

Sportsground & Pavilion Fees and Charges Policy

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1. Scope of this Policy

This policy applies to fees and charges for the use of sportsgrounds, reserve and sporting pavilions where sport is played and/or which are utilised to support sporting activities within the City of Maribyrnong.

2. Objectives of this Policy

- § To provide a fair and equitable system for allocating and charging for the use of sports grounds and pavilions.
- § To ensure consistency and transparency in decision-making.
- § To encourage efficient and effective use of Council resources.
- § To allow council to pro-actively manage sportsgrounds in order to prevent over-use and/or inappropriate uses, thereby ensuring the long-term sustainability of playing fields.
- § To enable the allocation of grounds appropriate to the level of competition being played.
- § To promote positive user attitudes and responsibility towards facilities.
- § Will allow council to recover a proportion of the facility costs from users.
- § To ensure fees and charges reflect the standard of the facilities being provided.

3. Relationship to other Policies and Strategies

This document should be read in conjunction with Council's Municipal Public Health Plan, Municipal Recreation Strategy, Sports Development Strategy and Sportsground and Pavilion Allocation Policy. Council's strategic objectives for physical activity, sport and recreation are addressed in these documents.

4. Policy Principles

4.1 Equity

Maribyrnong City Council wishes to encourage the utilisation of sportsgrounds and pavilions from groups which encourage the local community to participate in sporting activities.

4.2 Partnership

Maribyrnong City Council acknowledges that an opportunity to develop partnerships with clubs to improve or develop facilities is essential to the long-term viability of clubs and facilities.

4.3 Diversity

Maribyrnong City Council maintains and encourages diverse and multiple use of Council's sportsgrounds and pavilions.

5. Occupancy Agreements

Council currently allocates sportsgrounds using four types of agreements:

5.1 Leases

A lease agreement is used to provide sports clubs and/or associations with exclusive occupancy of Council sporting facilities for an agreed period. The lessee has use of the leased facility under clearly stated terms and conditions. Leases are generally used so that the resident club may develop a home ground and facility with the view to enhancing the asset on behalf of the club and Council. Lease periods will be subject to negotiation, although the club/s is generally issued a 5 – 10 year period.

Under a Lease Agreement the Lessee pays all costs associated with the operation of the facility including minor and major maintenance, utility charges, water costs, rates, garbage charges, and any other costs associated with the normal operation of that facility. Due to the exclusive nature of this agreement, a Lease Agreement is only issued in exceptional circumstances.

5.2 Licence

A licence agreement provides a sports club and/or association with a permit to use a facility for an agreed purpose for an agreed period of time. Licences do not provide user groups with exclusive occupancy rights to a facility. Licence periods will be subject to negotiation although a maximum term of up to three years would be expected. If clubs contribute towards capital improvements or upgrades to the facility, they may be awarded a 3 year licence with the option to extend the licence by 3 + 3 years.

Under a Licence Agreement the licensee pays sportsground and pavilion fees and charges as scheduled, utility charges and may be required to pay some maintenance costs. However, Council is responsible for the majority of the costs associated with the pavilion and all costs associated with the delivery of the sportsground.

5.3 Seasonal Allocations

Seasonal sports ground allocations will be made on a 6-monthly basis. Allocation of specific grounds is made for both training and match play purposes. A Seasonal

Allocation does not provide clubs with exclusive use of sports facilities. Seasonal Allocation applies to the following dates in each year.

Winter: 1 April – 30 September

Summer: 1 October – 31 March

Seasonal Allocation of sportsgrounds is not guaranteed from year to year and will be subject to the Seasonal Application process.

Seasonal Allocations are subject to sportsground fees and charges as scheduled, utility charges and costs relating to supporting infrastructure specific to their sport i.e. floodlighting, turf wickets.

5.4 Permits

A Permit is generally issued to a school or casual user, or user groups, to confirm a particular ground for specified activities, times, sportsground and pavilion fees and charges as scheduled.

