RECREATION FEES & CHARGES POLICY

COUNCIL POLICY NUMBER	133
Date Adopted	19 July 2016
Scheduled for review	November 2017

PHILOSOPHY UNDERLYING THE POLICY

Council provides open space including recreation reserves for use by the community across the municipality. User groups have exclusive use of facilities for training, competition, or activities. Council has determined that users should contribute towards the maintenance costs for exclusive use.

PURPOSE

The purpose of the policy is to provide a rationale for determining fees and charges for council managed recreation reserves.

POLICY IN EXPRESSED TERMS

1. Objectives

The objectives of this policy are:

a. Provide a transparent fee structure to user groups in Campaspe
b. To provide a fair and equitable fee structure for recreation reserve users
c. To provide a fees and charges model which can be adopted by reserves operated by Committees of Management
d. To recover reasonable costs from users towards the maintenance of reserves

2. Scope

This Policy applies to recreation reserves managed by the Shire of Campaspe and their respective user groups.

3. Exclusions

The recreation fees and charges policy excludes the following facilities:

a. Council Swimming Pools
b. Private owned sporting facilities
c. Council Stadiums
d. Council Community Halls
e. Public Open Space

4. Maintenance Costs

Council has classified its recreation reserves into five categories:

a. Regional
b. District
c. Town
d. Small Town
e. Neighbourhood / Sports Specific

The infrastructure required to deliver the appropriate service for each classification has been defined and a maintenance cost for that infrastructure and associated service standard has been determined. The reserve classification details and the reserve maintenance cost matrix are documented within Council Policy 93.

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5. Council Contribution to Recreation Reserve Maintenance

Council's contribution to the maintenance of recreation reserves (as detailed in Policy 93) is calculated using the following formula:

Estimated Maintenance Cost – Community Contribution = Council Contribution

6. Exclusive Use

Council has determined that user groups should contribute the full maintenance cost for the time they have exclusive use of a reserve (Policy 93).

Sports club usage of reserves has been analysed and the time when clubs have "exclusive use" estimated. Due to the number and type of users at each classification of reserve the % of exclusive use is different for each category:

Regional	District	Town	Small Town	Neighbourhood
34%	37%	32%	19%	0.3%

Table as per Policy 93

7. Calculating Community Contribution

To calculate the community contribution for each reserve classification the following formula is used:

Estimated Maintenance Cost x % Exclusive Use = Community Contribution

8. Types of Community Contributions

Cash

User groups including clubs can contribute to recreation reserve maintenance costs through the payment of a cash fee.

In-Kind

Council acknowledge the valuable contributions that community volunteers can make and where appropriate maintenance activities may be performed at a reserve to offset the cost of fees for seasonal user groups.

In order to ensure Assets are maintained in a way as to ensure their integrity and longevity all works undertaken on Council facilities must be approved in writing by the Recreation Manager and where necessary will be overseen by the Infrastructure and Facilities Maintenance Unit.

Council will not consider retrospective requests for in-kind work approval.

Users groups who wish to undertake maintenance work to offset user fees must contact Council prior to engaging qualified labour. Details of the proposed works including the names of the nominated tradespeople/specialist and copies of necessary registrations and insurances as outlined in Council's Approved Supplier requirements must be provided.

Works may include:

a. Planned Maintenance e.g. cyclical painting, non-urgent repairs.
b. Reactive Maintenance e.g. electrical or plumbing repairs

If works are undertaken during the season then the value of these works will be deducted from the following account period for seasonal user charges.

9. Apportioning User Fees

User fees are broken down into four categories:

a. Winter Users (generally football and netball)
b. Summer Users (generally cricket)
c. Schools
d. One-off users

When determining fees previous usage patterns of the reserves should be taken into consideration.

In cases where nearly all usage is by football, netball and cricket the following breakdown should apply:

Winter Users	75% of total user fees	Summer Users	25% of total user fees

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This breakdown takes into account the larger number of participants engaged in winter sports activities and the higher number of separate uses and has been determined via the analysis of Council operated recreation reserves use.

