

Sports Pavilion Management Policy 2017

File Number:	A1510623	Authority:	Council
Directorate:	Community Services	Responsible Officer:	Manager Community Development, Facilities & Recreation
Policy Type:	Discretionary	Version No:	3
1 st Adopted by Council	13 Feb 2012 Minute No. 1093	Last Adopted by Council:	11 Sept 2017 Min No.366
Review Period:	Annually	Next Review:	September 2018

1. Purpose

The aim of the Policy is to:

- maximise shared use of pavilions to ensure minimum unnecessary wear and damage to pavilions and to ensure the pavilions are presented in the best possible condition.
- provide a framework for the allocation of sports 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 (senior, junior and female teams).
- clarify the responsibility of maintenance and improvement works to ensure facilities are maintained to Council's standards.

2. Background

This Policy seeks to enhance the utilisation of Council facilities by ensuring sporting 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 pavilion management and sport development, security bonds 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:

- Many sports clubs have contributed to the upkeep or enhancement of pavilions and would want to ensure they are maintained in good order;

Greater Dandenong Policy

- Council has invested substantial resources in developing 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;
- 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.

Maintenance responsibilities are outlined in the Sport Hire Agreement and Council conducts regular inspections during and at the end of each season to ensure pavilions are kept at an acceptable standard.

3. Scope

This Policy covers the management of seasonally allocated sports pavilions located adjacent to ovals and pitches. 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 2015
- Local Government Act 1989
- Community Wellbeing Plan 2013-2017
- Victorian Charter of Human Rights and Responsibilities 2006
- Asset Management Policy 2011
- Community Facilities Management Policy 2013
- Sports Facilities Plan 2015
- Activate Sport and Active Recreation Strategy 2014–19
- Disability Policy 2010
- Multipurpose Use of Community Facilities Policy

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 Pavilion means the building allocated for seasonal club use which may include associated facilities such as score boards and coaches boxes.

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 the accumulated discount up to a total of 30%.

Compliance

Requirement	Supporting information required	Discount
Club returned all keys at completion of previous season	All keys returned at completion of previous season	5%
Tenancy application complete with all ground allocation paperwork received by Council by the due dates	Paperwork lodged by designated date	
Pavilion maintained in a satisfactory condition following inspection during and/or at the end of season	Determined at time of inspection and at end of season	
All outstanding seasonal charges have been paid by the tenant	No outstanding charges at time of paperwork lodgement	
The club is a current "Good Sports Club" and has increased its level in the previous 12 months or reached the peak level achievable by the organisation (e.g. Level 3 for clubs with liquor licence or Level 0 for clubs without liquor licence)	Copy of current accreditation certificate	

Participation opportunities

Item	Requirement	Supporting information required	Discount
Formal participation opportunities for Juniors and Females (Only one discount level applicable per club)	Club has both junior teams and female teams participating in competition	Details of teams from past season	10%
Participation opportunities for newly arrived, culturally diverse, disadvantaged communities and people with a disability	Club has at least one program creating participation opportunities for one of these target groups	Details of program/opportunity for target group held in last 12 months	5%

Club Development

Item	Requirement	Supporting information required	Discount
Business Plan	Current and active business plan		5%

		Copy of Business Plan	
Council Forums	A club representative attends the designated season forum (Summer/Winter) and two other sports club forums or events convened by Council in the preceding 12 months	Sign in at attendance registers at all forums	5%

The discount will come off the seasonal fees and charges for pavilion usage.

7.2. Club Allocation

Council allocates sporting pavilions at recreation reserves on a seasonal basis.

The seasonal dates are as follows:

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

If pavilions are required for finals (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 process of allocation involves sporting groups signing the dedicated hire agreement created for the specific club and facilities allocated. This states the conditions of use and states specific dates and times for use to the clubs.

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 may apply.

If any club finds it necessary to alter the times of ground/ facility usage during the season, arrangements should 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.

Upon community request outside of allocated times Council may hire the pavilion and grounds to casual users.

7.3 Allocation Criteria

The Activate Sport and Recreation Strategy 2014 – 19 outlines the key principals to guide the future provision of sport and recreation in Greater Dandenong as quality, sustainability, maximum use and partnerships, community engagement, communication. Based on the key principals allocation of sport facilities will be based on the following:

1. Providing a business plan and audited financial statement;
2. Level and size of club membership held by residents of the municipality;
3. Demonstrated cooperation to share facilities (i.e. letter of support from co tenants);
4. Diversity of club membership and teams (do they include juniors, females, people with disabilities, people from Non English Speaking and / or Indigenous Backgrounds);
5. Demonstrated compliance to previous Council requirements
6. Commitment of the club to maintain good relations with their sporting partners/off-season users/co tenants;
7. Commitment to co-operate with the maintenance and turf management programs implemented by Council;
8. The extent to which clubs can demonstrate wider community involvement through participation in City wide community events;
9. Commitment of clubs to train their key support staff in areas such as coaching, junior development, first aid, sports administration, legal liability;
10. Level of control exerted on the club's supporters and membership in regard to car parking, cleanliness and general crowd behaviour particularly on match days;
11. Commitment to increase the diversity of their membership;
12. Commitment to contribute either financially or in-kind to development of programs and facilities;
13. Commitment to promote and publicise the club's activities;

