

## POLICY

<b>Policy name</b>	Sporting and Recreational Facilities Seasonal Hire
<b>Responsible manager(s)</b>	Divisional Manager, Recreation Services
<b>Contact officer(s)</b>	Coordinator Recreation Development
<b>Directorate</b>	Community, Art and Recreation Services
<b>Approval date</b>	11 October 2022
<b>Outcome area</b>	2 Our community that welcomes, celebrates, and supports everyone.
<b>Strategy</b>	2.2 Encourage community spirit and enable healthy lifestyles
<b>Delivery Program</b>	2.2.2 Provide and manage quality community facilities to meet the needs of the current and future communities
<b>Operational Program</b>	2.2.2.5 Provide a Council facility booking service

### Purpose

The purpose of the Sporting and Recreational Facilities Seasonal Hire policy is to provide a clear framework for users of Council's sporting facilities, guiding the allocation of facilities by clearly identifying allow the users of Council's sporting facilities to better understand the process guiding the allocation of facilities by clearly identifying:

- Council's requirements from clubs and users;
- responsibilities of the user groups;
- responsibilities of Council; and
- by providing a framework that is equitable and easily administered.

The policy aims to:

- efficiently and effectively use Eurobodalla community resources
- encourage participation in sports and recreational activities by Eurobodalla residents
- minimise potential over-use of ovals with efficient facility allocation and the elimination of inappropriate use
- match quality of playing surfaces to level of competition to be played at the ground
- enhance positive user attitudes and responsibility towards facilities
- ensure the provision of a range of quality, accessible recreation and sporting facilities
- ensure Council's policies and requirements for Sporting Facilities Seasonal Hire are readily accessible and understandable to the public.

### Policy statement

<b>1</b>	<p><b>Application</b></p> <p>This policy applies to all sporting grounds and facilities owned by Eurobodalla Shire Council or under the control of Council.</p>
<b>2</b>	<p><b>Terms and Conditions</b></p> <p>The Sporting and Recreational Facilities Seasonal Hire Policy forms the basis for the terms and conditions of the agreement governing the use of Council facilities and hireable open space and sports fields. It is important for users to fully read and ensure they understand all sections of the policy. Any breach of one or more of these conditions may, at the discretion of Council, result in the use of the facility or grounds being withdrawn.</p>

3	<p><b>Facility Use</b></p> <p>Facility allocations are issued to clubs that apply for the use of grounds and/or facilities by completing the application process outlined in this document by the required date.</p> <p>As participation trends change, Council may review the practice of allocating facilities to provide for efficient and equitable use. Council may require a sharing of facilities, but the desire is not to impact on existing users unless clear benefit can be provided through potential relocation or reallocation of resources. Where possible all efforts would be made for clubs to retain the same primary “home ground” season after season.</p> <p>While all efforts are made to accommodate requests, where demand exceeds resources, Council may be unable to accommodate all requests.</p>
4	<p><b>Seasonal Allocations</b></p> <p>Application for use of Council reserves on a seasonal basis must be submitted prior to the nominated dates, and on the forms provided by Council. Summer reserve allocations close on the first Wednesday of August and winter reserve allocations close on the first Wednesday of February each year. The seasonal hire agreements take effect during the following dates:</p> <p><i>Winter season            1 March – 30 September</i>  <i>Summer season         1 September – 31 March.</i></p>
5	<p><b>Pre-Season Training and Finals</b></p> <p>Pre-season training and finals are not included within the seasonal agreement if they fall outside of the seasonal agreement dates as proposed above.</p> <p>For finals, clubs (or associations who organise finals) are required to make a booking for finals games with Council by COB on the Tuesday following the last home and away season match. If this request has not been lodged by this time, sports ground renovation work or other user groups may be scheduled on the ground.</p> <p>If the clubs have necessary pre-season requirements outside of the seasonal hire dates, they should contact the Council’s booking office to arrange pre-season requirements. No fee will apply for pre-season training for the 2 weeks prior to the start of the seasonal hire period. No fee will apply for finals played within two weeks of the end of the seasonal hire period.</p> <p><i>Where the seasonal hire dates overlap, use of the facility will be negotiated between the relevant clubs, with priority of use allocated to the outgoing seasonal hirer.</i></p>
6	<p><b>Casual Facility Use</b></p> <p>In addition to use by sporting clubs, grounds are frequently used by residents and community groups for purposes of social gatherings, casual sport and festivals and events. Council supports sporting ground use by these groups and will allocate grounds upon request, with consultation with tenant clubs and providing this does not result in overuse of grounds or be of detriment to competition use. Seasonal Hire events will take priority over casual hire use.</p>

