purchased from the Grandstand Bar.

Policy Objective:

In adhering to Liquor Licensing laws and ensuring the Responsible Service of Alcohol, the Centre staff will ensure alcohol for any event is not brought onto the Centre.

Guidelines:

1. Liquor of any kind is not to be brought onto the premises.
2. Staff will endeavour to provide service from the Grandstand Bar for every function, including those that fall outside regular trading hours.
3. Any extension of license will require obtaining an Occasional License or Extended Trading Permit – to be determined by the Licensee and Approved Bar Manager.
4. Functions requiring consumption of ‘Alcoholic Punch’ must:
 - Purchase all alcohol from the MRC&LC Grandstand Bar.
 - Be made on premises in the presence of an Approved Bar Manager.
 - Not be taken from the premises if unconsumed.
5. All conditions listed to apply to all functions held within the Merredin Recreation Ground.

6.14 UNCONSUMED LIQUOR

Policy Statement:

That the on duty Bar Manager is delegated the authority not to permit unconsumed liquor, sealed or unsealed, to be taken from the premise unless purchased as a “takeaway” item in accordance with the Grandstand Bar License restrictions.

Policy Objective:

To ensure the Grandstand Bar is managed efficiently and effectively whilst providing

customers a safe environment to socialise in.

Guidelines:

Sealed, unconsumed alcohol may be taken from the premises if it has been purchased as a takeaway item in accordance with the Grandstand Bar License conditions.

6.15 VANDALISM POLICY

Policy Statement:

That the Merredin Sports Council Committee and the MRC&LC Manager investigate acts of vandalism at the Merredin Regional Community and Leisure Centre.

Policy Objective:

To ensure the Merredin Regional Community and Leisure Centre is managed efficiently and effectively whilst providing users a safe and well maintained facility, and to ensure all offenders of vandalism are treated equally.

Guidelines:

1. All reports of vandalism are to be investigated. Persons who can be identified as committing acts of vandalism are to be suspended from the Merredin Regional Community and Leisure Centre for between one and twelve months depending on severity.
2. The actual suspension time, according to severity of act, is to be determined by the Merredin Shire Council.

6.16 DONATION OF HIRE FEES

Policy Statement:

That the Chief Executive Officer be delegated authority to donate hire fees for paid events/functions held at the Merredin Regional Community and Leisure Centre.

Policy Objective:

To ensure a fair and consistent process is applied to all applications/requests for donations of hire fees for events held at the Merredin Regional Community and Leisure Centre.

Guidelines:

Hire fees will be donated if applicant can satisfy each of the below criteria:

- The Event Organiser is a not-for-profit organisation or the event is not-for-profit.
- The Event targets all members of the community (Private functions will NOT be considered).

- The Event acknowledges the sponsorship of the Shire of Merredin in all marketing and promotion.
 - The Shire of Merredin will not under any circumstances waive hire fees. Instead, all applications should request an amount to be donated by the Shire of Merredin for the cost incurred.
- ** Events and donations for hire fees will be considered on individual merit. Receipt of donation does not guarantee further donations in the future.
- *** The value of each individual donation is subject to change depending on the duration of the Event. Where the Event is held over multiple days this will be considered as a single donation.

All applications for donations are to be presented to the Recreation Centre Manager, who will forward all submissions to the Shire of Merredin Chief Executive Officer for consideration.

6.17 DISPOSAL OF EXPIRED AND UNSOLD BAR STOCK

Policy Statement:

That all expired and unsold stock after a set time can be disposed in accordance with the guidelines.

Policy Objective:

To provide staff with an effective system to dispose of expired and unsold stock after an appropriate period of time.

Guidelines:

1. Expired stock is defined as stock exceeding it's used by date.
2. Unsold stock that has not been sold in a period of six months shall be advertised for a period of one months at a reduced price.
3. If still unmoved after the set time the Bar Manager shall dispose of through the normal waste disposal.

6.18 CODE OF BEHAVIOUR AND PENALTY STRUCTURE

Policy Statement:

That users of the MRC&LC and Recreational Grounds are to behave in an appropriate manner at all times.

Policy Objective:

To provide users of the MRC&LC and Recreational Grounds guidelines for an acceptable standard of conduct and the outlining the penalty structure for users contravening the Code of Behaviour.

