



Colac Otway
SHIRE

COUNCIL POLICY

Council Policy Title:	Recreation Reserve Fees and Charges
Council Policy ref. no:	12.1
Responsible Department:	Corporate and Community Services
Date of adoption/review:	23 October 2013

1. INTRODUCTION

The Recreation Reserve Fees and Charges Policy pertain to the fees collected from users of Recreation Reserves within the Colac Otway Shire for the purposes of recreation, sport, events and other community activities. The intent of the Policy is to provide clarity and consistency for all user groups and Managers of the Recreation Reserves within the Colac Otway Shire and for Council.

For the purpose of this Policy the differing factors between the City and Regional Reserves are detailed and therefore reflected in the Policy.

This Policy also identifies the volunteer community input specifically to the Regional Recreation Reserves and acknowledges the value placed on these contributions. This Policy applies for the period 2013 – 2016 to enable a four year period of the Policy in place to then be reviewed for further consideration.

Council provides recreation reserves to various sporting and community groups and performs regular maintenance to ensure that they meet the needs and demands of these users. The level of maintenance for grounds and associated facilities is guided by Council's Public Open Space Strategy and Parks and Gardens Best Value Review.

Council endeavours to recoup some of these costs through charging of fees for seasonal and casual use of its sporting facilities. Industry standards and benchmarking identifies that recouping around 15% of total expenditure for maintenance and operations is realistic.

2. OBJECTIVES / PURPOSE

The purpose of the Policy is to provide Council and Recreation Reserve stakeholders with clarity regarding the fees and charges applied for the use of the Recreation Reserves within the Shire. This Policy also includes the agreements associated with this use and the relevant roles and responsibilities of all parties. Copies of the associated agreements are included as appendices to this Policy.

3. DEFINITIONS

The following definitions are referred to throughout this Policy:

Regular User Group: refers to a body of people united for sporting or recreation purposes including sports clubs, community organisations, sport associations and other groups that have an agreement with Council permitting use of the nominated Colac City Reserve or an agreement with the Committee of Management for the use of the Regional Recreation Reserve. Typically a regular user group is based at the nominated ground for a specific season.

Casual Hirer: refers to a body of people united for sporting or recreation purposes for one-off or irregular use that have a Casual Hire Agreement with Council for City Reserve use and with the Committee of Management for the Regional Recreation Reserve use.

City: refers to the Colac township.

Council: refers to the Colac Otway Shire.

Committee of Management: refers to the governance structure for Regional Recreation Reserves to manage the Regional Recreation Reserves.

Recreation Reserve: refers to the nominated sports ground as detailed in the agreement.

Facilities: refers to the clubroom or other infrastructure at the Recreation Reserve which is made available for use to the regular user group and casual hirers as per the agreement.

This Policy acknowledges the distinct differences between the City and Regional Recreation Reserves.

This Policy refers to:

The **Colac City Reserves** which include the following:

Reserve	Location	Ownership and Management
Central Reserve, Premier Recreation Reserve	Gravesend Street, Colac	Colac Otway Shire owned and managed.
Eastern Reserve	Wilson Street, Colac	Colac Otway Shire owned and managed.
Western Oval	Sinclair Street, Colac	Colac Otway Shire owned and managed.
Colac Cricket Ground	Queens Avenue, Colac	Crown Land with Colac Otway Shire delegated Committee of Management.
South Colac Reserve	Main Street, Elliminyt	Crown Land with Colac Otway Shire delegated Committee of Management.

The **Regional Recreation Reserves** which include the following:

Reserve	Location	Ownership
Apollo Bay	Great Ocean Road, Apollo Bay	Department of Sustainability and Environment
Alvie	1140 Corangamite Lake Road, Alvie.	Colac Otway Shire
Beeac	55 Lang Street, Beeac	Department of Sustainability and Environment
Birregurra	19 Strachan Street, Birregurra	Department of Sustainability and Environment

Beech Forest (Ditchley Park)	1535 Old Beech Forest Road, Beech Forest	Colac Otway Shire
Carlisle River	45 Gellibrand River Road, Carlisle River	Colac Otway Shire
Cressy	45 Tennant Street, Cressy	Department of Sustainability and Environment
Forrest	25 Yaughner Road, Forrest	Department of Sustainability and Environment
Gellibrand	Football Road, Gellibrand	Department of Sustainability and Environment
Irrewillipe	2470 Timboon Colac Road, Irrewillipe	Colac Otway Shire
Pirron Yallock	370 Swan Marsh Road, Swan Marsh	Colac Otway Shire
Warrion	25 Glen Street, Warrion	Department of Sustainability and Environment
Warrowie (Irrewarra)	McKays Road, Irrewarra	Department of Sustainability and Environment (Netball Courts – Colac Otway Shire)

