

Council Contribution to Recreation Reserve Maintenance



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|-----------------------|----------------------------------|
| Council Policy Number | 093 |
| Date adopted | 19 March 2019 |
| Scheduled for review | March 2024 March 2024 |

1. Preamble

Formal or structured active sport and recreation is well established across Campaspe Shire Council and highly valued by the community and Council. Not only does sport and physical activity provide significant health benefits, but also the capacity to increase social connectedness in the community. The provision of funds towards repairs and maintenance of sport and recreation facilities assists to support the community in utilising these assets.

2. Purpose

To provide clear direction for financial contributions provided by Council to maintain Sport and Recreation Reserves.

3. Definitions

| | |
|---------------------------------|---|
| <u>Maintenance</u> | <u>Works required to maintain Occupational Health and Safety standards, extend asset end of life and continue intended use</u> |
| <u>Participation</u> | <u>is active engagement in structured/organised sport or active recreation activity.</u> |
| <u>Informal Use</u> | <u>Free of charge community access to participate in unstructured activities</u> |
| <u>Formal Use</u> | <u>Structured/organised sport or active recreation</u> |
| <u>Committees of Management</u> | <u>The organisation or incorporated association as named in a management contract or agreement to manage a community facility on Council's behalf and those located on Crown land operating under the Department of Sustainability and Environment, Land, Water and Planning</u> |
| <u>User Group</u> | <u>mMeans any sport or active recreational club, group, association regularly using any sporting or recreational reserve, oval or other sporting or recreational facility on an annual basis</u> |
| <u>Sport</u> | <u>is an activity involving physical exertion and skill as the primary focus of the activity with elements of competition where rules and patterns of behaviour governing the activity exist formally through organisations and is generally recognised as sport</u> |
| <u>Active Recreation</u> | <u>Aactivities are those engaged in for the purpose of relaxation, health and wellbeing or enjoyment with the primary activity requiring physical exertion, and the primary focus on human activity</u> |
| <u>Recreation Reserve</u> | <u>is a space primarily for the undertaking of organised sport and recreation activities. May include playing fields, courts, competition tracks and similar facilities</u> |

4. Policy Statement

~~Formal or structured active sport and recreation is well established in Campaspe Shire Council and highly valued by the community and Council. Not only does sport and physical activity provide significant health benefits, but also the capacity to increase social connectedness in the community. The provision of funds towards repairs and maintenance of sport and recreation facilities assists to support the community in utilising these assets.~~

4.1 Principles

The following principles form the basis of the policy and the development of the classification:

- **Accessible to general public** - Facilities must be open to the general public for recreational use and/or hire, ~~encouraging~~ encouraging participation in both structured and informal activities.
- **Co-location and Shared facilities** – Facilities must be shared by two or more clubs/organisations and ideally be in continuous use.
- **Sustainability Planning** - The committee/club or organisation must be able to demonstrate at least a three year plan and produce, operate and report to an annual budget ~~and that~~ is viable/sustainable.

~~This policy applies to active recreation reserves that meet the identified criteria.~~

4.2 Reserve classification

This policy applies to active recreation reserves that meet the identified criteria.

The following criteria is used to inform the classification and contribution model:

- Participation level
- Competition level
- Infrastructure to facilitate co-location
- Frequency of use

The classification level for the reserves throughout the Shire have been developed in consideration of the principles, current industry classifications and the uniqueness of the Shire and the activities that take place on the reserves.

