



SPORT AND RECREATION FACILITY USE MANAGEMENT POLICY

**DOCUMENT NO:
A3755818**

1.1 Objectives:

The objective of the Sport and Recreation Facility Use Management Policy is to provide a practical framework for the allocation and management of Council owned and controlled sport and recreation facilities to organisations, community groups and individuals to ensure equity, provide transparent accountability, maximise the use of Council assets and clarify maintenance requirements.

1.2 Regulatory Authority:

- Land Regulation 2009
- Ipswich City Council – Local Laws
- Ipswich City Council – Fees and Charges
- Ipswich City Council – Sport and Recreation Facilities User Manual
- Ipswich City Council – Sport, Recreation and Physical Activity Policy
- Ipswich City Council – Multi-Use Sport and Recreation Facilities Policy

1.3 Policy Statement:

Principles of Facility Use Management

Sport and recreation facilities, whether community based or commercially focused, have the same general management goals: maximising the use of the facility and operating in an efficient, safe and fair manner. To achieve these goals in facility management, Council will consider the following:

- access and opportunities
- quality, safety and sustainability
- multiple-use and/or shared use.

Tenure Instruments

There are three types of tenancy agreements articulated in the policy; Leases, Permits and Licences. Council's preference is to allocate its sport and recreation facilities through Permits. The allocation and management of Leases, Permits and Licences shall be in accordance with the following set of guidelines.

General Guidelines

- All facility uses will be coordinated by Council
- Where possible multi-use of facilities will be encouraged and introduced
- Consideration and standard of the facility and playing surface is a priority in all agreements and this may require coordination and consideration of rest days or limited use where necessary

- Tenant organisations must maintain relevant and appropriate insurances
- Each financial year, Council will establish an annual charging schedule for Leases, Permits and Licences which will be included in Council's annual Fees and Charges
- All user groups will be required to pay fees for venue use and consumables as deemed appropriate by Council and as established in Council's Fees and Charges.

Leases

- Leases will be offered in limited circumstances for specialist facilities (e.g. bowls clubs)
- Leases will generally be up to 10 years, although longer lease terms will be considered
- Lease fees for sport and recreation organisations will generally be levied by Council at the rates prescribed in the *Land Regulation 2009* unless otherwise negotiated
- Lessees will be liable for Council's general rates, all service charges and outgoings
- Lessees will be responsible for all maintenance
- Lessees will be responsible for all capital improvements
- Council may consider requests for assistance with major capital improvements.

Permits

- There are four categories of permits including; Seasonal Sport Permits, School Sport Permits, Three Year Facility Use Permits and One Off Facility Use Permits
- Permits will generally be approved for a term of one sporting season at a time with days and times of access for each applicant negotiated on a case-by-case basis prior to the commencement of first booking
- Seasonal Sport Permits will generally allow for two weekday afternoons and evenings and one weekend day
- Pre-season will be treated as a separate season to a regular season when it occurs outside the standard season, and will incur separate fees
- Three Year Facility Use Permits will be negotiated with selected sporting groups for sole/principal use of a clubhouse only, where the Permit holder is the principal tenant
- Where additional usage is requested (e.g. for carnivals or events), extra dates and times must be requested and approval received from Council prior to commencement
- Non-payment of correct Fees by the due date may result in the cancellation of the Permit and allocation of the facility to another user group as per Council's Local Laws
- Approved Permit holders will not be liable to pay Council's general rates
- Council will undertake all field and facility maintenance, as outlined within the Sport and Recreation Facility User Manual, except where otherwise arranged
- Permit holders will be responsible for all cleaning and maintenance responsibilities as outlined within the issued Permit
- Permit holders will be responsible for the maintenance of sport specific/special areas (e.g. line marking, turf wickets, court sweeping and preparation) as outlined within the issued Permit and Sport and Recreation Facility User Manual
- Council will cover the cost of water consumption for irrigation and public amenities

- Permit holders may be responsible for the cost of water consumption for irrigation of sport specific/special areas (e.g. cricket wickets and clay tennis court preparation)
- Council will coordinate all facility upgrades
- Permit holders may be requested to make a contribution to financially support facility upgrades at the discretion of Council
- Permit holders will not be permitted to sublet to other individuals or organisations or apply for a mortgage over the facility
- Council reserves the right to call for Expressions of Interest for the use of its sport and recreation facilities at its discretion.

Licences

- A Licence is required if a business or organisation gains benefit from supplying goods or services at Council's sport and recreation facilities. This relates to any commercial use of any Council sport and recreation facility
- All general points for Permits apply to Licences.

1.4 Scope:

This policy applies to all Ipswich City Council owned or controlled sport and recreation facilities (both indoor and outdoor) and associated supporting infrastructure and the sports and/or user groups that utilise them.

1.5 Roles and responsibilities:

This policy is to be implemented by all Council staff responsible for the allocation, management and maintenance of all Council owned or controlled sport and recreation facilities.

1.6 Definitions:

- **Facility** – constructed and/or maintained sport and recreation grounds, fields, ovals, courts, clubhouses, change rooms and other supporting infrastructure at a location that allows people to be involved in and participate in sport and recreation activities.
- **Season** – The regular season in which competition occurs for a particular sport
 - Winter Season: period from last Saturday in March to 1st Saturday in September
 - Summer Season: period from 3rd Saturday in September to last Saturday in March
- **Pre-Season** – The time of year used for pre-season training and pre-season games when there is no official competition prior to the regular season.

1.7 Policy Author:

The Principal Officer (Sport and Physical Activity) will be responsible for the maintenance of this policy.

Date of Council Resolution: 25 February 2014

Date of Review: 10 November 2016

Committee Reference and Date: Policy and Administration Board No. 2014(01) of 11 February 2014 - City Management and Finance Committee No. 2014(02) of 18 February 2014

No. of Resolution: 6

Date to be reviewed: 10 November 2018