6. Pricing Framework

In developing a pricing framework for this policy a number of variables have been considered, which include;

- § Type of Facility – Pavilion & Sportsground
- § Benefits derived from the provision of this facility
- § Who pays for the facilities ongoing maintenance and upgrades
- § Capital Improvement costs to a pavilion
- § Economic, social and political desirability of charging for the facility, service or program
- § Ability for the facility to meet the use of groups
- § Cost of providing the facility, service or program
- § Practicality of administering and collecting the fees and charges

This pricing model incorporates the following:

- § A formula which makes fees and charges of sportsgrounds more uniform and efficient to administer
- § A grading system of sportsgrounds which is based on the quality of the grounds, relevant facilities and amenities
- § A percentage of costs related to an assets replacement value which reflects the quality and features ascribed to a pavilion
- § Charges are applied for the use of sportsground at a sessional rate which reflects accurate use of a facility

The fees and charges policy has endeavoured to take these factors into account in the development of the following pricing strategies.

6.1 Sportsground Fees and Charges

Each sporting ground has been categorised using a AA, A, B, C rating. These ratings reflect the facilities quality and its supporting infrastructure. 'A' is the best quality and 'C' is the lowest quality. Whilst a majority of Maribyrnong sports grounds and facilities fit into the 'A' – 'C' classifications, the use of 'AA' has been used to reflect regional facilities within the Municipality. The classification of sportsgrounds will be reviewed annually in order to take into account major improvements, upgrades, capital developments, or other changes that may influence the ongoing delivery requirements.

6.1.1 Percentage of Costs

Seasonal Users will pay a percentage of the costs associated with the ongoing maintenance of each sportsground, this includes regular maintenance items such as mowing, irrigation, water usage and seasonal works such as top dressing, fertilisation, over sowing and aerating. Each of the categories attracts a cost which is associated with the delivery of that ground. 'AA' rated facilities attract the highest delivery cost whilst 'C' rated facilities attract the lowest costs.

6.2 Pavilion Fees and Charges

As part of Council's Assets data base, each facility is audited for insurance and asset value purposes. This audit identifies the cost to replace, current asset value and insurance value.

In order to determine an appropriate fee for the use of a pavilion, a figure of 2% of an assets 'Cost to Replace' is applied to a club's fees and charges on a sessional basis over a clubs allocated season. The 2% 'Cost to Replace' reflects the type of facility being used by a particular club. Therefore, the largest facility attracts a higher 'Replacement' value than a smaller facility.

Fees and Charges will be calculated as per item 5.4 *Methodology* to formulate the pavilion charges

6.3 Variable Usage

The charges levied will take into account variable usage. The usage of a facility includes the sportsground and/or pavilion and will be calculated as a proportion of the total number of sessions/units of available time: a facility is available 5 nights per week and 4 half days per weekend being nine units per week in total.

6.4 Methodology

Seasonal fees will be calculated as follows:-

- § Determine Sportsground category AA, A, B, C as outlined in rating system. Determine 2% of sporting pavilions 'Replacement Cost'.

- § The cost of the sportsground and the pavilion is divided by the total number of Sessions/Units of available time over a year (468) to arrive at a unit cost.
- § The Session/Unit cost is multiplied by the number of Session/Units used by a Club multiplied by the number of weeks within a season (26) to arrive at a gross charge.
- § A percentage as determined by Council is recovered from users of sportsgrounds.

Please find the following table which provides you with an example of how fees are calculated

<i>EG</i>	+	=	÷	x	x	=	(x)	(x)	
2% Pavilion Cost to replace	Ground Delivery	Total Cost	Value 9 x 52 Weeks	Unit Cost	Club Usage Sessions per week	Weeks Per season	Cost of Ground Per Season	Council Subsidy 85%	Cost To Club 15%
\$12,500 (\$625,000 Pavilion)	\$10,000 (B Ground)	\$22,500	468	\$48.07	4	26	\$4,999.28	\$4,249.38	\$749.89

6.5 Application of Methodology

A License Agreement/Seasonal Allocation will attract costs as per the Seasonal rate outlined in item 5.4 of this document.