7.4 Weightings

In respect to the allocation a scoring system is proposed which weights each of the criteria mentioned above. Clubs will be prioritised according to their score; the higher the score, the higher the club's priority at the specific reserve under consideration. The criteria will be used when there is a ground available for allocation or when there is a facility being under-utilised. Criteria 1 and 2 above are the highest priority and will be scored out of a maximum of fifteen (15) points. Criteria 3, 4 and 5 will be scored out of a maximum of ten (10) points. All other criteria will be scored out of a maximum of five (5) points.

Allocation of sporting facilities is at the discretion of Council and Council reserves the right to re-allocate based on current circumstance.

7.5 Non-allocation

Under certain circumstances, Council may choose to decline an application for allocation and not allocate a facility. The circumstances for non-allocation include:

- Incomplete application form
- Failure to meet the allocation criteria

The process to determine if allocation will be granted in future seasons will be as follows:

- Meeting to discuss the reason for declining the application

- Support offered where required
- Demonstrated ability to comply
- Internal meeting with Coordinator / Manager / relevant Councillor
- Failure to meet all requirements will result in non-allocation

7.6 Breach of Agreement

All Club allocations are subject to the conditions set out in the Hire Agreement and this policy (Sport Pavilion Management Policy 2017). Breaches of any of the conditions in either the hire agreement or this policy may result in the agreement being terminated and allocation being cancelled. Use of any facility outside of the allocated times is considered a breach. The process for addressing a Breach of Agreement is as follows:

- Letter to club requesting explanation for the breach
- Meeting to discuss
- Commitment from club to not repeat the breach
- Failure to comply may result in termination of allocation

7.7 Termination of Ground Allocation

Under extenuating circumstances, Council may consider terminating an allocation. Examples of those circumstances may include any breach of the hire agreement or this Policy. Any breach that poses a risk to the health or safety of any person may result in immediate termination.

The process of resolution will be as follows:

- 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

7.8 Facility utilisation outside the season such as Pre–Season Training

Clubs wishing to undertake training opportunities outside the allocated season usage (pre-season training), must apply to Council by submitting a casual allocation application to Parks which will incur a charge as outlined in the Council published fees and charges document. Any applications for casual use must be in advance of the intended usage period.

Council will assess the request and availability of the pavilion and ground. Requests of a commercial nature will not be supported. Should the received request not be possible due to facility maintenance or an existing seasonal club allocation, 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 are in breach of their Agreement and may have future allocation requests declined.

7.9 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.

The reasons the club may be reallocated include:

- Change in the number of teams and club playing numbers
- Reserve doesn't meet the needs of the user
- Clubs reach higher levels of competition or match play resulting in increased facility requirements.
- Pavilion / ground repair or works

7.10 Shared Use

The fee for shared facilities will be divided between each allocated club for the relevant season. The shared charge will be determined on the allocated hours as requested by the club in the application. 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%

Where a facility is shared, each club will pay the full security bond.

8. Sign-Off on Inspection Report

At the end of each season there is a transition period of up to four weeks (depending on fixtures and finals games) during which time clubs will be asked to jointly 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 and incoming tenants.

The 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.

Council will inspect the sports facilities at any stage during the tenancy and will endeavour to inspect all the facilities at least once each season.

As part of the Building and Facilities Asset Management Plan for all Council facilities, the Building Maintenance Business Unit undertakes asset condition inspections and reports on a cyclical basis on maintenance.

Following an inspection by Council of the sports pavilion the club(s)/tenant(s) will be advised that Council will rectify any repair, 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.

Where cleaning has not been undertaken within the agreed time or to the agreed standard the cleaning may be organised by Council and the club may be invoiced.

9. Pavilion Damage

- The full costs to repair pavilion damage caused by clubs/tenants outside of regular wear and tear will be met by the allocated club(s)/tenant(s).
- Should the costs of repair and / or cleaning the pavilion exceed the amount of the bond the club(s)/tenant(s) will be charged the additional costs incurred by Council.
- Instances where pavilion damage has occurred, a penalty bond of \$1000 will be levied against the offending club for the immediate future season allocation.
- 50% 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 consistent history of poor asset maintenance or non-payment of fees and charges to Council.

10. Security Bonds

Council will set security bonds for all users of sporting pavilions allocated on a seasonal or casual basis. Security Bonds will be set as outlined in the published Council fees and charges document for all seasonally allocated sports pavilions. One bond will cover multiple buildings used by the club.

The security bonds will either be rolled over for the subsequent seasonal allocation or refunded if requested subject to a satisfactory sign-off regarding the pavilion condition after inspection.

11. Related Documents

- City of Greater Dandenong Sports Facilities Plan 2015.
- City of Greater Dandenong Sports Hire Agreement