5. POLICY

Recreation Reserve Management

It is Council Policy to ensure that the three agreements as attached to this Policy are in place and maintained to ensure they are current and accurate;

Attachment A: City Reserve Regular User Group Agreement

Attachment B: Regional Recreation Reserve Committee of Management Agreement with Council

Attachment C: Regional Recreation Reserve Agreement between Committee of Management and the Regular User Groups

It is Council Policy to recognise the mix of Recreation Reserve ownership and management arrangements. Council acknowledges that the regular user groups, namely community clubs and organisations, schools and other community not for profit groups contribute significantly to the health and wellbeing of the Colac Otway community through the provision of various physical activity, sport and recreation activities and programs. It is for these reasons that Council contribute to the maintenance and upkeep of all Recreation Reserves within the Colac Otway Shire to ensure facilities are available to all.

The nature of the activities to be conducted on the Reserves is to be defined by the Agreements. Approval of Events is to be sought through the Colac Otway Shire Event Approval Process.

Recreation Reserve Maintenance

Council recognises that different demands and activities on the Recreation Reserves have varying impacts and maintenance requirements. By way of example, football has greater wear and tear on a sports field as compared to cricket or little athletics and therefore requires greater preparation and repair works for the start and end of season maintenance. Differing activities and sports have differing requirements due to the specific surface and infrastructure needs.

It is Council Policy for the Cosworks Unit (inclusive of the Parks and Gardens team) to maintain the City Reserves and surrounds in accordance with agreed Grounds Works Programs and budgets which comply with recreation reserve requirements for the purpose of their intended use. These works maintenance programs are developed on an annual basis in consultation between Council's Infrastructure and Services Department and the Recreation, Arts and Culture Unit. These work programs acknowledge both budget and other resource capacities.

The level of maintenance for City Reserves is commensurate with its classification (hierarchy) as per Council's Public Open Space Strategy. The higher the level of classification, the greater Council's contribution to maintenance of the reserve.

The following hierarchy applies to the City Reserves:

- Premier or Regional (Central Reserve)
- Township – football (South Colac Reserve and Western Oval)
- Township – no football (Eastern Reserve and Colac Cricket Ground)

The Schedule and Responsibilities for Occupier and Council is an appendix to the City Reserve Regular User Group Agreement. This Schedule clearly defines the roles and responsibilities of all parties with regard to the internal maintenance of facilities and infrastructure located on City Recreation Reserves.

It is Council Policy not to undertake any maintenance works to the Regional Recreation Reserves but to contribute financially to the Committees of Management in recognition of the volunteer works and other contributions made by the local communities, regular reserve users and the Committee of Management to the Reserve. It is Council Policy that these financial contributions are conditional that each of the Regional Recreation Reserves has a current Master Plan and that current management agreements are in place and operating.

Operational procedures will continue to ensure all casual bookings are formally recorded particularly for the purposes of insurance and maintenance works scheduling. The centralised booking system enables all Council staff with access to the casual bookings information, ensuring venues are not double-booked.

Council provide regular collection of waste from the Colac City Reserve litterbins provided. The management of waste further to the Reserve litterbin needs is the responsibility of the Reserve Regular User Group. Waste Management at the Regional Recreation Reserves is the responsibility of the relevant Committee of Management.

Recreation Reserve Capital Development

Consistent with Council's Capital Works and Major Projects Program this Policy acknowledges that a ten year capital works program exists which includes proposed capital development works to both the Colac City and Regional Recreation Reserves. It is Council Policy to secure where possible external funding and contributions to assist with the implementation of the Capital Works Program. This applies directly to capital works projects to be undertaken at Recreation Reserves which meet both state and federal government funding program objectives.

Capital improvements or alterations to facilities owned and/or managed by Council are required to be approved by Council.

City Reserves

The fees and charges for City Reserves are calculated using a formula which takes into account the following:

- Level of use
- Cost to Council to maintain and insure *
- Asset depreciation
- Impact of use on the facility eg: football requires a greater level of maintenance than athletics.