<b>7</b>	<p><b>School Use of Sports Grounds and Facilities</b></p> <p>As with community groups and residents, schools within Eurobodalla regularly use sports grounds for school sport, sports days and physical activity.</p> <p>Council supports sports ground use by school groups and will allocate grounds upon request providing this does not result in overuse of grounds or be of detriment to competition use by seasonal user groups.</p> <p>School use will be limited to school hours. Where schools require use of grounds outside of school hours, tenant clubs will be consulted to determine that there is no conflict of use.</p> <p>Applications from schools are required prior to using sporting ovals and facilities.</p>
<b>8</b>	<p><b>Annual Events that use some Sports Grounds and Facilities</b></p> <p>Eurobodalla Shire Council allows some grounds and facilities to be used for annual events. Clubs will be made aware when lodging their seasonal hire submission with Council for one of the affected grounds/facilities. In regard to annual events, affected clubs will be notified of any annual event on their ground prior to an agreement being finalised.</p>
<b>9</b>	<p><b>Insurance</b></p> <p>Prior to commencing use of Council facilities each season, all clubs are required to provide a Certificate of Currency as stated below.</p> <p>Public Liability Insurance Policy in the name of the Hirer for an amount of not less than twenty million dollars (\$20,000,000) in respect to any one claim or such greater sum as the Hirer may reasonably require. Public Liability insurance must also include the Goods Sold extension (this is to provide cover for food and drink being prepared or supplied on the premises) and an appropriate clause naming Eurobodalla Shire Council and the Minister for Crown Lands as 'interested parties'.</p>

### Implementation

Implementation steps		Responsibility
<b>1</b>	<p><b>Code of Practice</b></p> <p>This policy will be implemented by following Council's Sporting and Recreational Facilities Seasonal Hire Code of Practice, which specifies in detail the plan, procedures and matters to be considered.</p>	Council Officers
<b>2</b>	<p><b>Concerns</b></p> <p>Public concerns communicated to Council in relation to this policy will be recorded on Council's records system and handled in accordance with Council's Customer Service or Complaints policy. These records will be used to determine any follow-up actions and analyse the history of reported public concerns.</p>	Council Officers
<b>3</b>	<p><b>Consultation</b></p> <p>Consultation regarding this policy will occur as relevant with key stakeholders and may include legislative bodies, other relevant legislation, industry guidelines, and public comment. Public submissions regarding this policy are invited for consideration during the policy exhibition period.</p>	Key Stakeholders

## Review

This policy will be reviewed every 4 years. This policy may also be reviewed and updated as necessary when the *Model Code of Conduct for Local Councils in NSW* is reviewed, updated and/ or republished by the OLG; or when council's functions, structure or activities change; or when technological advances or new systems change the way that Council manages Sporting Facilities Hire.

The policy may be revoked at the expiration of twelve months after the declaration of the poll for the next general NSW local government election unless Council updates or revokes it sooner.

**Note:** *The next general local government election is expected to be held in September 2024.*

Reviews of the effectiveness of this policy could include the following:

Performance indicator	Data source(s)
Community Concerns or Complaints	Council Records
Customer Feedback Survey Responses	Surveys

## Governance

This policy should be read in conjunction with any related legislation, codes of practice, relevant internal policies, and guidelines.

### *Related legislation and policies*

Name	Link
Code of Practice	<a href="http://www.esc.nsw.gov.au">www.esc.nsw.gov.au</a>

### *Related external references*

Name	Link
Office of Local Government	<a href="http://www.olg.nsw.gov.au/">www.olg.nsw.gov.au/</a>

### *Change history*

Version	Approval date	Approved by	Minute	File No	Change
1	24 Nov 2009	Council	09/291	E06.0375 E09.3418	Policy adopted
2	23 Jul 2013	Council	13/172	E06.0375 E13.7095	Renamed from Active Recreation Seasonal Hire Policy; aims added; Policy Statement expanded.
3	10 Sep 2013	Council	13/274	E06.0375	Amended and re-adopted.
4	8 Aug 2017	Council	17/273	E06.0375 E96.0152 E16.0297	Reviewed and updated.
5	11 October 2022	Council	22/266	S004- T00060	Reviewed and retained at start of new Council term. No substantive changes.

*Internal use*

Responsible manager	Director, Community, Arts and Recreation Services			Approved by	Council
Minute	22/266	Report no	GMR22/100	Effective date	11 October 2022
File No	S004-T00060	Review date	11 October 2022	Pages	5