

Service 12: Sporting Reserves Usage

1. Purpose

The purpose of this policy is to ensure the effective, consistent and fair management of the City's sporting reserves for the benefit of the community.

2. Policy Statement

Council aims to maximise the use of its sporting reserves and wherever possible, accommodate a diverse range of activities and user groups on both a casual and regular basis, rather than provide exclusive use for a single user group or activity.

3. Definitions

3.1 Casual Hirer

One off or short term hire is available to organisations or individuals, subject to availability and the activity suitability for the reserve. Casual Hirers are required to have Public Liability Insurance when part of an organisation. Individuals are not required to have Public Liability Insurance unless requested.

3.2 Regular Hirer

Regular hire (11 bookings or more annually) is available to organisations or individuals, subject to availability and the activity suitability for the reserve. All Regular Hirers are required to have Public Liability Insurance.

3.3 Seasonal Hirer

Seasonal hire of reserves is available to sport and active recreation clubs for the duration of the season. All Seasonal Hirers are required to have Public Liability Insurance.

(a) Summer season: 1 November to 31 March

(b) Winter season: 1 April to 31 October

Preference will be given to Seasonal Hirers who have previously accessed the reserve, subject to the activity suitability.

A two week reserve maintenance program is scheduled between seasons. Reserves may not be available for this period by any Hirers with consideration given to the nature of use and the expected wear and tear on the reserve, and the recognised maximum usage amount of 25 hours per week.

Pre-season applications will only be accepted and subject to change in consideration of the 'in season' club requirements.

3.1 Application to hire

Any request for hire of a reserve will be referred to the Community Development Department. Applications must be received at least two weeks prior to the booking. The minimum time for any booking is one (1) hour.

Once an application is received a two week processing time is required to process and confirm or decline the request. All applicants will be notified in writing the outcome of the application. The City reserves the right to decline or refuse hire of its reserves.

In addition, the City reserves the right to request an Event Application Form to assess the impact on the surrounding community.

3.2 Fees and Charges

A schedule of Fees and Charges applicable to reserves is determined annually through Council's budget process in accordance with the Local Government Act 1995 Section 6.16 (Imposition of Fees and Charges) and Section 6.17 (Setting Fees and Charges).

Use of reserves by juniors (under 18 years of age) will be subsidised 100%.

3.3 Non-Compliance of Conditions of Hire

The City reserves the right to cancel any booking where it has been determined that the Hirer has either breached the Conditions of Hire, has outstanding hire fees for 120 days or when the Hirer has accessed the reserve outside of allocated hire times without prior permission.

In exercising its rights, the City will:

- (a) Issue a first warning in writing to the Hirer in regard to the non-compliance/s.
- (b) Suspend use for a period of up to one month in the event of a second non-compliance.
- (c) Cancel use in the event of a third non-compliance.

The Hirer will have the right of appeal in accordance to the Local Government Property Local Law.

Status	Council Requirement		
Related Local Law	Local Government Property Local Law		
Related Council Policies	Service 6: Event Sponsorship and Donation Policy		
Relevant Delegation	N/A		
Related Internal Procedures	Updated Procedure Pending		
Related Budget Schedule	N/A		
Legislation	<i>Local Government Act 1995</i>		
Notes and Conditions	N/A		
Authority	Council		
Adopted	27 August 2019	Next Review Date	27 August 2021