

Allocation of Sport and Recreation Facilities Policy

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Responsible officer	Manager Recreation and Facility Activation
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1. Purpose

The purpose of the Allocation of Sport and Recreation Facilities Policy is to guide Council's decision making in relation to the fair access to, and use of, sport and recreation facilities in the City of Melton.

2. Application And Scope

The Allocation of Sport and Recreation Facilities Policy describes the framework that will be used to allocate access to Council owned and managed sport and recreation facilities. The policy describes which groups are eligible to be offered access to a sport and recreation facility and will help determine the type of occupancy agreement that will be used.

This policy will be implemented consistent with the Community Facilities Access Policy, Group Fitness and Personal Training – Use of Public Open Space Policy and Lease and Licence Policy. This policy will support the implementation of the Victorian Government Fair Access Policy Roadmap which aims to develop a statewide foundation to improve the access to, and use of, community sports infrastructure for women and girls. The policy will be implemented to ensure consistency with the Fair Access in Sport and Recreation Action Plan (Appendix A) which outlines a range of short, medium and long-term opportunities to support the implementation of the Fair Access Policy Roadmap.

3. General Provisions

3.1. Policy Objectives

The objectives of this policy are:

- To provide a consistent and transparent approach to decision making regarding the allocation and use of Council's sport and recreation facilities.
- To ensure fair and equitable access is provided to Council's sport and recreation facilities to meet community needs.
- To provide clarity regarding responsibilities for the allocation and use of Council's sport and recreation facilities.
- To ensure the optimal use and activation of Council's sport and recreation facilities.

3.2. Policy and Principles

3.2.1. General

- Access to sport and recreation facilities requires Council approval. Council aims to optimise the use of sport and recreation facilities through the shared use of its facilities by multiple groups.
- Council will allocate access to its sport and recreation facilities under appropriate occupancy agreements. Occupancy agreements must be fully executed before access to a sport and recreation facility is granted.
- Council may, at its sole discretion, negotiate additional terms and conditions to an agreement as required.
- Council will manage occupancy agreements to ensure the terms and conditions are being adhered to. Where terms and conditions are not being adhered to occupancy agreements may be terminated.

3.2.2. Eligibility Criteria

- To be eligible to be allocated access to a sport and recreation facility, groups must:
 - Be legally incorporated.
 - Carry the level of public liability insurance cover specified in an occupancy agreement.
 - Have met its obligations under previous occupancy agreements with Council.

3.2.3. Allocation of Sport and Recreation Facilities

- The allocation of sport and recreation facilities to eligible groups will be undertaken in accordance with Council's strategic priorities and identified needs. Allocations describe the days and times a club or hirer may occupy a sport and recreation facility and the permitted use.
- Requests for use of Council's sport and recreation facilities must be submitted through a formal application process to the Recreation and Facility Activation business unit. Applicants must provide Council with all information requested to consider the application.
- Existing clubs operating under a licence agreement will be invited by Council to submit an allocation request 2 months prior to the commencement of the forthcoming season. Bookings for all other groups will open once allocations are completed for existing clubs.
- Council will consider all issues associated with a request to access a sport and recreation facility including the availability, suitability, capacity and condition of the facility for the intended use.
- Requests to access sport and recreation facilities will be prioritised as follows:
 - Priority 1 - Seasonal and annual allocations. Priority access will be

- given to 'home club/s' at a facility. In-season competition use will be prioritised over training.
 - Priority 2 - Pre-season training / matches for existing City of Melton based clubs. In-season use will be prioritised over pre-season use.
 - Priority 3 – Other City of Melton based community groups and schools.
 - Priority 4 – All other use including commercial activities such as group fitness and personal training, coaching academies and non-City of Melton based community groups, clubs and schools.
- Where more than one application is received for a particular facility, priority access will be provided to clubs and groups that:
 - can best demonstrate alignment with the Fair Access Policy Roadmap;
 - can demonstrate that they are inclusive by ensuring people living with disability can fully participate as a player, coach, administrator, official, volunteer and spectator; and
 - can demonstrate that they have a higher proportion of players that live in the City of Melton than other applicants.
- Council reserves the right to decline requests to access its sport and recreation facilities. Requests will be declined where:
 - A facility is unavailable or unsuitable for the intended use.
 - A group has a history of substantiated complaints regarding its behaviour.
 - A group has an outstanding debt with Council or is in arrears with an agreed repayment plan.
 - A group has not met its obligations under previous occupancy agreements to maintain the cleanliness or condition of facilities being hired.

