

## Sport and Recreation Reserve and Facilities User Fees and Charges Policy

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Adopted By:	Council
Review Due:	March 2028
Responsible Officer:	Manager Community Wellbeing
RM8 No:	SGSC- 1209825626-1018

### INTRODUCTION

The Sport and Recreation Reserve and Facilities User Fees and Charges Policy has been developed to provide clarity regarding the fees and charges applied for the use of Recreation Facilities within the Shire. The policy enables flexibility through the annual budget process to respond to facility improvements and provide updated fee schedules as part of the development process of improvements. In line with the *Recreation & Leisure Strategy 2019-2029*, and the *Recreation Framework 2023*, the policy provides equity for users based on the hierarchy of each facility.

### PURPOSE

The purpose of the Policy is to provide Recreation Reserve and Facility Users with clarity regarding the fees and charges applied for the use of the Recreation Facilities within the Shire.

### OBJECTIVES

The objective of this policy is to provide a fees and charges model for the Council maintained recreation reserves and facilities across the Southern Grampians Shire consistent with the key principles and objectives of the Southern Grampians Shire Reserve Management Framework. The policy aims to:

- Provide a consistent equitable approach to the apportionment of fees and charges to the users of reserve facilities, and
- Outline the basis upon which fees and charges will be levied.

### STRATEGIC PRINCIPLES

Council has an expectation that users of facilities will contribute towards the cost of maintaining and operating facilities via user fees.

The following principles, used in best practice policy implemented by other local governments and endorsed through the Recreation and Leisure Strategy 2019-2029 underpin the user fees and charges policy for the Southern Grampians Shire Council.

- Council should manage all costs associated with the maintenance and renovation of sportsgrounds and pavilions to agreed standards for which it is responsible.

- Council should manage the setting and collection of fees and charges at Council managed reserves, and they should be reviewed annually via Council's budget process.
- All user groups on Council-owned or Council-managed reserves should be levied appropriate fees and charges.
- All user groups should demonstrate commitment to provide equal opportunities to women and girls in line with Fair Access principles.
- Seasonal fees and charges levied for use of a sportsground and pavilion should be levied consistently and equitably between users.
- Casual user fees at Council owned reserves will be developed within the Council budget process and should ensure cost recovery of any impact of the nature of the facility hire.
- Commercial organisations, semi-commercial clubs, or user groups generating revenue from Council-owned or Council-managed sportsgrounds and pavilions should be required to pay a negotiated rate for use of the facilities.

Key criteria for a pricing model to achieve the objectives include:

- Equity – fees are fairly applied across the range of user groups
- Efficiency – simple to administer
- Transparency – clear rationale, simple to understand (not subjective)
- Standard/Quality – recognise the size, standard and/or quality of facilities

## **GENERAL PROVISIONS**

### **Council Managed Reserves**

User fees and charges for Council managed Reserves and Facilities will consider the following:

- Maintenance requirements for Council at the Reserves and Facilities to provide a Reserve or Facility that meets its demand for usage;
- Reserve and Facility Hierarchy and maintenance classification;
- Level and type of use including what infrastructure is included in the usage

User group fees consist of the following components:

#### **1: Reserve use fee**

The user fee contributes directly toward sportsground specific maintenance, general maintenance, water supply and management, court/ practice area maintenance.

#### **2: Facility use fee**

The pavilion fee is calculated based of the annual operating costs to Council. Facilities are categorised reflective of their classification in the facility hierarchy, and demand for use. The facility user fee contributes to essential services, proactive and reactive building maintenance.

Where a user group has exclusive use and/or sub-letting capacity of a facility, the user group will enter into a lease agreement for the facility including an annual rental, and utility costs.

### **Fee Structure**

Appendix I - Usage Fees Structure provides a simplified format for determining charges for user groups and casual users to access Council facilities. Facilities are identified as Regional or Local level facilities and charged evenly to all users accordingly. The annual budget process will determine the fee amounts each year.

### **Seasonal Users – Licence Agreement**

Regular seasonal users such as cricket, football, running are required to enter a seasonal licence agreement outlining the rights and responsibilities for the group. Seasonal licence agreements do not provide exclusive use occupancy rights to a facility and allow user groups to hold a recurrent booking for the days and times required. Seasonal users are charged 10 weeks hire charges in recognition of the responsibilities they share in the operation of the facilities they utilise and should demonstrate alignment with the Fair Access Policy principles

### **Exclusive Use – Lease Agreement**

A lease agreement is used to provide sport clubs and/or associations with exclusive use of some or all of a facility for an agreed period. The lessee has use of the facility under clearly documented terms and conditions.