If there is no discernible difference in the number of participants or the number of uses occurring then fees should be split equally between summer and winter users.

One Off Users

One off users have traditionally paid a premium. One off use is irregular and often difficult to accommodate around seasonal bookings. The following formulae should be used to determine one of User fees.

One Day Estimated Recreation Reserve Maintenance Cost x 2 = One day hire fee

The estimated one day maintenance cost is to be determined using the Recreation Reserve Maintenance Cost Matrix.

Half day hire will be an option based on the one day hire fee formula.

An hourly rate of hire for one off users apart from schools, as identified below, will be set annually in Councils budget using benchmarking to determine the appropriate fee.

Schools

Schools may wish to enter into a School Term user agreement or access facilities under the One Off User arrangements. Schools entering a School Term user agreement will have fees apportioned under the following formula:-

Hourly Estimated Annual Maintenance Cost x Number of Hours booked = School Hire Fee

The estimated hourly maintenance cost is to be determined using the Recreation Reserve Maintenance Cost Matrix.

Schools will only be able to enter into school term agreements if they are accessing a recreation reserve for 100 hours or more per school term.

Note: In-Kind contribution will not be considered to trade off fees for one-off users.

Note: Hire of an oval and toilet facilities only will be set annually in Councils budget using benchmarking to determine the appropriate fee.

10. Charging Fees to Users

To accommodate the possibility of clubs performing in-kind work to off set their annual reserve usage fee two payment periods per season will occur.

First Seasonal Instalment

An invoice for payment will be issued for the first half of the usage period. Payment will be required prior to the commencement of use i.e. first date of booking.

Second Seasonal Instalment

An invoice for payment will be issued at the half way mark of the usage period in which all agreed in-kind contributions will be deducted and payment will be required. A credit/refund may be received where applicable.

One Off

Payment on booking of facilities prior to access.

11. Seasonal User Agreements

User groups who use the same reserve on a regular basis must enter into a Seasonal User Agreement with Council. This should be returned prior to the commencement date of the booking with the first fee instalment.

12. Reporting Fees & Charges

Whilst seasonal users may trade off in-kind works against their user fee in order to reduce their cash contribution the charge reported in the Annual Budget will be the full “cash” user fee for the reserve.

EXCLUSIONS

Nil

HUMAN RIGHTS

This report has considered and complies with the Human Rights and Responsibilities contained in the Victorian Charter of Human Rights and Responsibilities Act 2006.

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DEFINITIONS

Council managed recreation facility	Recreation facilities which are managed and maintained by Council.
Committees of Management	Appointed by Council under Section 86 of the Local Government Act 1989 to manage a community facility on its behalf and those located on Crown land operating under the Department of Sustainability and Environment.
Council	Elected Councillors of the municipality of the Shire of Campaspe.
Shire	Corporate body of the Shire of Campaspe.
User Group	Any sporting club, group, association using any sporting or recreational reserve, oval or other sporting or recreational facility.
Exclusive Use	Attributable to organisations/individuals that use the facilities exclusively, restrict access, charge admission, fee or membership.
Use	Attributable to organisations/individuals that use the reserve in a seasonal, casual (one off), or annual basis.
Half Day Hire	Five hours
Full Day Hire	Twenty four hours
School Term User Agreement	100 hours minimum per term

RELATED LEGISLATION

Policy 93 – Council Contribution to Recreation Reserves Maintenance Policy

ATTACHMENTS

Nil

REVIEW PERIOD

One year

RESPONSIBLE OFFICER

Recreation Manager

APPROVAL HISTORY

Adopted	15 November 2011	**Minute Book Reference No**	18430 (item 13.5)
Revised	20 August 2013	**Minute Book Reference No**	1041 (item 6.3)
Revised	19 August 2014	**Minute Book Reference No**	878 (item 6.1)
Revised	18 August 2015	**Minute Book Reference No**	905 (item 6.2)
Revised	19 July 2016	**Minute Book Reference No**	654 (item 6.2)

Chief Executive Officer .....

Dated .....17/8/2016.....

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