

Document Name	Document Version Number	Review Date
Sporting and Recreation Reserve Use Policy	1.0.0	February 2017
Date Adopted	Minute Number	Status
11 February 2015	3988	New Policy

### Purpose

The aim of the policy is to ensure the sustainable and equitable use of Council's sporting grounds and reserves and provides the guiding principles for how use of those facilities will be managed.

Provide support to Management Committees who manage and control Council's sporting and recreation reserves.

### Scope

This policy applies to those sports grounds located in Greater Hume Shire owned or managed by the Council. The policy must be adhered to by all current seasonal and casual hire groups wishing to use any sporting or recreation reserve.

While the policy will largely be applicable to seasonal sporting clubs, associations and schools, it will also apply to other community groups, private and commercial organisations who wish to apply for allocated use of a sporting or recreation reserve and/or associated facilities.

This policy does not apply to special events and activities booked as an event function. Special events organisers must comply with the Greater Hume Shire Council *"Simply Greater Events Guide"*. The policy also does not apply to any sportsground or amenity building that is occupied by a user group under a licence agreement.

### Definitions

**Casual Usage** - Casual usage is typically a 'one off' allocation of Council's sporting or recreation reserve and associated facilities and amenities. However casual use may be for a number of dates provided but the use is not on a consistent and regular basis.

**Committees of Management** – Section 355 Committees appointed by Council, undertaking the management and maintenance of recreation reserves.

**In-competition sports** - Traditional seasons for competition of sport, e.g. AFL and netball competition during winter season and cricket and tennis competition during summer season.

**Licence Agreement** – A licence agreement is a right to use the property on dates and times specified, but is not ongoing exclusive access.

**Pavilions** - Buildings associated with sporting or recreation reserves to support the provision of activity.

**Seasonal Usage** - Seasonal Usage is either 1 April – 30 September (winter season) or 1 October – 31 March (summer season). This may be amended with the approval of the reserves management committee.

**Recreation Reserve Facilities** – Open space containing facilities for active recreational opportunities, such as ovals, courts and pavilions.

**Sports fields** – Recreation reserve area used for active recreation, such as AFL, soccer, cricket, equestrian, netball, tennis, fitness activities, etc.

### Policy Content

This policy is to be used for the ongoing allocation and management of Council owned and/or managed sporting and recreation reserves and associated facilities. Any agreements with sports clubs or organisations for non-sport related outcomes (e.g. Events/Public Room Hire) will be in accordance with Council's terms and conditions included in the *"Hire of Community Facilities Application"* and Council's *"Simply Greater Events Guide"*.

To provide a framework for management of Council's recreation reserve facilities, two categories have been established defining the type of management and criteria for eligibility.

#### a. Committees of Management

Committees of Management for reserves will be appointed by Council as a Section 355 Committee as per the Local Government Act. This is the shire's preferred option for management of reserves owned by Council.

Committees of Management will be required to enter into a User Agreement with reserve users and charges applied should not exceed those outlined in Council's recreation reserve facilities fees and charges schedule.

Council will provide Committees of Management with an annual grant for maintenance of the recreation reserve facilities.

#### b. Shire Management

Where new facilities have been constructed or a Committee of Management does not exist Council will directly manage and maintain these facilities, until such time as the capacity within the community is evident and a Committee of Management is established to manage and maintain the reserve.

### User Agreements

Allocating usage of sporting, recreation reserves and associated facilities where a Committee of Management does not exist will occur by way of a User Agreement between Council and the user group.

Usage fees will be applicable for use of recreation reserve facilities.

Council recognises three forms of usage for sporting and recreation reserves hire, being:

#### 1. Seasonal Usage

This type of use is non-exclusive and allocated on a consistent basis at specific dates and times during a seasonal period.

To be eligible to enter into a User Agreement for use of Council's sports fields and pavilions, user groups must:

- Be a registered business or incorporated identity, as per the Associations Incorporation Act 1981;
- Have public liability insurance to the value of \$20,000,000; and
- Not be in arrears with fees and charges or payments stipulated in an agreed repayment plan.

When allocating seasonal usage of sports fields and pavilions the following guidelines will be used to assess applications requesting access to the same facility:

- Sports field suitability assessment has been undertaken and the sport/activity is suitable from a risk perspective for the size of the sports field and surrounds;
- In-competition sports
- Applicants history within the shire;
- Applicants association with the requested facilities;
- Capacity of alternate facilities to accommodate the sport;
- Not for profit user group;
- Financial contributions towards sports field improvements during the last three years.

### 2. School Usage

School usage refers to use of Council's sports fields and pavilions by schools or school sporting associations located within or external to Greater Hume Shire Council.

Schools must hold current public liability insurance to the value of \$20,000,000 and priority will be given to schools located within or school sporting associations servicing the Greater Hume Shire area.

### 3. Casual Usage

Casual use applicants must hold current public liability insurance to the value of \$20,000,000.

When allocating casual usage of Council's sports fields and pavilions the following criteria will be considered:

- Applicant's history of use and treatment of requested facilities; and
- Not-for-profit organisations will have preference above commercial agencies.

### Links to Policy

Risk Management Policy

### Links to Procedure

Sporting and Recreation Reserve User Agreement Procedures

### Links to Forms

Simply Greater Events Guide

Sporting & Recreation Reserve Use – Application and Agreement

Hire of Community Facilities Application

### References

Nil.

### Responsibility

Manager Facilities

Manager Corporate Services

Risk WH&S Coordinator

### Document Author

Manager Corporate Services

### Relevant Legislation

Associations Incorporation Act 1981;

Local Government Act 1993

## Associated Records

Nil.