Guidelines:

The Code of Behaviour guidelines stipulates that the following behaviours are deemed inappropriate:

- Derogatory, abusive or foul language
- Bullying
- Physical abuse – fighting, kicking, pushing, punching, scratching etc
- Spitting
- Vandalising and intentional damage or equipment and facilities
- Stealing
- Littering
- Arguing with officials
- Smoking within the facility areas
- Use and/or possession of illegal drugs
- Actions that **are not** in accordance with the Centre’s harm minimisation policy and liquor license laws

Grandstand Bar - Liquor Licensing Conditions:

1. The licensee is committed to responsible server practices which include:
Controlling intoxicated persons by refusing them entry to the premises, by not providing them with liquor when on the premises and by taking appropriate care to protect both them and others they may come into contact with.
2. Controlling juveniles by refusing them entry unless they are accompanied by a responsible adult or are on the premises for the purpose of obtaining a meal and when they are on the premises, by not providing them with liquor.
3. The responsible promotion of liquor.
4. Avoiding disturbing the amenity of the local area by respecting the rights of neighbours and by encouraging customers to do the same.
5. Addressing complaints from customers and nearby residents expeditiously and reasonably.
6. Caring for customers properly by establishing harm minimisation strategies to enable customers to enjoy themselves without causing harm to themselves or others.

Penalty Structure:

Contravening the Code of Behaviour may result in the suspension of accessing the MRC&LC, including the Merredin Recreation Grounds for a minimum period of one (1) week.

The maximum penalty for contravening the Code of Behaviour may results in suspension

of accessing the MRC&LC, including the Merredin Recreation Grounds for a period of twelve (12) months.

The Merredin Regional Community and Leisure Centre and the Merredin Recreation Grounds are public facilities. Inappropriate behavior will not be tolerated. Police will be notified where appropriate.

6.19 SPORTING INFRASTRUCTURE RENEWAL AT THE MERREDIN REGIONAL COMMUNITY AND LEISURE CENTRE

Policy Statement:

To determine sporting facilities requiring current and future facility development or renewal within the Merredin Regional Community & Leisure Centre precinct in conjunction with the Merredin Sports Council and sporting Associations and/or Clubs.

Policy Objective:

- To identify and analyse the present and future needs of sport and recreation facilities
- Identify and plan ahead for funding applications and infrastructure developments and renewals
- Integrate sport and recreation facility planning into local government planning
- To determine the financial contribution for facility development and/or renewal

Guidelines:

1. All sporting Associations and Clubs are to submit a ten year strategic plan to Council identifying capital projects and timelines.
2. Identified capital projects are to be considered by Council and where approved are to be included in the overarching WEROC Sport and Recreation Facilities Plan and Shire of Merredin Long Term Financial Plan and Asset Management Plan.
3. Associated sporting Associations and/or Clubs will be required for contributing financially towards identified projects on the basis of a one third (1/3) contribution of the total development costs or such other contribution arrangement that may be agreed the Shire of Merredin.
4. The Shire of Merredin is responsible for contributing financially towards the identified projects up to two thirds (2/3) of the total development costs.
5. Contribution by the Shire of Merredin may be subject to confirmed grant funding for a pre-determined level of total project costs.

6. The Shire of Merredin in conjunction with the associated sporting Association and/or Club will seek external funding to assist with the cost of the project.
7. The Shire of Merredin will project manage all identified infrastructure projects undertaken within the Merredin Regional Community & Leisure Centre precinct.
8. Infrastructure projects not identified in the Sporting Association and/or Club strategic plan and the Shire of Merredin's Long Term Financial Plan and Asset Management Plan will not be financially supported by the Shire of Merredin.



RECREATION GROUNDS PRECINCT PLAN

RECREATION GROUNDS PRECINCT PLAN

The purpose of the MRC&LC Master Plan is to identify the future capital developments needed for the precinct and actions required to achieve these goals.

The Precinct Plan has been prepared in consultation with the Merredin Sports Council Executive. The Plan will be reviewed annually in March.

The Merredin Recreation Ground covers an area of 22 hectares and includes the following surfaces:

- 2 synthetic bowling greens
- 4 outdoor basketball courts
- 2 multi-purpose indoor courts
- 1 synthetic hockey turf to include 12 marked tennis courts
- 1 fire brigade running track
- 1 football oval
- 2 cricket ovals (1 turf & 1 carpet)
- 1 community garden

The grounds include the following buildings:

- Merredin Regional Community and Leisure Centre
- Nukarni Hall
- Old Toilets
- Gardeners House (lease agreement)
- Golf Club Rooms
- Storage shed adjoining Golf club rooms
- Old Trotting club Tote room
- Stud Breeders ram pavilion
- Poultry Breeders Shed
- Merredin Men's Shed (lease agreement)
- Hockey/Tennis Shade Structure

The grounds include the following playgrounds:

- Medium play structure (located on the boundary of the main oval)
- Small play structure (located on boundary of synthetic hockey surface)

Proposed Development Plan

The following proposed developments are dependent on securing relevant funds to implement the projects.