3.2.4. New Club Establishment

- The development of new clubs as new facilities are delivered in the City of Melton is the preferred model.
- It is encouraged that new club names reflect the local geographical region the club represents and do so in a way that is welcoming and inclusive of all people.
- Where Council's strategic priorities have identified the need to form a new club, Council will engage with the relevant State Sporting Association to initiate the process of working with the community to form new clubs.
- New clubs established under the model outlined in this policy will be invited by Council to submit an allocation request 2 months prior to the commencement of the forthcoming season.

3.2.5. Occupancy Agreements

- Council will not enter into a licence or lease agreement under this policy for access to sport and recreation facilities for non-sport and recreation related outcomes.

- Licence rather than lease agreements is Council’s usual form of agreement for sport and recreation facilities. Facilities operating under a licence will, where practicable, be made available for hire by Council to other user groups.
- Leases will only be considered at facilities which are not shared with another group and where providing exclusive use is in the best interests of the community.
- Leases will be offered for a minimum period of 3 years. A further two 3-year options may be offered at Council’s sole discretion.
- Seasonal licences will be offered for a period of 6 months.
- Annual licences will be offered for a minimum period of 12 months. A further two years can be considered as part of the approval process.
- Occupants must provide all information specified within an occupancy agreement as required.
- Clubs must implement the Fair Access Policy Roadmap by ensuring fair and equal access to facilities is provided to women and girls. Council reserves the right to not renew a licence or lease agreement if a club does not meet this requirement.
- A hire agreement will be used when a sport and recreation facility is booked for a one-off or regular activity, event or function. Hire agreements will be used for the following booking types:
 - Commercial activities such as Group Fitness, Personal Training and Coaching Academies.
 - Pre-season training and practice matches that fall outside the term of a licence agreement.
 - League/association finals matches where the ‘home’ club is not hosting the event or the timing falls outside the term of a licence agreement.
 - Other community groups, clubs and school run activities.
- Fees for hiring sport and recreation facilities will be determined as part of Council’s annual budget process and specified in Council’s Annual Fees and Charges Schedule.

4. Definitions

Term	Definition
Allocation	The days and times a group may occupy and use a sport and recreation facility.
Commercial operator	A person or business who conducts activities primarily for a commercial benefit.
Council	Refers to the Melton City Council
Club	A community group or association that operates primarily for sport and recreation purposes.

Term	Definition
Fair Access Policy Roadmap	The Fair Access Policy Roadmap aims to develop a statewide foundation to improve the access to, and use of, community sports infrastructure for women and girls.
Hire agreement	A short-term or casual agreement entered into between Council and another party for the use of a sport and recreation facility.
Home club	Priority users of a particular facility due to the facility being designated by Council as the clubs headquarters or home.
Lease	An agreement entered into between Council and another party for the exclusive use of a nominated Council sport and recreation facility for an agreed period.
Licence	An agreement entered into between Council and another party for non-exclusive use of a nominated Council sport and recreation facility for an agreed period.
Occupancy agreement	A licence, lease or hire agreement entered into between Council and another party for use of a nominated sport and recreation facility for an agreed period.
Pre-season	The period prior to the start of the official winter or summer season.
Season(al)	The standard 6-month period seasonal sporting competitions operate within being April to September (winter season) and October to March (summer season).

5. Related Documents

Name	Location
Community Facilities Access Policy	Available via Council's website
Fair Access in Sport and Recreation Action Plan	Appendix A
Group Fitness and Personal Training – Use of Public Open Space Policy	Available via Council's website
Lease and Licence Policy	Available via Council's website
Fair Access Policy Roadmap	changeourgame.vic.gov.au

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