

COUNCIL POLICY



TITLE:	Recreational Reserves and Recreational Facilities Pricing Policy
ID NUMBER:	CPO-COM-REC-005 DocSetID: 2782903
DEPARTMENT:	Community Services
UNIT:	Community Wellbeing
RESPONSIBLE OFFICER:	Manager Community Wellbeing

ADOPTED DATE AND BY WHOM:	Council 25 July 2023
EXPIRY DATE:	21 March 2026
REVIEW DATE:	This policy will be reviewed every four years or as required by any legislative or council changes.

AVAILABILITY:	Organisation wide	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Public	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Internet	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
ADVISE AVAILABILITY:	Media Release	Yes <input checked="" type="checkbox"/>	No <input checked="" type="checkbox"/>
	Sou Wester (Responsible Officer to prepare article)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

(This document is uncontrolled when printed)

1. References

Glenelg Shire Council Recreational Reserves and Recreational Facilities Access Policy (DocSetID: 2782902)

Glenelg Shire Council, Records Management Policy OPO-CORPS-RECM-001 (DocSetID: 1933907)

Glenelg Shire Council Recreational Reserves and Recreational Facilities Licenced Users Incentivisation Organisational Procedure OPO-COM-REC-001 (DocSetID: TBA – Under Development)

Glenelg Shire Council Annual Fees and Charges Schedule (<https://www.glenelg.vic.gov.au/Our-Council/Publications-and-Budgets/Annual-Budget-and-Reports>)

Special Conditions for Use of Glenelg Shire Council Recreational Reserves and Facilities (Licence Use) (DocSetID: 3089901)

Special Conditions for Use of Glenelg Shire Council Recreational Reserves and Facilities (Lease Use) (DocSetID: 3089966)

Glenelg Shire Council Conditions of Hire - Casual Use of Council Recreation Reserves and Pavilions (DocSetID: 2459087)

Glenelg Shire Council Plan 2021-2025 (DocSetID: 3001483)

Glenelg Shire Municipal Health and Wellbeing Plan 2021-2025 (DocSetID: 2863283)

Active Your Way Glenelg Sport and Active Recreation Plan (DocSetID: 2560778)

2. Purpose

This policy outlines how fees and charges for use of Council owned or managed recreational reserves and recreational facilities will be determined. The policy contributes to the achievement of strategic outcomes identified in the *Glenelg Shire Council Plan*, the *Glenelg Shire Health & Wellbeing Plan* and the *Active Your Way Glenelg Sport & Active Recreation Plan* by supporting the ongoing availability of recreational reserves and recreational facilities.

The following guiding principles identified by Council have informed the development of the policy:

- **Sustainable Provision of Facilities and Services**

Recreational reserves and recreational facilities should be kept in good condition to support a wide range of uses. Maintenance costs and service levels must be sustainable.

- **Equity of Access**

Access to recreational reserves and recreational facilities will occur on equitable terms. Access fees will be determined in a consistent manner with reference to the quality of the reserve or facility, the type of use, the type of access arrangement and the level of service provided by Council.

- **Fostering Participation**

Council will prioritise uses that promote participation in sport and active recreation. Incentives may be offered to encourage uses that contribute to the strategic outcomes established in the *Glenelg Shire Council Plan*, the *Glenelg Shire Health & Wellbeing Plan* and the *Active Your Way Glenelg Sport & Active Recreation Plan*.

- **Inclusive Environments**

Council is committed to improving health and wellbeing outcomes for all residents of Glenelg Shire. Users of our recreational reserves and recreational facilities should provide opportunities to participate in sport and active recreation regardless of age, gender or ability.

- **Shared Use of Facilities**

Council will seek to maximise the use of recreational reserves and recreational facilities through shared use arrangements where appropriate.

This policy should be read in conjunction with the *Recreational Reserves and Recreational Facilities Access Policy* and the *Special Conditions for Use of Glenelg Shire Council Recreational Reserves and Recreational Facilities*.

3. Scope

3.1 Application

3.1.1 This policy applies to:

- a) Recreational reserves and recreational facilities owned by Council; and
- b) Recreational reserves and recreational facilities managed by Council as Committee of Management pursuant to the Crown Land (Reserves) Act 1978; and
- c) Buildings, structures, landscaping, infrastructure or other improvements at recreational reserves and recreational facilities including:
 - Sports pavilions, club rooms, change rooms, sheds or other buildings;
 - Sports grounds, lawns, greens, courts or other playing surfaces;
 - Pools and aquatic facilities;
 - Tracks and circuits; and
 - Training areas and facilities.

3.1.2 This policy also applies to:

- a) Applications for a licence, lease or casual hire agreement for recreational reserves and recreational facilities owned or managed by Glenelg Shire Council;
- b) Licensed users of recreational reserves and recreational facilities owned or managed by Glenelg Shire Council;
- c) Tenants of recreational reserves and recreational facilities owned or managed by Glenelg Shire Council;
- d) Casual hirers of reserves and recreational facilities owned or managed by Glenelg Shire Council; and
- e) Council officers administering recreational reserves and recreational facilities owned or managed by Glenelg Shire Council.

4. Council Policy

4.1 Determination of Fees

4.1.1 Licence and / or Lease Access Fees

4.1.1.1 Council will have regard for each of the following criteria when determining fees for licensee and / or leasee access to recreational reserves and recreational facilities:

- a) Quality of recreational reserves and recreational facilities

The fee charged for access to better quality recreational reserves and recreational facilities will generally be higher than the fee charged for access to more basic recreational reserves and recreational facilities.