When ~~re~~ applicable and reasonably financially achievable, the policy classification hierarchy aligns with sport and active recreation governing body guidelines regarding infrastructure, playing surfaces and standards.

| Regional Reserves | Local Reserves | Sport Specific Reserves |
|---|---|--|
| Service a collection of communities or geographic areas within a municipality and cater for more than three sporting clubs, codes or activities. They are | Service the immediate community they are located in and are designed to cater for local level competition and broader local community access, | Due to the nature of the primary sport or recreation activity taking place, the facility cannot be <u>readily</u> adapted easily to meet the needs of other activities. Co- |

| | | |
|---|--|--|
| <p>designed to accommodate broader community access including schools and general recreational use. Regional facilities/ venues support regional growth, can host competition finals, larger multisport events, are maintained to a high standard and have the ability to attract major league sports to the region</p> | <p>schools and general community recreational use. Ideally facilities and playing surfaces are multi-use and are the “home” of more than two clubs of the same or different discipline. Competition is generally of the local level but can be adapted to support finals and smaller scale sporting events</p> | <p>location of two or more clubs of the same code or discipline with regular use over a twelve-monthly period.</p> |
|---|--|--|

2. 4.3 Contribution Calculation

The policy aims to address the priority areas of health and wellbeing identified in the Council Plan through increased participation in sport and active recreation activities.

Supporting the maintenance of infrastructure at a defined service level and supporting increased participation in sport and recreation activities.

30% of eEstimated Maintenance + % of Use + Participation Subsidy = Council Contribution

The **30% of estimated maintenance** is calculated by identifying the service level required at a reserve and the cost to maintain that.

The **% of use** are the actual hours of use groups have used the reserve.

Participation subsidy is \$4.50 per active participant to promote health and wellbeing through participation in sport and active recreation.

Council Contribution is the amount Council will contribute towards repairs and maintenance of the reserve.

Council acknowledges the contribution does not represent the full cost of maintenance of a reserve and to achieve a fully funded operational and maintenance program reserve committees of management will charge fees.

To assist with the ongoing operational cost of managing a reserve the policy recommends the Committee of Management implement fees and charges, using as per Policy 133 Recreation fees & charges ~~would be provide as~~ a framework ~~for Committees~~.

The estimated maintenance will be reviewed annually in accordance with Council budgetary requirements and industry best practice.

3. 4.4 Water

The cost of potable water to irrigate recreation reserves is prohibitive. Reserves that are unable to access raw water are eligible to apply for a water subsidy of up to \$12,000 subject to seasonal conditions. Eligible committees of management will be invited to submit an application annually.

4. 4.5 Management of Grants

Council will electronically transfer the allocated funds into the nominated bank account at the beginning of September each year subject to Committee of Management meeting their requirements.

Council contributions are for the purpose of assisting the Committees of Management of Recreation Reserves to efficiently and effectively maintain the reserves.

Management of Council's contribution is the responsibility of the Committee of Management of the reserve.

5. Exclusions

This policy does not apply to open space, privately owned, leased or licenced or locations that have been identified as an over service in relation to the provision of sport and recreation facilities.

Anything above the identified service level is the Committee or user groups' responsibility to maintain.

Operational expenses such as water, electricity, gas and telephone are not permitted expenses under this policy.

6. 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*.

Definitions

~~Maintenance~~ Works required to maintain Occupational Health and Safety standards, asset end of life and the continual intended use

~~Participation~~ is active engagement in structured/ organised sport or active recreation activity.

~~Informal Use~~ Free of charge community access to participate in unstructured activities

~~Formal Use~~ Structured/ organised sport or active recreation

~~Committees of Management~~ those 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

~~User Group~~ means any sport or active recreational club, group, association regularly using any sporting or recreational reserve, oval or other sporting or recreational facility on an annual basis

~~Sport~~ is an activity involving physical exertion and skill as the primary focus of the activity with elements of competition where rules and patterns of behaviour governing the activity exist formally through organisations and is generally recognised as sport

~~Active Recreation~~ activities are those engaged in for the purpose of relaxation, health and wellbeing or enjoyment with the primary activity requiring physical exertion, and the primary focus on human activity

~~Recreation Reserve~~ is a space primarily for the undertaking of organised sport and recreation activities. May include playing fields, courts, competition tracks and similar facilities

