

Policy Type	<u>COUNCIL OR OPERATIONAL</u>	Process Owner: Community Recreation Coordinator
Business Function	Recreation & Cultural Services	Effective Date: 19 December 2006

POLICY NO: 25-PL-004

SUPPORT FOR SPORT CLUBS

POLICY OBJECTIVES

This policy identifies the typical level of support that community sport clubs/groups will receive in regards to any formal lease/license arrangements they have with the City of Melville. It covers the cost of the agreement, fees and charges, building maintenance, specialised sporting venues, hierarchy of reserves and facilities. It also covers clubs and groups without formal lease arrangements that are issued with annual ground allocations.

POLICY STATEMENT

This policy relates to all community sport clubs/groups that have a lease or management licence arrangement with the City of Melville except for Point Walter Golf Course, Melville Glades Golf Course, South of Perth Yacht Club and Melville Golf Driving Range. The policy also identifies the manner in which clubs will be allocated ground use.

A lease is used where the group has exclusive possession of the premises for a fixed period of time.

A management licence is used where the group has management rights only of grounds and or a facility. A management licence can be used where the Council does not have the power to lease a Crown Reserve. A licence does not convey or create an interest in a building or the land to a particular party and is typically utilised for shared use arrangements by sporting associations.

Community Sport and Recreation facilities are provided for the benefit of the residents of the City of Melville. The City will monitor any lease/licence arrangements to ensure the provision of a varied, affordable and contemporary mix of programs, services and facilities.

The City of Melville encourages the joint use of sporting facilities and will therefore give preference to those sporting clubs who form multi-sport Sporting Associations for the joint management of facilities.

The City of Melville's preferred lease tenure is for a maximum of ten (10) years unless otherwise negotiated and should take into account the term of any self supporting Loan that the club may hold.

The City of Melville strongly encourages all sporting clubs and associations to make their facilities available for public use.

Cost of Agreement

- The City of Melville will apply an Annual Administration fee to all community sport and recreation groups that have a formal lease or management licence arrangement with the City. The Annual Administration fee is in lieu of any rental payment and is a standard fee applied across the sport and recreation community. This fee was originally calculated at \$500 (five hundred dollars) but is reviewed annually in accordance with CPI Perth and is currently five hundred and sixty five dollars and seventy cents (\$565.70) per annum and will continue to be reviewed annually in line with CPI Perth. The application of public use rebates does not apply to this cost.

Responsibility for Meeting the Costs Associated with Facilities

The City of Melville will	Community sport and recreation club/s will
<ul style="list-style-type: none"> • Pay Fire Emergency Services Authority levies (FESA) • Pay building insurance • Pay for the installation and monitoring fees for emergency fire services systems. • Provide a specified building maintenance schedule for each building. • Provide funding for all fees associated with planning/building applications. • Provide an annual budget to provide limited support to community events e.g. traffic management plans, administration, additional rubbish receptacles and triathlon approvals. • Provide Perpetual/"Special Event" trophies to the value of one hundred and fifty dollars (\$150.00) (2 trophies every three years). Local schools are also eligible to receive these. • Grounds maintenance (other than Specialised Sporting Venues). • Flood lighting maintenance. 	<ul style="list-style-type: none"> • Pay an annual administration fee. • Pay fees for the monitoring and maintenance of security systems. • Pay any call out fees relating to security call outs. • Pay for the use of utilities including the use of floodlights. • Pay for refuse and recycling bin provision and collection. • Pay ground allocation fees. • Pay for marking of playing fields. • Pay for the supply and maintenance of scoreboards. • Pay for the supply and maintenance of goal posts.

Clubs/associations that lease City of Melville facilities:

- **will** be responsible for the cost of repair for any internal damage, vandalism, corrective maintenance or damage to external doors, glass windows, security lighting and any other external facility through misuse by a club representative, member or guest. The City of Melville may carry out any corrective works and recoup the full costs from the club/association. Clubs/associations may lodge claims with the City and any reduction of costs recouped will be determined on the merits of each case.
- **will not** incur any costs for property damage (excluding contents) occasioned by fire, fire-fighting activities, fusion, explosion, lightning, civil commotion, storm, tempest, earthquake, burglary and malicious damage not caused by a club representative, member or guest and all other normal and usual risks.



