



# **Yarrambat Park Golf Course**

**BELGRAVIA LEISURE**

## **Personal Golf Cart Policy**

**Effective Period – 1 July 2025 to 30 June 2026**

It is the Policy of Yarrambat Park Golf Course to ensure safe playing conditions for all participants in order to minimize the risk of injury or golf course damage with regards to the use of personal Golf Carts.

## 1. Introduction

Yarrambat Park Golf Course is owned by Nillumbik Council and managed / operated by Belgravia Leisure.

Belgravia Leisure as facility operators have developed a policy for the safe operation of all golf carts operated at the Golf Course.

Golf carts are operated at the Golf Course by two different ownership circumstances: that being:

- Golf Carts that are the property of the Golf Course and hired out to patrons
- Personal Golf Carts owned by patrons who bring their own cart to the Golf Course for their own personal use.

### Golf Carts that are the property of the Course and hired out to patrons.

Yarrambat Park Golf Course has the ability manage these Golf Carts by the following controls:

- The ability to control areas around the Golf Course that the Golf Carts can travel.  
Typically this is used to ensure carts avoid greens, tees, bunkers, dams and areas of the course that are under repair or would be damaged by the use of carts or areas that are deemed unsafe for use.
- The ability to control the speed of Golf Carts  
This is via the Visage Cart System on the Pro-shop computer where the speed of Carts can be managed.
- The ability to have patrons sign a cart hire agreement  
This covers indemnity and articulates the responsibility in the event of any injury or damage to the cart or the hirer.
- The ability to monitor suitable patron use  
This includes being able to monitor for any repeat offenders, suspended patrons, those that appear intoxicated or unfit to operate a cart.
- Carts are regularly checked and serviced

### Personal Golf Carts owned by patrons who bring their own cart to the Golf Course for their own personal use.

This document sets down the criteria to be applied and conditions to be met for the use of Personal Golf Carts.

## 2. Purpose of the Policy

This Policy is to govern the use of Personal Golf Carts used by patrons at the Golf Course.

With regards to the use of Personal Golf Carts, the primary objective of the policy is to ensure:

- Responsible behaviour and safe operating procedures are followed to mitigate the risk of injury
- Responsible behaviour and safe operating procedures are followed to mitigate the risk of any damage to the golf course.
- Recognising that personal carts are not governed by the same controls listed above as the Golf Course Carts.
- Recognising that the use of Carts generally requires additional course maintenance and attention.

### **3. To Whom & Why the Policy Applies**

This policy applies to all drivers, passengers and owners that use their own Personal Golf Carts at Yarrambat Park Golf Course.

For the implementation of this Policy, Personal Golf Carts include

- Traditional golf carts that are same size, shape and build as the Course owned carts
- All vehicles that operate to the same effect (ie.the cart / vehicle has wheels which means the operator does not need to walk the golf course).

For the purpose of clarity, this includes all areas of play or practice and all car parking areas and surrounds of the Golf Course.

The 'Why' this Policy is in place:

- So that Personal Carts are used in the same way Golf Carts are used that the Facility hire out; such as those points listed in Clause 2.
- A \$100 levy is applied to recognize the general wear & tear of motorized vehicles on the course and supports the course upkeep and maintenance (any damage or injury caused by the operation of a Personal Golf Cart is not covered by the \$100 levy)

### **4. Course Responsibilities**

The Course will:

- adopt, implement and comply with this policy;
- promote and model appropriate standards of behaviour at all times;
- deal with any complaints made under this policy in an appropriate manner;
- deal with any breaches of the policy in an appropriate manner;
- ensure that a copy of this policy is available or accessible to all people to whom the policy applies;
- review the policy annually.

### **5. Individual Responsibilities**

Everyone associated with personal golf cart use must:

- be aware of the contents of the policy;
- be responsible and accountable for their behaviour;
- consent to any cart screening requirements to ensure safe operation of the golf cart;
- comply with all relevant provisions of the policy, including the standards of behaviour outlined in the policy;
- comply with any decisions and/or disciplinary measures imposed under the policy.

