

## Sporting Ground and Pavilion Management Policy 2020

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### 1. Purpose

The aim of the Policy is to maximise shared use of sporting grounds and pavilions in a manner which minimises unnecessary wear and damage to sporting facilities and to ensure that the sporting grounds and pavilions are presented in the best possible condition.

The Policy will provide a framework for the allocation of sports grounds and pavilions to ensure that maximum utilisation of Council infrastructure can be facilitated. This will ensure that sports clubs will be allocated adequately depending on the composition and needs of the club participants (e.g. junior, youth, senior and master's teams).

The Policy will also clarify the responsibility of maintenance and improvement works to ensure facilities are maintained to Councils standards.

### 2. Background

This Policy seeks to enhance the utilisation of Council facilities by ensuring sports clubs are allocated appropriately to meet the needs and growth of the club (where possible) and maximise the utilisation of infrastructure.

This Policy seeks to maintain the quality and cleanliness of Council facilities through measures such as incentives for clubs regarding sporting ground and pavilion management, sport development and a system of sign-off by clubs on pavilion condition at the end of each inspection.

The following factors have been considered in the development of this Policy:

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- Many sports clubs have contributed to the upkeep or enhancement of pavilions and would want to ensure they are maintained in good order.
- Council has invested substantial funds in developing sporting grounds and pavilions with an emphasis on shared use.
- The existing stock of pavilions is ageing.
- There is a continuing need for inspections and proper maintenance as a proactive approach to facility use.
- The capacity of sporting grounds needs to be considered to ensure the surface can remain in an acceptable condition for all users and usage levels do not result in unnecessary over expenditure of Council's allocated maintenance budget. Capacity refers to the level of use during allocated times compared to the maximum level of use recommended.
- The condition of sports pavilions needs to be enhanced.
- Council, sports clubs and other users have a responsibility to ensure that the pavilions are appropriate for the purpose and operated in a safe and clean condition.

Council conducts detailed inspections during and at the end of each season to ensure pavilions are in an acceptable state, particularly when required to transfer to the incoming seasonal tenant.

In addition, Council conducts regular inspections of sports grounds to ensure they remain in an acceptable condition for all users.

### 3. Scope

This Policy covers the management of seasonally allocated sports grounds and pavilions located within the City of Greater Dandenong including Police Paddocks. There are currently 34 pavilions covered by this Policy which are allocated to clubs such as cricket, football (AFL and soccer), rugby league, baseball, softball, hockey and athletics.

The Policy does not cover leased sports facilities such as tennis courts and bowls clubs that have separate lease agreements.

### 4. Human Rights and Responsibilities Charter – Compatibility Statement

The Victorian Charter of Human Rights and Responsibilities has been considered in the preparation of this Policy. This Policy is consistent with the Charter and with the recognition of Council's duty of care to all who seek to make use of Council facilities.

### 5. References

- Supersedes the existing policy: Sports Pavilion Management Policy 2017
- Community Wellbeing Plan 2017-2021
- Victorian Charter of Human Rights and Responsibilities
- Community Facilities Management Policy
- Sports Facilities Plan – Implementation Plan
- Activate – Sport and Active Recreation Strategy
- Disability Policy

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## 6. Definitions

For the purposes of this Policy a shared use facility is one that is utilised by more than one group for a range of activities during that season.

The term facilities may refer to either Pavilions or Sporting Grounds.

The term Pavilion means the building allocated for seasonal club use which may include associated facilities such as score boards, coaches' boxes, separate storage infrastructure, etc.

## 7. Council Policy

### 7.1. Financial Incentives for Pavilion Management

A fees and charges discount is available for all seasonal tenants who demonstrate good asset management and sports development initiatives based on meeting a number of criteria.

Clubs are able to apply for the following criteria adding a potential accumulated discount of 30 per cent.

#### Participation opportunities and Community Engagement

Item	Requirement	Supporting information required	Discount
Formal participation opportunities for juniors and females (only one discount level applicable per club)	Club has at least one (1) junior team or junior program* and one (1) female team in competition  *Program to be at least 6 weeks in duration and provide pathway through to competition.	Details of teams / program from current season	10%
Delivering program and/or event opportunities to other local community groups and schools. (Only one discount per program/event per club per seasonal allocation)	Club has delivered a least one program/event for the benefit of the broader community	Report from program/event conducted in last 12 months to include photos, attendance and details of activity	10%