- **will** be responsible for the insurance of contents owned by the club/association, as is the responsibility of the clubs/associations to hold current public liability insurance to value stipulated in the lease/licence agreement at all times.

Building Maintenance.

- The City of Melville will perform any structural repairs, improvements and maintenance to all of its Community Sport and Recreation buildings at levels predetermined (within the proposed Hierarchy of Reserves and Facilities) and in accordance with building and maintenance schedules and the ten year budget forecast.
- Lessees will be responsible for the costs involved for replacing fixtures and fittings and keeping the buildings clean and tidy at levels predetermined within the lease arrangements (and the proposed Hierarchy of Reserves and Facilities).
- On an annual basis lessees and representatives from Facilities and Asset Services will meet to carry out a property inspection and to determine the extent to which Clubs have met their lease/management licence obligation and any specified building maintenance schedules for the following twelve month period. The City of Melville will perform agreed schedules within budget parameters.
- Each lease will have a maintenance matrix outlining the party responsible for each maintenance item within the lease.

Shared Use.

- The City of Melville will continue the practice of encouraging the formation of an association of user groups that influences the development, use and maintenance of particular facilities and reserves. These associations will be expected to enter into a lease arrangement with the City of Melville.
- The City of Melville will involve all stakeholders in pending facility developments detailed within the Hierarchy of Reserves and Facilities.

Ground Allocations

- The City of Melville will allocate the use of its grounds and is the sole entity that can administer this function.
- The City of Melville will invite all ground users to an annual ground allocations meeting to resolve issues associated with the use of reserves and facilities which arise from the previous season.
- Ground allocations for summer sports will be from October 1 to March 15 of the following year. Ground allocations for winter sports will be from April 1 to September 15.
 1. Pre-season training during the inter-season period (16 – 31 March, 16 – 30 September) is to be resolved as a domestic matter between the respective clubs, prior to clubs applying to the Manager Infrastructure Services for approval.
 2. Requests for use of grounds during the inter-season period for preseason training and all scratch matches are to be submitted to the Manager Infrastructure Services for approval, at least two weeks in advance of the date required.
- An additional charge shall be made for inter-season training and scratch matches.
- Preseason training and matches, within specified summer or winter sporting season, (items 1 & 2 above) shall be covered by season ground allocation charges.



- Any carry over of final matches into inter-season periods shall be granted priority over preseason training and scratch matches.
- Clubs/associations shall be required to apply for approval of ground use for final round training and matches which carry over into the inter-season period.

Community Sporting and Recreation Facility Funding (CSRFF) Process.

- The City of Melville will call for interested community sport and recreation clubs/groups to apply for CSRFF funding during February - April of each year.
- The City of Melville will assist community sporting groups to develop applications over the period April – September of each year.
- Costs associated with planning and building approvals will be met by the City of Melville for approved CSRFF projects.
- Applications shall be in line with the City of Melville's ten year forward budget forecasts as part of the Hierarchy of Reserves and Facilities.
- Any sports club/group wishing to complete projects outside of the ten year forward forecasting budgets or are not listed in the Hierarchy of Reserves and Facilities, may do so at their own cost. No contribution will be made by the City of Melville for projects not listed for development in that Calendar year or in the Hierarchy of Reserves and Facilities.
- The use of self supporting loans will only be supported within the self supporting loan policy provisions.
- The City of Melville will present all approved CSRFF applications to full Council in October of each year, in line with the Department of Sport and Recreation timelines for consideration and endorsement.

Specialised Sporting Venues.

Clubs requiring facilities above the standard of provision normally provided by the City of Melville, are referred to as Specialised Sporting Venues. Clubs/groups captured within this policy may require exclusive use of public open space to conduct club activities, which may be fenced and generally restrict public access. The design of venues are specific and for single purpose or provides clubs with control or dominant use.