7. Related Legislation

Nil

8. Related Policies, Procedures and Strategies

Nil

9. Attachments

Appendix A - Recreation Reserve Classification Hierarchy Nil

10. Review Period

ThreeTwo years

Responsible officer

Recreation-Manager Recreation

11. Administrative Updates

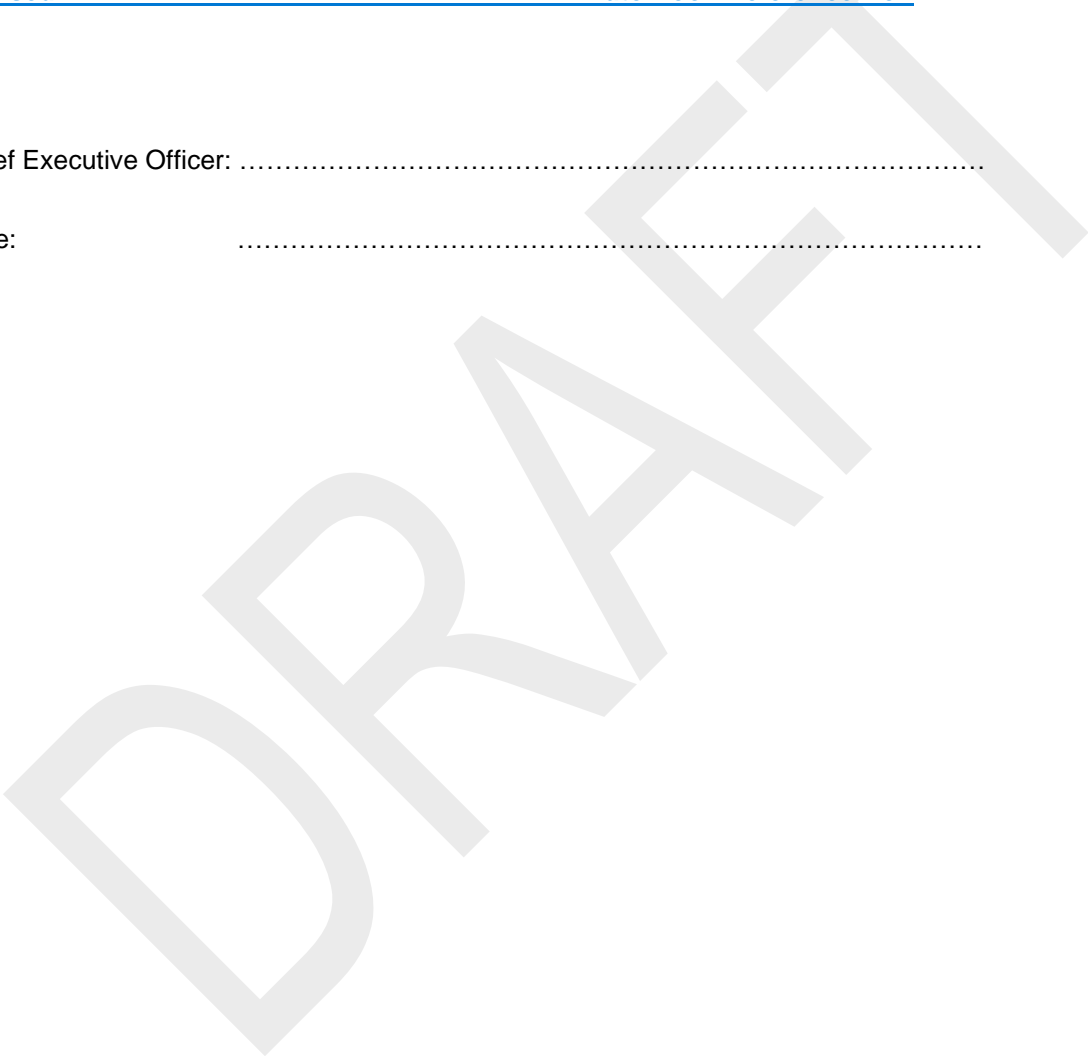
It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. ~~Where~~ When an update does not materially alter the policy, such a change may be made administratively. Examples include a change to the name of a Council department, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact. However, any change or update which materially alters this document must be by resolution of Council.