The following methodology has been determined to ensure consistency for regular users of City Recreation Reserves:

- Determine 2% of asset value eg: “Asset Replacement Cost”.
- Asset Replacement Cost divided by the number of users.
- The annual maintenance cost of the sportsground and the built facility 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 regular user multiplied by the number of weeks within a season to arrive at a gross charge.
- A percentage of the gross cost, as determined by Council (eg: 15%), is recovered from users of sportsgrounds.

An example of the formula used to calculate the fees and charges can be found at Appendix 1.

It should be noted that Fees and Charges for City Reserves will be calculated annually taking into account annual operational costs and asset valuations.

Note: The cost of building insurance has been factored into the formula stated in the Policy and therefore a contribution from the Regular User Group will come from the annual fees. Where Regular User Groups have user specific social facilities which provide the Regular User Group with an opportunity to hire out and generate revenue, the Regular User Group is required to pay the full cost of insuring this building.

The following Regular User Groups are subject to this Policy:

Recreation Reserve	Regular User Groups
Central Reserve	Colac Football Netball Club Colac and District Cricket Association Colac Little Athletics Colac Auskick Colac and District Football League Netball Association Colac and District Football League Colac Dog Obedience Club Colac Otway Rovers
Eastern Reserve	Colac Braves Baseball Club City United Cricket Club Colac Summer Netball Association Colac and District Netball Association
Western Oval	Colac Imperials Football Netball Club Colac and District Cricket Association
Lake Colac Cricket Oval	Colac Cricket Club Colac and District Football Umpires League
South Colac Reserve	South Colac Sports Club Colac and District Cricket Association Colac Cycling Club Elliminyt Tennis Club

Regional Recreation Reserves

The fees applied for the Regional Recreation Reserves are based on the following formula for defined activities:

Football/Netball	\$2,500
Cricket	\$1,500
Tennis	\$1,000
Pony Club	\$500
Other event one-off eg: Agricultural Show	\$500
No formal users but provides open space for local community	\$1,000

It should be noted that the amounts attributed to each activity were agreed to by Council in 2009. These amounts have increased by CPI annually and will continue to be increased annually in accordance with CPI increases.

Recreation Reserve	Committee of Management Representing Regular User Groups	Council Contribution	2009/2010 allocation
Apollo Bay	Apollo Bay Football/Netball Club Apollo Bay Cricket Club Apollo Bay Tennis Club Apollo Bay Show Society - Event	\$2,500 \$1,500 \$1,000 \$500	\$5,500
Alvie	Alvie Football Netball Club Alvie Cricket Club	\$2,500 \$1,500	\$4,000
Beeac	Coragulac Cricket Club Super Rules Football	\$1,500 \$500	\$2,000
Birregurra	Birregurra Football Netball Club Birregurra Cricket Club Birregurra Tennis Club	\$2,500 \$1,500 \$1,000	\$5,000
Beech Forest (Ditchley Park)	Otway Cricket Club	\$1,500	\$1,500
Carlisle River	Open Space – no regular user groups	\$1,000	\$1,000
Cressy	Cressy Sheepdog Trials/Open Space	\$1,000	\$1,000
Forrest	Forrest Football Netball Club Forrest Cricket Club Forrest Adult Riding Club Forrest Mountain Bike Club	\$2,500 \$1,500 \$500 \$500	\$5,000
Gellibrand	Otway Districts Football Netball Club Gellibrand Tennis Club	\$2,500 \$1,000	\$3,500
Irrewillipe	Western Eagles Football Netball Club Tomahawk Cricket Club	\$2,500 \$1,500	\$4,000
Warrion	Warrion Cricket Club	\$1,500	\$1,500
Warrobie (Irrewarra)	Irrewarra Football Netball Club Irrewarra Cricket Club	\$2,500 \$1,500	\$4,000
TOTAL ALLOCATION			\$38,000

It is Council Policy that both Private and Government Schools within the Colac Otway Shire using the Reserves for physical education or other sport related activities will not be charged any hire fees.

Council reserves the right to charge and collect casual user fees for City Reserves. All casual users of the City Reserves will be charged a flat fee dependent on the nature and extent of use of the reserve. Casual use refers to any one-off or irregular use and this does also apply to regional competitions and training.

Where City Reserves have dedicated social facilities which were predominantly developed by tenant groups (eg: Colac Football Netball Club Social Rooms), the tenant group has the right to charge fees for use of this building only. This is reflected in City Reserve Regular User Group Agreements.