The following Clubs fall into this category:

Specialised Sporting Venues

Applecross Tennis Club
Blue Gum Park Tennis Club
Bull Creek Tennis Club
Kardinya Tennis Club
Melville Palmyra Tennis Club
Melville Cricket Club (Turf)

Kardinya Bowling Club
Leeming Bowling Club
Melville Bowling Club
Mt Pleasant Bowling Club
Melville City Hockey Club
Melville Water Polo Club

- These clubs will be responsible for the full maintenance of grounds within leased areas and be responsible for maintaining their playing surfaces to their sports standards.
- Open memberships should be available at these venues and any charges associated with using these venues will be retained by the lessee. The City of Melville expects that public access should be made for general community use on a regular basis.
- Clubs within this category that receive financial support from the City of Melville through grants/loans will need to generate sufficient funds to cover the maintenance/replacement costs associated with the venues operations and any loan repayments.



- Clubs within this category will be assigned single sporting club status and will not receive the same priority for financial assistance as clubs whose playing surfaces are available or form part of public open space. (refer – Hierarchy of Reserves and Facilities).

Hierarchy of Reserves and Facilities

- The City of Melville will provide the core facilities as highlighted within the Hierarchy of Reserves and Facilities with the view of encouraging maximum public participation in community sport and recreation and physical activity.
- The City of Melville will ensure that each playing field and clubroom facility is maintained, to an appropriate standard to ensure, sports can be played at various levels of competition
- The City of Melville will ensure that all facilities provide access for people with special needs including the disabled and parents with children.
- The City of Melville will facilitate sessions for all stakeholders (structured and non structured users) at each reserve to further develop the Hierarchy of Reserves and Facilities to reflect actual demand.
- The City of Melville will develop a ten year forward budget forecast for the development of reserves and facilities (including physical activity initiatives) to determine priorities and levels of funding and future CSRFF funding applications, in accordance with the Hierarchy of Reserves and Facilities.

The City of Melville will develop a hierarchy of reserves based on the place (minor), community (intermediate) and neighbourhood (major) levels as follows (this hierarchy will identify the various levels of support and basic infrastructure provided for clubs and reserves development):

<i>Hierarchy level</i>	<i>Funding support</i>	<i>Basic infrastructure provided</i>
At the place (minor level) Community sport and recreation groups and specialised sporting venues (Tennis, Bowls, Hockey, Water Polo and Turf cricket)	No greater than seven thousand dollars (\$7,000) matched by club funds or as predetermined within the Hierarchy of Reserves and Facilities and the associated ten year (10) forward budgeting process. Support will not be given for ongoing maintenance of facilities or synthetic surface replacement. These projects are part of the clubs operations and should be costed through appropriate depreciation and reserve funds.	Change rooms, toilets, kiosk, storage, small meeting area, floodlighting for neighbourhood and junior sports participation and security lighting, small sealed, unsealed, street car parking, pedestrian, and cyclists dual use pathways, and seating.
At the community (intermediate level), sport and recreation groups that have Senior and Junior memberships or teams whose playing surfaces are available or form part of public open space. Medium sized association of clubs is encouraged.	Maximum one third of total costs provided these are matched by club funds and CSRFF grants or as predetermined within the Hierarchy of Reserves and Facilities and the associated ten year forward budgeting process. The City of Melville may support the limited use of self supporting loans for developments within this category.	Change rooms, toilets, kiosk, storage, medium meeting area, some bar facilities, floodlighting for junior/senior competitive sports participation, security lighting, sealed and some street car parking pedestrian



		and cyclists dual use pathways, and seating.
At the neighbourhood (major level) of community sport and recreation clubs/groups with adult and junior memberships using the facilities and reserves on a seasonal basis. These facilities will consist of playing surfaces that are available or form part of public open space for general public use.	Minimum one third of total costs as long as they are matched by club funds and CSRFF grants or as predetermined within the Hierarchy of Reserves and Facilities and the associated ten year (10) forward budgeting process. The City of Melville may support the limited use of self supporting loans for developments within this category.	Change rooms, toilets, kiosk, storage, large meeting area, function room/s fencing, bar facilities, floodlighting for significant junior/senior competitive sports participation, security lighting, sealed and some street car parking, pedestrian and cyclists dual use pathways, and seating.
Applicable to all levels in the hierarchy	Clubs/Groups may apply for funding outside of the Hierarchy of Reserves and Facilities ten year (10) forward forecasts not with standing Council. Support for such applications is unlikely. Should club/ groups wish to fully cost projects from club funds without the use of Self Supporting Loans this may be considered within the strategic direction of the Hierarchy of Reserves and Facilities.	