12. Approval History

| | | | |
|----------------|-------------------|---------------------------------|------------------|
| Adopted | 9 December 2003 | Minute Book Reference No | 7180 (item 9.2) |
| Revised | 13 September 2005 | Minute Book Reference No | 9008 (item 12.1) |
| Revised | 19 August 2008 | Minute Book Reference No | 12471 (item 8.8) |
| Revised | 15 March 2011 | Minute Book Reference No | 17148 (item 9.3) |
| Revised | 19 August 2014 | Minute Book Reference No | 878 (Item 6.1) |
| Revised | 19 March 2019 | Minute Book Reference No | -683 (Item 7.6) |
| Revised | | Minute Book Reference No | |

Chief Executive Officer:

Date:



Appendix A Recreation Reserve Classification Hierarchy

Summary of Check of Review Period

| | | | | |
|--|---|---|---|---|
| <u>Policy No: 93</u> | - | - | - | - |
| <u>Policy Name: Contribution to Recreation Reserve Maintenance</u> | - | - | - | - |

| <u>RISKS</u> | <u>YES</u> | <u>NO</u> | <u>RANKING</u> | <u>TERM (yrs)</u> |
|--|------------|-----------|-----------------|-------------------|
| <u>Noticeable number of complaints about policy</u> | - | <u>X</u> | <u>Low</u> | <u>3</u> |
| <u>Issue complicated/ difficult to understand/difficult to implement</u> | <u>X</u> | - | <u>Moderate</u> | <u>2</u> |
| <u>Appreciable number of people negatively impacted by policy</u> | - | <u>X</u> | <u>Low</u> | <u>3</u> |
| <u>Policy not effective/inconsistent application/lack of ownership</u> | - | <u>X</u> | <u>Low</u> | <u>3</u> |
| <u>Policy not consistent with legislation/other policies/Council Plan</u> | - | <u>X</u> | <u>Low</u> | <u>3</u> |
| <u>Reason for policy no longer exists</u> | - | <u>X</u> | <u>Low</u> | <u>3</u> |
| <u>Policy impacts on adopted budget</u> | <u>X</u> | - | <u>Moderate</u> | <u>2</u> |
| <u>Issue existing within volatile or changing legislative environment and/or service and/or government environment</u> | - | <u>X</u> | <u>Low</u> | <u>3</u> |
| <u>REVIEW PERIOD FOR THIS POLICY IS <u>2</u> YEARS BASED ON SHORTEST TERM IDENTIFIED</u> | - | - | - | - |

Each recreation reserve has been assessed as per the criteria identified within this policy to identify the classification.

It must be noted they may be subject to change based on Council decisions, in between policy updates.

| |
|---------------------------------------|
| <u>Regional</u> |
| <u>Rochester Recreation Reserve</u> |
| <u>Local</u> |
| <u>Colbinabbin Recreation Reserve</u> |
| <u>Echuca East Recreation Reserve</u> |
| <u>Girgarre Recreation Reserve</u> |
| <u>Gunbower Recreation Reserve</u> |
| <u>Kyabram Northern Oval</u> |

Council Policy

Council Policy

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|--|
| <u>Lancaster Recreation Reserve</u> |
| <u>Lockington Recreation Reserve</u> |
| <u>Rushworth Recreation Reserve</u> |
| <u>Stanhope Recreation Reserve</u> |
| <u>Tongala Recreation Reserve</u> |
| <u>Toolleen Recreation Reserve</u> |
| <u>Sport Specific</u> |
| <u>Bamawm Extension Recreation Reserve</u> |
| <u>Rochester Racecourse Recreation Reserve</u> |
| <u>Wyuna Recreation Reserve</u> |

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Related Legislation

Nil

Attachments

Nil

Review Period

Two years

Responsible Officer

Recreation Manager

Administrative Updates

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| Revised | 19 August 2014 | Minute Book Reference No | 878 (Item 6.1) |
| Revised | 19 March 2019 | Minute Book Reference No | 683 (Item 7.6) |

Chief Executive Officer: 