Under a lease agreement the lessee pays all costs associated with the operation of the leased area, including both minor and major maintenance, utility charges, water costs, rates, and any other costs associated with the normal operation of the facility.

The lessee should demonstrate alignment with the Fair Access Policy principles

### **Additional Charges**

Additional service requests by user groups for elements such as additional line marking, and maintenance beyond normal operational requirements will be charged at a cost recovery model for the requesting user.

While Council will undertake normal maintenance and renovation of sports facilities, additional works required due to the negligence of the user will be charged at full cost recovery to the user.

## **APPLICATION AND SCOPE**

This policy applies to sporting and recreational reserves and facilities operated by Southern Grampians Shire Council. Reserves or facilities which are under lease, or not operated by Council staff, such as the Hamilton Tennis Club, or Coleraine Sporting Grounds, are not covered by this policy.

## **COUNCIL PLAN REFERENCE**

### **Key priority**

1: Support our Community

### **Objective**

2: A Healthy and vibrant community

### **Strategies**

- 1.2.1 Provide appropriate, accessible and equitable Council services, facilities and activities
- 1.2.2 Support and encourage participation in quality arts and cultural, Education, leisure, recreation and sporting opportunities
- 1.2.3 Partner with services and agencies to increase the health and wellbeing of our community

- 1.2.4 Provide, promote and support appropriate and accessible services, facilities and activities for the community.

#### RELATED DOCUMENTS

- Southern Grampians Shire Recreation Framework
- Reserves and Halls Operational Funding Policy
- Southern Grampians Shire Recreation and Leisure Strategic Plan 2019- 2029
- Recreation Reserves Capital Works Contributions Policy

#### CHARTER OF HUMAN RIGHTS COMPLIANCE

It is considered that this policy is compatible with the relevant human rights identified in the *Charter of Human Rights and Responsibilities Act 2006 (Vic)*.

#### GENDER EQUALITY COMPLIANCE

It is considered that this policy is compatible with the relevant gender equality principles identified in the *Gender Equality Act 2020*.

Is a Gender Impact Assessment required?

- ☒ Yes (*legally required for all policies that have a direct and significant impact on the public*)
- ☐ No (*please provide an explanation why a Gender Impact Assessment is not required*)

#### REVIEW

The Sport and Recreation Reserve and Facilities User Fees and Charges Policy will be reviewed in conjunction with the Recreation Reserve Management Framework. The policy will be reviewed every four years.

This Policy was adopted by Council on 13 March 2024.

## Appendix I – Usage Fees Structure

### Seasonal User

Calculation for seasonal users is casual cost per week for 10 weeks. Seasonal users are provided access for six months either over summer or winter and will have a formal agreement.

### Annual User

Calculation for annual users is casual cost per week for 20 weeks. Annual users are provided access for longer than six months and up to 12 months and will have a formal user agreement.

### Casual User

Calculation for annual user is calculated on required use.

Fee Schedule – Casual User	Regional Level Facility Melville Oval*, Hockey, Soccer		Local Facility Rest of Pedrina Park, Mitchell Park, CFA Running Track	
	Day	Night**	Day	Night**
Facility Fee (Clubrooms and Oval & Tennis/Netball Courts) – Full Day (up to 8 hours)-----	\$300	N/A	\$75	N/A
Facility Fee (Clubrooms and Oval) –Full Day (up to 8 hours)-----	\$250	N/A	\$50	N/A
Facility Fee (Clubrooms and Tennis/Netball Courts) – Full Day (up to 8 hours)	\$250	N/A	\$50	N/A
Facility Fee (Clubrooms and Oval & Tennis/Netball Courts) – Half Day (Up To 4 Hours)	\$150	\$310	\$50	\$130
Facility Fee (Clubrooms and Oval) –Half Day (up to 4 hours)	\$125	\$285	\$30	\$110
Facility Fee (Clubrooms and Tennis/Netball Courts) – Half Day (up to 4 hours)	\$125	\$285	\$30	\$110
Facility Fee (Clubrooms and Oval or Tennis/Netball Courts) – Per Hour	\$50	\$90	\$20	\$40
Facility Fee (Per Oval) –Per Hour	\$40	\$80	\$15	\$35
Facility Fee (Per Tennis/Netball Court) – Per Hour	\$40	\$80	\$15	\$35

\* Clubrooms at Melville Oval is for change rooms only. Clubrooms may be provided to multiple groups at the same time.

\*\* Day hire is 7am-8pm during daylight saving hours. Night hire is 8pm-11pm during daylight saving hours.

\*\* Day hire is 7am-6pm during non-daylight saving hours. Night hire is 6pm-11pm during non-daylight saving hours.