Community Sport Clubs/Groups Without Formal Lease/License Arrangements.

Clubs and groups within this category operate with limited infrastructure and do not have lease/license arrangements with the City of Melville, for example:

- Contributions by a group to improve or provide playing surfaces on the City’s reserves. This excludes a formal lease of the area due in part to the nature of its public access, (eg: Southside BMX).

In some instances these reserves do not have changerooms or clubrooms for use by the club/group.

For these club/groups the City of Melville will play a role in facilitating some access and availability to surrounding facilities, provided that:

- Arrangements are made with both parties for these facilities to be left clean, hygienic, and free of litter.
- Any costs that the buildings lessee incurs associated with this use, are reimbursed

The City of Melville will contribute to the operations of the Swan River Rowing Club but will provide the same level of officer support as it does to other groups in regard to club development, sustainability and CSRFF.

Future approvals will not be given for the permanent or temporary installation of shipping containers at any of the City of Melville's reserves or facilities.

Building and Reserve Utilisation

In order to obtain a detailed assessment of sporting club memberships, club sustainability, the levels of unstructured recreation activity and the fit for use of community buildings, the City of Melville will:

- Obtain individual clubs current and projected (with justification) player memberships details and assess them against the state and national participation trends.
- Analyse membership details into the different type of memberships i.e. playing or social non playing memberships suburb by suburb.
- Obtain current fees and charges associated with being a member of the community sport and recreation club/group.
- Obtain financial statements audited by a member of the CPA Australia or of the Institute of Chartered Accountants.
- Obtain a copy of the club's contents and public liability insurance certificates
- Obtain details on any insurance claims that are subject to any excess being paid by the Licensee as determined by the Licensor from time to time.
- Conduct "Reserve user Satisfaction Benchmark Surveys" on identified active and passive reserves with the findings being included within any concept plans for future development or rationalisation. The City of Melville will cover all of its active and passive reserves over a three year (3) period.
- Obtain the contact details of a Bookings Officer from the Community Sport and Recreation groups for the City of Melville to update and include in its community information data base and Community Liaison.
- On a monthly basis obtain a register of bookings and accounts to provide statistics indicating the typical use of the premises.
- User groups will be invited to participate in facilitated discussions to determine the strategic use and management of the facilities.

Fixed, Movable Equipment and Line Marking

- Any fixed or movable sporting equipment shall be maintained by users.
- Line marking materials to be used on reserves shall be as follows:
 - Acrylic Paint
 - Omykarb – Whiting
 - Other materials as approved by the Manager Infrastructure Services.
 - **THE USE OF ROUND UP IS PROHIBITED** (Any costs for rectification of grounds due to the use of Roundup will be passed onto the responsible club).

Playing Surface

In order to provide quality and safe playing surfaces restrictions maybe required to prevent the overuse of reserves. This will be assessed on an annual basis by Infrastructure Services taking into account:

- Level of usage
- Type of footwear worn
- Specific areas of high wear and tear e.g. goal mouths, under floodlights
- Type of user (Senior/Junior)
- Type of sport
- Seasonal demands
- Levels of unstructured community sport and recreation activity within the reserve

Club Support and Development

The City of Melville will engage with community sporting club/groups to provide:

- On line access to a community sport and recreation database to promote each sport and recreation community club/group.
- A one point of contact for community sport and recreation groups.
- A booking officer for event coordination and approvals, ground allocations and facility bookings.
- Items as identified in the shared use section of this policy.
- An annual Youth Sports Scholarship Scheme promoted through community sport and recreation groups, schools and community service groups for City of Melville residents who are under the age of 19 years old.
- Youth Sports Grants for individual or team assistance in interstate or overseas travel for City of Melville residents.
- A minimum of three annual club development seminars to promote better club management and club sustainability.
- Access to the Department of Sport and Recreations online clubhouse and CD rom "one-stop-shop" for club management and administration.
- Assistance and advice on community grants, funding or other relevant schemes that will assist the development of community sport and recreation groups.

Other References Applicable to this Policy

Delegated Authority No:

Procedure No:

ORIGIN/AUTHORITY

Ordinary Meeting of Council

ITEM NO.

C06/8009

REVIEWS