## Healthy and Sustainable Clubs

Item	Requirement	Supporting information required	Discount
Healthy Sports Clubs	Clubs will be expected to be a Healthy Sports Club (HSC) member by 2023. To achieve a financial discount per season, clubs must successfully complete at least one new marker each year. Priority markers include: <ul style="list-style-type: none"> <li>- <i>Healthy food and beverages</i></li> <li>- <i>Substance prevention and misuse</i></li> <li>- <i>Inclusion and mental wellness</i></li> </ul> Please refer to Council's Seasonal Handbook for more information.	Council will provide guidelines to clubs on a seasonal basis	5%
Volunteer training and development	Minimum of three (3) members per seasonal allocation to complete an accredited training/development course within six months of the allocated seasonal allocation timeframe (e.g. First Aid, CPR, Officials, Coaches, RSA, Food Handling, Council-led courses etc)	Copies of Certificates or attendance records to be provided	5%

The discount will be deducted from seasonal fees and charges for pavilion usage only.

## 7.2. Club Allocation

Council allocates sporting grounds and pavilions at recreation reserves on a seasonal basis through a transparent process.

The seasonal dates are as follows:

- Winter: 1 April to 31 August
- Summer: 1 October to 28 February

If pavilions and/or sporting grounds are required for finals commitments (training or hosting matches) during March or September, prior written approval from Council is required. In the case of matches Council requires the competition organiser to complete the allocation process. The allocation of grounds as finals venues will be considerate of ground maintenance program requirements and the in-coming seasonal tenant's availability of the ground in suitable condition to commence its season on time.

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The process of allocation involves sporting groups signing a dedicated Hire Agreement created for their specific club and the facilities allocated. The Agreement includes the conditions of use and specific days and times allocated for club usage. Breaches of the Hire Agreement, including facility usage outside the allocated times and non-payment/outstanding fees and charges, may result in the allocation being revoked or future allocations being declined.

Pavilions and grounds are not available for use outside the approved times unless prior arrangements have been confirmed by Council, in which case casual hire charges will apply.

If a club finds it necessary to alter the times of ground/facility usage during the season, arrangements must be made with Council prior to an alteration being affected.

Clubs or associations are not permitted to sublet or hire Council's grounds or pavilions to a third party.

During times when grounds and pavilions are not allocated, Council may utilise the grounds and pavilions and/or make them available to casual users.

## 7.3. Prioritisation

Allocation of Council's grounds and pavilions will be given preference if the club actively:

- Demonstrates a commitment to grow junior, female and CALD participation by taking active steps towards inclusion and participation in competition/s.
- Demonstrates the provision for membership opportunities, participation and inclusion of people with disabilities.
- Participates in additional club development programs.
- Provides physical activity opportunities for City of Greater Dandenong residents.
- Complies with all previous occupancy requirements.

Clubs are required to submit a range of supporting documents to be considered for a seasonal allocation.

## 7.4. Termination of Ground Allocation

Under extenuating circumstances, Council may consider terminating an allocation. Examples of those circumstances include non-payment of fees, sub-letting, hiring, continual disorderly conduct, or breaches of this Policy.

A process of resolution will be followed:

- 1) Two written advice/ warnings to the Club with opportunities to address the issues.
- 2) Mediation meeting between Council and Club.
- 3) Notice of termination.

## 7.5. Facility utilisation outside the season such as Pre-Season Training and Competition

Clubs wishing to undertake training opportunities and/or organised competition outside their allocated season usage must apply to Council by submitting a casual allocation which will incur

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a charge as outlined in the Council published fees and charges document – in advance of the intended usage period. Pavilion hire is not available for pre-season training and competition.

Council will assess the request and availability of the sporting ground. Requests of a commercial nature will not be supported. Should the request not be possible due to ground maintenance, an existing seasonal club allocation or another allocation (e.g. event, casual booking, etc), every attempt will be made to identify alternative options.

In the circumstance where clubs wish to access pavilions out of season for non-training use, a written request must be forwarded to Council detailing the requirements of usage for consideration. Clubs found utilising facilities without permission or an allocation may have future allocation requests declined.

## 7.6. Club relocation from one facility to another

Upon investigation and if determined beneficial for community sport in the municipality, Council may relocate a club/user group from one facility to another if it is deemed the facility in question is not being utilised to its full potential, no longer requires that level of facility, or requires a greater standard of facility.

Reasons a club may be reallocated include:

- Change in the number of teams and/or club playing numbers
- Reserve no longer meet the needs of the club
- Clubs reach higher/lower levels of competition or match play resulting in increased/decreased facility requirements
- As a requirement of the club's affiliated competition
- For the benefit of community sport in the broader municipality.

