

Policy Type:	Administrative
Date Adopted:	12 May 2009

Policy No:	CS401
Date Last Reviewed:	17 June 2014

Legal (Parent):

1. Local Government Act 1995 (As Amended) – Section 2.7(2)(b).

Legal (Subsidiary):

1. Consolidated Local Laws – Part III, Sections 3.3 and 3.8.
2. Administrative Policy No CS405.

ADOPTED POLICY	
Title:	SPORTS FIELDS – SEASONAL HIRE OF SPORTS GROUNDS
Objective:	To provide terms and conditions for the seasonal hire of sports grounds.

- 1.0 The word 'seasonal' for the purposes of this Policy, shall mean the seasons of summer and winter. For the purposes of defining seasonal hire, the summer season shall be regarded as the period between 7 October and 24 March, and the winter season the period between 7 April and 24 September, all days inclusive.
- 2.0 Applications for the summer seasonal use of sports grounds will be considered during the month of August and for the winter seasonal use during the month of February each year.
- 3.0 In dealing with applications, regard shall be had to any agreement made between the applicant and the Council, pursuant to the Policy relating to 'Floodlighting of Sports Grounds'.
- 4.0 Preference shall be given to applicants who had been granted seasonal use of the sports ground in preceding years, and the next preference shall be given to local organisations.
- 5.0 Applicants shall be required to provide with their applications the following details for the information of the Council:
 - 5.1 The particular sports ground for which application is made and the days and times the applicant wishes to use the sports ground.
 - 5.2 The times when the change rooms are required (where change rooms are available to service a sports ground).
 - 5.3 The name and contact (private and business), of the person to be responsible for payment of fees and receipt of information from Council, relevant to the sports ground to be hired.
- 6.0 The following conditions shall apply to approvals for the seasonal hiring of sports grounds:
 - 6.1 Clubs be notified that a 25% discount on ground fees is available to residents and/or ratepayers of the City, only provided that clubs notify details of their membership to Council by no later than mid-May in respect to winter sports and by mid-November in respect to summer sports. Accounts for ground fees will then be issued and paid for by no later than 30 June for winter sports and 31 December for summer sports to qualify for the 25% discount.
 - 6.2 The use of the sports ground shall be limited to the dates and times as specified in the approval. Additional use, as may be applied for and approved, shall be subject to payment of current hire charges.
 - 6.3 The hirer shall not have the right to hire the sports ground to a third party. The hirer shall be deemed to be the applicant and the term 'hirer' does not extend to any sporting or other organisation with whom the hirer may have an association.

- 6.4 Unless the hirer has an agreement with Council, made pursuant to Council Policy No CS404 - Floodlighting of Sports Grounds, the use of floodlighting, as may be installed to serve the sports ground, shall be subject to approval from the Council, and any club/organisation etc.
- 6.5 All use of sports grounds, change rooms and floodlighting, if applicable, shall cease by 10:00pm, unless otherwise determined by Council.
- 6.6 The hirer shall be responsible for the marking of the sports ground, and in this regard, the marking materials to be used shall be only such as are approved by the Manager Parks and Streetscape Services.
- 6.7 Clubs shall only store equipment and other items in any store room that may be allocated to them during the season for which the allocation is made and shall remove all equipment and other items at the conclusion of the season.
- 6.8 Clubs shall not store equipment or other items in change rooms allocated to them.
- 6.9 Clubs shall be responsible for keeping any facilities, including sports fields, change rooms, store rooms, kiosks, etc, allocated to them in a clean and tidy condition.
- 6.10 The public shall have free access to the recreational reserve on which the hired sports ground is located, other than access to the sports ground itself when such is being used by the hirer during such times as are specified in the Council's approval to the seasonal hire.
- 6.11 The Council shall be responsible for the provision, placement and removal of fixed soccer and Australian rules football goals and other work relating to the playing surface on a sports ground. In this connection, the hirer shall give the Manager Parks and Streetscape Services at least 10 working days' notice for the placement of goals, and at the time of giving such notice, shall have marked the sports ground and indicated thereon the precise location for the goals.
- 6.12 The hirer shall be responsible for provision, placement, use, removal and storage of portable goal posts and other items not covered by 6.11 above. Any goal posts installed by clubs shall be in accordance with Australian Standards HB227.
- 6.13 The Council shall reserve the right to temporarily close the sports ground for reasons such as emergency repairs to reticulation systems, goal posts, etc, and should such right be exercised and the sports ground closed over a weekend, the Council may refund the hirer an amount of one twenty sixth of the hire charges for each weekend the sports ground may be closed.
- 6.14 Keys issued to seasonal hirers shall be issued subject to the paying of a bond for the season. One set of keys only to each facility hired shall be allocated. Keys to be returned within 7 days of the completion of the hiring season, and the bond for key allocation shall be refunded on keys returned within that period. An amount equal to 20% of the bond shall be deducted for each week after that period that the keys are not returned.
- 6.15 Consumption and/or sale of liquor by seasonal sporting groups shall only be considered in conjunction with the requirement of the City's Consolidated Local Laws, Part 111, Clause 3.3.1(d), and Council Policy No CS402.