## 6. Safe Operating Procedures

### 6.1 Minimum Age, Qualification and Competency

The minimum age to use a Personal Cart is 18 years of age and the driver must hold a valid and current Drivers Licence.

Any person who chooses to operate a cart on the Course is, by so doing, deemed to have the requisite knowledge, training and skill to safely operate the cart and will be fully accountable and responsible for their actions and any injury or damage arising from the operation of any cart under their control.

The safe operation of golf carts within the course precinct requires due care and attention and adherence to the minimum standards prescribed by the policy. Golf carts must be operated in accordance with the requirements of the Safe Operating Procedures.

### 6.2 Safe Use Practices

Any person who chooses to operate a cart on the Golf Course must follow all written and/or verbal instructions of Golf Course staff as well as course signage, as to where the carts may or may not be operated.

#### **Course Safety Practices - Local Course Rules to be followed at all times include the following:**

- Carts must keep a minimum distance of 15 metres away from tees and greens.
- Carts must keep a safe distance from bunkers and water hazards
- Carts must remain on the paths on all par 3 holes (i.e. 5<sup>th</sup>, 8<sup>th</sup>, 12<sup>th</sup> and 16<sup>th</sup>).
- Carts must stay outside of the roped areas; especially during winter/wet months.
- All carts must not exceed a maximum of 20 km/h speed limit around the golf course
- All carts must not exceed a maximum of 11 km/h speed limit around the car park and clubhouse
- All carts must be at a safe walking pace speed in the car park area and surrounding paths
- No carts permitted around the mini golf course or grass areas surrounding the clubhouse
- The use of Personal Golf Carts are only permitted when the Course owned Golf Carts are also permitted to be used (ie. if carts are suspended due to course condition or wet weather then this applies to personal golf carts as well as Golf course owned carts)

#### **Safe Operating Practices**

- Carts can only carry a maximum of two persons, seated within the cart, and two sets of golf clubs.
- Carts must not be used on the areas of the course where prohibitive signs are placed.
- Do not move off/accelerate until the occupants are seated.
- Always remain seated and hold on while the cart is in motion.
- All body parts must be kept inside the cart at all times while the cart is in motion.
- No person is permitted to stand on any part of the cart, either whilst stationary or in motion
- Check the area behind the vehicle before reversing.
- Set the parking brake before leaving the cart
- Always consider the terrain, conditions, vehicular and pedestrian traffic as well as any environmental factors that may affect your ability to safely operate the vehicle.
- All turns must be executed at reduced speeds.
- Avoid sudden stops or changes of direction that may result in loss of control.
- Avoid driving on steep slopes or traversing across any slopes as this may cause the cart to tip over.

### **6.3 Use in General Play and Competitions**

Golf carts may be used during general, closed and open competitions unless stated otherwise by the Golf Course Management, Golf Australia, the Victorian Golf Association, the Victorian Golf League or the Yarrambat Golf Club or Yarrambat Ladies Golf Club.

### **6.4 Public Liability - Damage or Injury Caused by the use of a Personal Golf Cart**

The owner of the Personal Golf Cart is responsible for any damage or injury caused by the use or operation of their Personal Golf Cart.

This includes, but is not limited to:

- Petrol Carts that cause damage to the course
- Crashing into any asset / course feature such as huts, seats, water fountains, ball washers or any such structure around the golf course
- Causing any injury to themselves or to any other patron(s);

Public Liability

- From 1 September 2024 individuals are required to hold their own Public Liability insurance to a minimum value of \$5,000,000
- This is required as the golf cart operator is responsible for any damage or injury caused by their use of a motorized vehicle at the facility and on the golf course

Note: Public Liability may be held via your Club affiliation and is the responsibility of the individual to ensure that is in place.

### **6.5 Personal Golf Cart Levy and Responsibility**

A levy of \$10 per use or an annual levy of \$100 is payable for the use of personal golf carts at Yarrambat Park Golf Course.