Date: 20/3/2019

Recreation Reserve Classification

Hierarchy

Regional

- Rochester Recreational Reserve

Local

- Colbinabbin Recreation Reserve
- Echuca East Recreation Reserve
- Girgarre Recreation Reserve
- Gunbower Recreation Reserve
- Kyabram Northern Oval
- Lancaster Recreation Reserve
- Lockington Recreation Reserve
- Rushworth Recreation Reserve
- Stanhope Recreation Reserve
- Tongala Recreation Reserve
- Toolleen Recreation Reserve

Sport Specific

- Bamawm Extension Recreation Reserve
- Rochester Racecourse Recreation Reserve
- Wyuna Recreation Reserve



AQUATIC RESERVE LAYOUT PLAN

| Aquatic Reserve & Wharf / Strathmerton carriage Conversion - OPC | | |
|--|---|---------------------|
| Location: | Aquatic Reserve & Port of Echuca, Echuca | |
| Activity Description | Price Excluding GST | |
| Preliminaries | | |
| 1.1 | Site Establishment | \$50,000 |
| 1.2 | Service Locations | \$5,000 |
| 1.3 | Permits and Approvals | \$75,000 |
| Traffic Control (All matters relating to traffic control) | | |
| 2.1 | Preparation of Traffic Management Plan and all traffic control onsite inc. VMS boards if required | \$25,000 |
| Civil Works - Earthworks | | |
| 3.1 | Levee Bank Improvements - Supply, place and compaction of clay fill to improve slope grades on either side of levee including 100mm seeded top soil (Levee along Shared Path A) | \$265,500 |
| 3.2 | Removal of "Horse Shoe Wetland / Moat" - Removal and disposal of existing material and supply, place and compaction of clay fill to suit surrounding heights including 100mm seeded top soil | \$185,500 |
| Civil Works - Drainage Works | | |
| 3.3 | Reconstruction of Retention Basin. Works to complete reconstruction of the basin and renewal of wetlands area including de-watering, stripping of existing material, reformation, relining and supply and placement of new fill to shape new basin and wetland areas including planting of appropriate vegetation. | \$445,000 |
| 3.4 | Pipeline to pump from Murray River to Retention Basin. Including installation of outlet at Murray River and pipe line allow for level control of basin. Including submersible river pump with floats and auto filter, power to pump, underground drainage pipe supply, installation and backfill. | \$315,000 |
| Civil Works - Asphalt Shared Path and Footpath Construction | | |
| 3.5 | Shared Path A (Approx. 110m) - From existing Alison Barge Path to Reserve Entrance. Including removal of existing footpath, supply and installation of 100mm thick compacted crushed rock bedding, timber edging and 30mm asphalt seal inc. tack coat and line marking | \$50,000 |
| 3.6 | Shared Path B (Approx. 432m) - Along top of Levee Bank. Including removal of existing footpath, supply and installation of 100mm thick compacted crushed rock bedding, timber edging and 30mm asphalt seal inc. tack coat and line marking | \$195,000 |
| 3.7 | Shared Path C (Approx. 252m) - Between Reserve Entrance and Tourist Information Centre Entrance. Including removal of existing footpath, supply and installation of 100mm thick compacted crushed rock bedding, timber edging and 30mm asphalt seal inc. tack coat and line marking | \$120,000 |
| 3.8 | Shared Path D (Approx. 158m) - Between Tourist Information Centre and back of Car Park. Including removal of existing footpath, supply and installation of 100mm thick compacted crushed rock bedding, timber edging and 30mm asphalt seal inc. tack coat and line marking | \$75,000 |
| 3.9 | Shared Path E (Approx. 157m) - From Reserve Entrance to bottom of Reserve. Including fill requirements to achieve DDA grades, supply and installation of 100mm thick compacted crushed rock bedding, timber edging, 30mm asphalt seal inc. tack coat, line marking and retaining wall / hand railing | \$115,000 |
| 3.10 | Shared Path F - Access to Onion Patch. | |
| 3.10.1 | 3.10.1 Shared Path F - 1 (Approx. 208m) - From Reserve Entrance to Onion Patch. Including fill requirements to achieve DDA grades, supply and installation of 100mm thick compacted crushed rock bedding, timber edging, 30mm asphalt seal inc. tack coat, line marking and retaining wall / hand railing | \$148,000 |