- b) Type of use

The fee to use recreational reserves and recreational facilities for community, sport and active recreational activities will generally be lower than the fee to use the same recreational reserves and recreational facilities for personal, business, or commercial activities. While recreational reserves and recreational facilities may be available for some personal, business, or commercial uses, Council does not generally subsidise these activities through discounted access fees.

c) Type of occupancy arrangement

The fee for exclusive use of a recreational reserve or recreational facility will generally be higher than the fee for shared use of the same reserve or facility. The key features of different occupancy arrangements are outlined in the Recreational Reserves and Recreational Facilities Access Policy.

d) User contributions

The access fee charged to a user group that has made significant contributions to the development and maintenance of the recreational reserve and recreational facilities they use will generally be lower than the access fee charged to a user group that has not made such contributions. Significant contributions may include financial or in-kind contributions to the construction, maintenance or renovation of pavilions and other buildings. Fee reductions will be at the discretion of the Recreation Coordinator who governs and manages the contributions of user groups.

4.1.1.2 Council may have regard for other relevant considerations when determining fees for licensee and / or leasee access to recreational reserves and recreational facilities.

4.1.1.3 Further information regarding the classification of recreational reserves and recreational facilities to reflect overall quality and the intensity of Council maintenance provided is provided in Appendix A.

4.1.2 Casual Hire Access Fees

4.1.2.1 Casual hire fees for Council's recreational reserves and recreational facilities are outlined within Council's annual Fees and Charges Schedule. For current casual hire fees refer to Council's website (<https://www.glenelg.vic.gov.au/Our-Council/Publications-and-Budgets/Annual-Budget-and-Reports>).

4.2 Fee Incentives

4.2.1 At its absolute discretion, Council may reduce the access fee payable by community sports clubs or other not for profit organisations that conduct activities for the purpose of increasing participation amongst population groups that are under-represented in sport and active recreation; and/or

4.2.2 Comply with the incentivisation criteria measures as identified within the Recreational Reserves and Recreational Facilities Licenced Users

Incentivisation Organisational Procedure (DocSetID: TBA – under development).

4.3 Fee Revisions

- 4.3.1 Access fees for recreational reserves and recreational facilities will be reviewed annually by Council's Recreation Coordinator. Council's Recreation Coordinator may implement Fee Revisions that reflect changes in criteria included at section 4.1 and section 4.2 of this policy, and movements in the Consumer Price Index (CPI).
- 4.3.2 Any Fee Revisions other than those outlined within 4.3.1 must be approved by Council.

5. Reviews

Applications for reconsideration or review of a decision made pursuant to this policy must be made in writing to Council's Recreation Coordinator.

The quality of recreational reserves and recreational facilities will help to determine appropriate access fees. In general, the fee charged for access to better quality recreational reserves and recreational facilities will be higher than the fee charged for access to more basic reserves and facilities.

Sports pavilions and playing surfaces will be categorised to reflect their overall quality and the level of amenity available to user groups. It is acknowledged that pavilions and playing surfaces may not fit entirely within a single category; in these cases, recreational reserves and recreational facilities will be assigned to the category that best describe their overall quality and the amenities available.

6. Records Management

All Council records created and managed as a result of implementing this policy will be managed in accordance with the Council's Records Management Policy.

The Records Management Policy assigns responsibilities for records management to employees, supervisors, volunteers, and other specific positions.

No Council records are to be destroyed without consideration of the requirements of the Act(s) that govern the functions relevant to this policy. Prior to destruction, advice must be sought from the Records Management Unit, with consideration to the requirements of the appropriate Retention and Disposal Authority (RDA).

7. Appendix

APPENDIX A - Recreational Reserves and Recreational Facilities Classifications

Sports Pavilions / Clubrooms / Buildings				
	Premier Level	Level 1	Level 2	Level 3
Social rooms / multipurpose rooms	Extra Large	Large	Medium / Small	None
Change facilities	Separate / All abilities accessible facilities	Separate change facilities	Limited change facilities	No change facilities
Kitchen / canteen	Included – Commercial Kitchen	Included	Limited	None
Bar facilities	Included	Included	Limited	None
Toilet facilities	Included – All abilities accessible	Included	Shared	Public / None
Additional facilities (e.g.: office space, outdoor deck, trainers' rooms, umpires' rooms, etc.)	Included	Included	Limited	Shared / None
Overall building condition	Excellent	Excellent	Good	Basic

Sports Surfaces - Sports Fields, Lawns, Greens, Pitches & Tracks				
	Category A	Category B	Category C	Category D
Cricket wicket (if applicable)	Turf	Synthetic / Concrete	Synthetic / Concrete	None
Irrigation (if applicable)	Automated irrigation system	Manual irrigation system	Hand watering	None
Drainage	Subterranean	Limited subterranean / perimeter	Perimeter	None
Floodlighting	Competition / LED	Training	Limited	None
Quality of sports surface	High	Medium	Medium - Low	Low
Quality of supporting infrastructure (e.g. scoreboards, coaches' boxes, benches, etc.)	High	Medium	Medium - Low	Low

Courts & Other Miscellaneous Surfaces or Infrastructure		
	Category E	Category F
Indoor / outdoor	Indoor / Indoor & Outdoor	Outdoor only
Court / surface	Timber / Hardcourt / Grass	Asphalt / Concrete / En Tout Cas
Drainage (if applicable)	Subterranean / Perimeter	Limited perimeter / None
Floodlighting	Competition / LED	Training / None
Playing surface quality	High	Medium / Low
Fencing / Stalls	Fully enclosed	Limited / None