Licensees/Seasonal Allocations will pay the full cost of any services consumed such as electricity, water and gas.

Where development or upgrade beyond Council's minimum standard is proposed the licensee/seasonal user would be expected to contribute.

All costs associated with establishing the licence will be charged to the application group.

7. Determining Charges for School Use of Sportsgrounds / Pavilions

Maribyrnong City Council recognises the importance of children's participation in sport and recreation activities, therefore the following will apply to school use of sporting facilities;

Primary Schools

Will be exempt from sportsground and pavilion charges for usage occurring during the normal course of a school day/term.

Secondary Schools

Will be exempt from sportsground and pavilion charges for the physical education classes programmed during the normal course of a school day/term.

Secondary Schools will be charged a flat sessional rate for the use of sportsgrounds and pavilions for competition purposes i.e. inter school football matches.

All Schools

- § where a school has its own sportsground which is not occupied at the time and/or
- § where a school has built over a significant proportion of their previously available open space, and/or
- § where usage occurs outside school hours.

Fees and charges will be applied as per a flat sessional rate and charged to the School at the end of each term.

8. Determining Charges for Commercial Use of Sportsgrounds / Pavilions

Fees for commercial use shall be determined using the methodology as outlined in 5.4 of this document which council would apply a recovery rate of 100% for a sessional rate.

The provider will be responsible for meeting the full cost of preparing and maintaining the facility during the hiring period.

Additional fees may or may not apply and are subject to negotiation depending on term of use, derived community benefit, impact on surrounding amenity and exclusive use of public facilities.

9. Determining Charges for Casual Use of Sportsgrounds / Pavilions

Charges for casual users will be applied as per Council's Schedule of Fees as determined through Council's annual budget process. Suitability of use will be in consideration of the nature of the intended use, potential community benefit, and the resultant impact on the seasonal and/or the community. Casual Use is divided into 4 different categories.

1. Casual schools use
2. Casual community use
3. Casual corporate use - (not-for-profit activity)
4. Casual corporate use - (for commercial activity)

10. Determining Charges for Sporting Finals Use of Sportsground / Pavilions

Sporting finals are not considered part of a clubs Seasonal Allocation and therefore require a separate booking and charge. Finals are booked by an association and charged using the following two categories;

1. Sporting finals representing a competition played within the municipality will attract a community charge as outlined in Council's Schedule of Fees determined through Council's annual budget process.
2. Sporting finals which do not represent a competition played within the municipality will attract a private charge as outlined in Council's Schedule of Fees determined through Council's annual budget process.

11. Determining Charges for Sport Specific Infrastructure

11.1 Floodlighting

There are a number of sportsgrounds which provide floodlighting in order for sporting clubs to train after dark. Floodlights on sportsgrounds are utilised mainly by winter sporting codes, therefore costs relating to the delivery of floodlighting is considered to be the responsibility of clubs which benefit from this infrastructure. Council will provide the initial infrastructure where appropriate, however seasonal maintenance costs, such as lamp replacement and safety checks will be apportioned to clubs which utilise floodlighting. These costs will be determined at the end of each season and charged accordingly.

11.2 Turf Wickets Maintenance

There are a number of sportsgrounds which provide turf wickets. These facilities provide benefits for a select group of clubs and/or individuals. Council will provide the initial maintenance works required at the end of each winter season (part of the normal change-over ground renovations) at no cost. Once this has been completed, clubs thereafter are responsible for all costs associated with the curation and maintenance of their turf wicket table.

12. Review of Fees of Charges

The Fees and Charges as documented in this Policy will be review by Council on an annual basis.

13. Delegation of Authority

In the event of any dispute or difference arising as to the interpretation of this Policy, the decision of the Chief Executive Officer shall be final and conclusive.