The process of relocation would require an opportunity for the club to rebuild/build teams and player numbers or implement new sections (juniors/women) within a set period prior to the relocation being facilitated.

## 7.7. Shared Use – Seasonal Allocation

Shared use of pavilions by clubs within the same season will incur a shared charge instead of full charge. The shared charge will be determined on the allocated hours applied for by all allocated clubs within the facility. An example of percentage fees is shown below.

Total hours of facility use	Club A		Club B		Club C	
	Hours of use	%	Hours of use	%	Hours of use	%
45	20	44	15	33	10	23

This provides an incentive for shared use of Council facilities and for clubs to ensure they are providing accurate allocation information and not applying for extensive pavilion access. This will ensure Council can allocate effectively and ensures clubs fees and charges are accurate.

## 7.8. Shared Use – Casual and Community Use

### 7.8.1. Booked Use

During periods, days and times when grounds and pavilions are not allocated, Council may allow casual and community bookings. Council is not required to provide notice of these bookings. Council will use any area of the pavilion, including the multi-purpose/social spaces, kitchens/kiosks, change rooms, toilets, offices and meeting rooms as needed. All Council-supplied furniture and appliances located within the facility are available for use by casual/community users. Casual bookings may also include use by Council.

A maximum five per cent levy will be applied for utility costs which will be payable by Council to cover the utility costs when a pavilion is utilised by casual/community users.

Refer to the Multi-Purpose Use of Community Facilities Policy for more information.

### 7.8.2. Informal/ Self-Organised Use

Council is committed to providing space at selected active sporting grounds for informal/self-organised use where ground capacity is not at its maximum. This usage does not require a booking or fee to be paid and is not for club, event or association training or competition usage.

Council will advertise active sporting grounds which can be used by the community at selected times. Please note that users who have a confirmed Council booking of a sporting ground at a specific time will have precedence over informal/self-organised users.

Council will not provide access to pavilions for this type of usage. There may be grounds which will have lighting provided at Councils' cost.

## 8. Sign-Off on Inspection Report

At the end of each season there is a transition period of up to four (4) weeks (depending on fixtures and finals games) during which time clubs will be asked to attend an end of season changeover inspection and to confirm the inspection report for the pavilion. This pavilion inspection report will be prepared by Council and will be signed by the outgoing tenants.

The signed report noting any repair of damage, cleaning or required maintenance will be processed by Council officers for record and follow up action. Council is responsible for arranging remedial work or repairs to facilities where necessary, however all other cleaning works will be the responsibility of the outgoing sports club/s.

Council may inspect the sports facilities at any stage during the tenancy. There will be an initial inspection which the club will be notified prior to its occurrence, and at least two other inspections conducted by Council officers during the season.

As part of the Building and Facilities Asset Management Plan for all Council facilities, the Building Maintenance department also undertakes regular asset condition inspections and reports.

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Clubs are also responsible for maintaining any waste and recycling infrastructure supplied to them including:

- Internal pavilion waste and recycling bins
- 240 litre waste and recycling bins, from which waste and recycling is collected
- Educational signage associated with waste and recycling.

Any loss or damage to these items identified during the changeover inspection will be charged to the clubs.

Following an inspection by Council of the sports pavilion the club(s)/tenant(s) will be advised that Council will rectify any repair of damage or maintenance identified. Any cleaning required as a result of their occupancy of the facility will also be advised to the club(s)/tenant(s) to be rectified within a set time to ensure compliance with the conditions of occupancy. Normal fair wear and tear is excluded.

If the cleaning has not been undertaken within the set time or to the satisfaction of Council, the work will be undertaken by Council and any costs will be covered by the outgoing sports club/s.

## 9. Sporting Ground and Pavilion damage

The full costs to repair sporting ground and pavilion damage caused by club(s)/tenant(s) outside of regular wear and tear will be met by the allocated club(s)/tenant(s). Should the costs of repair/cleaning exceed the amount of the bond, the club(s)/tenant(s) will be charged the additional costs incurred by Council. For instances where damage has occurred a seasonal penalty bond of \$1000 will be levied against the offending club for the immediate future season allocation. 50 per cent of the penalty bond will be refunded returning the bond provision to \$500 at the end of the ensuing season should no damage be found at the season handover.

Council has the right to refuse a tenancy application from a club where there is a history of poor asset maintenance or non-payment of fees and charges to Council.

## 10. Related Documents

Sports Facilities Plan - Implementation Plan 2018