- If paying the annual \$100 levy this covers the financial year in which it is paid.  
This payment is not pro-rata dependent on when it is paid.  
This payment is also non-refundable  
It is a \$100 annual levy payment that covers the operator through to 30 June 2025.
- This payment supports the course upkeep and maintenance.

It is the responsibility of the user / owner of their personal golf cart to ensure the safety of golfers who might be at risk as the result of a mechanically defective golf cart or from careless use when using a personal golf cart.

Golf cart operators must comply with conditions of the Course liquor license at all times and must not be under the influence of alcohol or drugs. No BYO alcohol is permitted on course.

## **7. Responding to Complaints**

### **7.1 Complaints**

The Course takes all complaints about golf cart use seriously.

Complaints will be dealt with based on the principles of 'what's fair and reasonable' and 'procedural fairness' to ensure:

- all complaints are taken seriously;
- the respondent is given details of the complaint and is given the opportunity to respond;
- decisions will be unbiased; and any penalties imposed will be reasonable.

### **7.2 Complaint Handling Process**

Any complaints or concerns with regards to the use of Personal Golf Carts are to be addressed to the Manager of Yarrambat Park Golf Course.

When a complaint is received by the Course, the complaint handling process will be:

- The Course Manager will provide details of the complaint to the person who the complaint is about
- The person receiving the complain will be given the opportunity to respond;
- The details of any person making a complaint will remain confidential and will not be released without their prior consent.
  
- The Course Manager will conduct the process to understand and review the complaint including:
  - input from other staff
  - whether any witnesses statements are required or appropriate;
  - any other form of investigation / review is required to establish facts
  
- The Course Manager will determine whether any further action or sanction is required and appropriate.

Note: The Course Manager may delegate the responsibility of the compliant handling process responsibility to a Golf Pro staff member (noting this may be applicable if the Course Manager is on leave)

### **7.3 Disciplinary Sanctions**

The Course may, at its complete discretion, take disciplinary action against anyone found to have breached the Golf Cart Policy.

Possible sanctions available include:

- a direction that the individual makes a verbal and/or written apology;
- counselling of the individual to address behaviour;
- expulsion or disqualification from any event in progress
- a warning, suspension or termination of Course membership;
- a warning, suspension or termination of their Golf Cart Licence Agreement;
- prohibition from participation or engagement in an event or activity
- any other form of discipline that the Course considers reasonable and appropriate.

**Attachment 1: PERSONAL GOLF CART LICENCE AGREEMENT APPLICATION FORM***Valid for the 2025/26 financial year.***Section 1 - Details**

<b>Name:</b>			
<b>Address:</b>			
<b>Contact Ph: Number:</b>			
<b>Membership Number:</b>			
<b>Driver Licence Number:</b>		<b>State / Territory</b>	
<b>Date of Application:</b>			
<b>Valid to:</b>	<b>30 June 2025</b>		

**Section 2 - Payment**

<b>Personal Golf Cart Licence Fee:</b>	<b>\$100.00</b>
<b>Date Paid:</b>	

**Section 3 – Agree to Terms and Conditions**

By signing this Section I agree to the Terms and Conditions of the YPGC 'Personal Golf Cart Policy'. In particular, I agree to the 'Safe Operating Procedures of the Golf Cart' as covered in clause 6; which are essentially to use my Personal Golf Cart in the same manner as the Golf Carts that the facility hire.

**Signed:****Section 4 – Golf Cart Specifications**

Golf cart specifications and features. Attach additional information if required.

<b>Make/Model</b>	<b>Serial No.</b>	<b>Cart Type (ie. Standard Cart, Tri Bike style etc)</b>

**Section 5 – Additional Golf Cart Operators – Please list if any others drivers may use your cart**

<b>Name:</b>	<b>Driver Licence Number</b>	<b>Signature</b>
1.		
2.		

**Applicant Signature:**

By signing, the applicant agrees to the terms and conditions of this policy.