Development Projects	Estimated Cost	Revenue Source	Timeframe	Responsible Party	Progress
Pathway to Golf Club – seal the path on the eastern side of the bowling green fence	\$8,000	Shire of Merredin Merredin Golf Club	Mar 2016	Merredin Sports Council Merredin Golf Club Shire of Merredin	Temporary metal dust pathway installed May 2014 Project yet to be considered by Shire
Senor Light – installed on the North Eastern end of the bowling greens to make a safe pathway for golfers	\$500	Sponsorship	June 2014	Merredin Sports Council	Not progressed
Shade Structure Stage One – construct a structure on the Eastern side of the tennis/hockey surface	\$37,000	Turf Alliance \$17,000 Merredin Districts Tennis Club \$10,000 Merredin Hockey Clubs \$10,000	October 2014	Turf Alliance	Stage one and two completed November 2014
Stage Two – installation of power, water and water fountain	\$8,000	Merredin Districts Tennis Club \$4,000 Merredin Hockey Clubs \$4,000	September 2015		
Stage Three – construction of tennis captains room	\$8,000	Merredin Districts Tennis Club	September 2015		Planning commenced, envisage to complete September 2016

Pathway – construct a path from existing beer garden running adjacent to the multi-purpose surface (running the whole length of the surface)	\$12,000	Shire of Merredin Merredin Sports Council	October 2014	Turf Alliance	Completed November 2014
Fencing to enclose beer garden to create a safe outdoor area for children	\$11,200	Shire of Merredin	September 2014	Shire of Merredin	Project not a consideration by the Shire at this stage
Fire Brigade Shed	Costings to be provided	Volunteer Fire Brigade	June 2014	Volunteer Fire Brigade	Not Commenced
Carpark and road constructed on Western side of hockey/tennis playing surface	Costings sourced	Shire of Merredin	Completed	Shire of Merredin	Completed – line marking to be done
Tote Building Proposed Redevelopment – creating additional storage for sporting groups	Costings to be sourced	To be confirmed with stakeholders	October 2015	To be confirmed	Works identified in 2015/16 budget
Installation of Solar Panels to MRCLC	\$50,000 (price to be confirmed)	Shire of Merredin	December 2014	Shire of Merredin	Completed
Resurfacing Bowling Greens (2)	\$280,000	Civic Bowling Club Shire of Merredin Department Sport & Recreation	May 2015	Shire of Merredin	Completed
Development of Shade Area and BBQ facilities on paved area on western side of facility.	\$48,000	Merredin Sports Council Collgar Funding	June 2015	Shire of Merredin	Completed
Resurfacing of Outdoor Basketball & Netball Courts	\$175,000	Shire of Merredin Merredin Basketball Association Merredin Netball Association	2015/16	Shire of Merredin	Quotation Sourced Consultation Undertaken
Installation of fencing to enclose beer kegs and rubbish bins	To be costed	Shire of Merredin	2016/17	Shire of Merredin	Project to be considered by the Shire



CHECKLIST

CHECKLIST

- Your Association/Club is a current financial member of the Merredin Sports Council Incorporated.
- Your Association/Club has submitted a ten year Strategic Plan to Merredin Sports Council and the MRC&LC.
- Your Association/Club has received a copy of the:
 - Emergency Evacuation Procedure
 - Code of Behaviour
 - Recreation Ground Precinct Plan
 - Understanding & Guidelines
 - Management Plan
 - Policies
 - Proformas
- Your Association/Club has returned the completed seasonal booking form to the Centre Staff.
- Your Association/Club has received confirmation of the seasonal booking from the Centre Staff.
- Your Association/Club has returned the completed membership register to the Centre Staff.
- Your Association/Club has returned the completed key register form to the Centre Staff.
- Your Association/Club has returned the key to Centre Staff on completion of your playing season
- Your Association/Club has booked any required functions rooms or surfaces for any activities or events outside of the normal fixtures through the normal booking procedures.