Recreation Reserve Funding

It is Council Policy to assist community sport and recreation clubs and organisations with sourcing appropriate funding for identified projects. Council has the capacity to provide various funding support to community sport and recreation clubs to improve, develop or redevelop community facilities. When available these opportunities are promoted and are subject to Council budgets, other state and federal government funding options and other initiatives.

6. IMPLEMENTATION AND REVIEW

It is Council Policy to implement this Policy further to Council adoption, commencing for the 2013-2014 financial year for the following five financial years. This Policy will be reviewed annually to determine its effectiveness from all stakeholders perspective and a formal review will be scheduled at the conclusion of the five year implementation period; that being 2017.

7. RELATED LEGISLATION

This Policy and the associated appendices relate to the *Crown Land (Reserves) Act 1978* as some reserves are located on Crown Land and managed by either Council or a delegated community Committee of Management.

8. RELATED POLICIES / PROCEDURES / GUIDELINES

This Policy relates to the:

- Funding Advances to Community Organisations Policy - Policy No. 6.2.
- Application for Casual Use of Council Reserves and/or Facilities
- City Reserve Regular User Group Agreement
- City Reserve Casual Users Hire Form
- Regional Recreation Reserve Committee of Management Agreement with Council
- Regional Recreation Reserve Agreement between Committee of Management and the Regular User Groups
- Schedule and Responsibilities for Occupier and Council
- Risk management and insurance manual for Council Committees of Management
- Risk management and insurance manual for Non-Council Committees of Management

This Policy is strategically supported by the 2006-2010 Colac Otway Recreation Strategy and the 2011 Colac Otway Public Open Space Strategy.

ADOPTED/AMENDMENT OF POLICY

Policy Review Date	Reason for Amendment
24 May 1995	Adopted by Council
12 March 1997	Review
22 August 2012	Review
23 October 2013	Review

APPENDIX 1 – Formula to derive fees and charges

<i>Built facility</i>	<i>Asset replacement value</i>	<i>2% built facility cost to replace</i>	<i>Annual maintenance cost to Council</i>	<i>Total building insurance</i>	<i>Total Cost</i>	<i>Available Sessions 9x52 weeks</i>	<i>Unit cost (total cost / sessions)</i>	<i>Weekly club usage</i>	<i>Weeks per season</i>	<i>Cost of ground per season</i>	<i>Cost to Club - 15% return to Council</i>	<i>Impact on maintenance costs</i>	<i>Total Fees for Use</i>	<i>Building insurance for social rooms (if applicable)</i>	<i>TOTAL ANNUAL CHARGE</i>
Clubrooms	\$400,000	\$20,000	\$48,000	\$2,000	\$70,000	468	\$150	4	26	\$15,600	\$2,340	1	\$2,340	\$1,000	\$3,340
Changerooms	\$300,000														
Oval	\$250,000														
Scoreboard	\$50,000														
TOTAL	\$1,000,000														

Explanation of formula:

- Asset replacement value** The cost to replace the asset eg: building.
- 2% built facility cost to replace** Cost of asset replacement value x 2% (represents 50 year replacement period). Where there are more than one use of a facility, the cost is spread across the number of users.
- Annual maintenance cost to Council** The actual cost to Council to maintain the assets at the recreation reserve.
- Total cost** Annual maintenance cost plus asset depreciation cost.
- Available sessions** 9 sessions per week (Monday – Friday nights, Sat – Sunday morning and afternoon) x 52 weeks per year.
- Unit cost** Total cost divided by total number of sessions available.
- Weekly club usage** Number of sessions facility is used by the club.
- Weeks per season** Number of weeks per year facility is used by the club.
- Cost of ground per season** Weekly usage x weeks per season x unit cost.
- Building insurance** Cost to Council for building insurance
- Cost to club – 15%** 15% return to Council. Equates to an 85% subsidy by Council.
- Impact on maintenance costs** How much impact the usage has on the facility, which in turn impacts on annual maintenance cost. Eg: football has greater impact on reserve than Little Athletics. A figure of 1 is given to the club that has the most impact on the facilities at that particular reserve. Also taken into account is the maintenance by Club's which is usually Council's core responsibility eg: mowing of oval.
- Total annual charge** Cost to club x impact on facility x subsidy for club maintenance (if applicable).