| 3.10.2 | 3.10.2 Shared Path F - 2 (Approx. 156m) - From Levee Bank to Onion Patch. Including removal of existing footpath, fill requirements to achieve DDA grades, supply and installation of 100mm thick compacted crushed rock bedding, timber edging, 30mm asphalt seal inc. tack coat, line marking and retaining wall / hand railing | \$125,000 |
| 3.13 | 3.11 Access Pathway to Tourist Information Centre Toilets. Including removal of existing path, installation of crushed rock bedding and placement of new 125mm thick concrete path. | \$55,000 |
| Civil Works - Landscaping | | |
| 3.15 | 3.12 Irrigation or Reserve and Onion Patch Areas. Supply and installation of irrigation systems including all pipework, sprinkler heads and labour. (assumed the pump estimated as part of 3.2.2 to be utilised for irrigation works) | \$122,000 |
| 3.16 | 3.13 Clean-up across entire reserve. Clean-up and trim of full reserve including levelling all surfaces and supply and placement of seeded top soil throughout the reserve inc. the Onion Path. | \$105,000 |
| 3.17 | 3.15 Drinking Fountain at bottom of Reserve. Supply and installation of a water fountain within the centre of the Reserve (near the wooden structure at edge of the retention basin) including connection of water pipework | \$25,000 |
| Electrical Works | | |
| 4.1 | Public Lighting along Shared Paths. | |
| 4.1.1 | Public Lighting along Shared Path A. Supply and installation of lighting along shared path A including excavation of trenches, boring and placing of new electrical conduits, installation of new light poles and footings. | \$67,000 |
| 4.1.2 | Public Lighting along Shared Path B. Supply and installation of lighting along shared path B including excavation of trenches, boring and placing of new electrical conduits, installation of new light poles and footings. | \$262,000 |
| 4.1.3 | Public Lighting along Shared Path C. Supply and installation of lighting along shared path C including excavation of trenches, boring and placing of new electrical conduits, installation of new light poles and footings. | \$155,000 |
| 4.1.4 | Public Lighting along Shared Path D. Supply and installation of lighting along shared path D including excavation of trenches, boring and placing of new electrical conduits, installation of new light poles and footings. | \$95,000 |
| 4.1.5 | Public Lighting along Shared Path E. Supply and installation of lighting along shared path E including excavation of trenches, boring and placing of new electrical conduits, installation of new light poles and footings. | \$95,000 |
| 4.1.6 | Public Lighting along Shared Path F - 1. Supply and installation of lighting along shared path F - 1 including excavation of trenches, boring and placing of new electrical conduits, installation of new light poles and footings. | \$125,000 |
| 4.1.7 | 4.1.7 Public Lighting along Shared Path F - 2. Supply and installation of lighting along shared path F - 2 including excavation of trenches, boring and placing of new electrical conduits, installation of new light poles and footings. | \$95,000 |
| 4.2 | 4.2 Three-Phase Power installation to the centre of the Reserve. Supply and installation of new mains switchboard on Heygarth Street, new sub switchboard at the centre of the Reserve and renewal of the existing power cables the wooden structure on the edge of the retention basin. | \$175,000 |
| 4.3 | 4.3 Conduit to provide future Three-Phase Power to the Onion Patch. Supply and installation of power conduit to the Onion Patch including materials and labour. | \$35,000 |
| Miscellaneous | | |
| 5.1 | Completion of 'As Construction' survey including R and D-Spec formats | \$15,000 |
| Site De-establishment | | |
| 6.1 | Demobilisation from site | \$20,000 |
| | Sub TOTAL | \$3,640,000 |
| Provisional Items | | |
| 7.1 | Three-Phase Power installation to the Onion Patch. Supply and installation of power to the Onion Patch including new sub switchboard, material and labour | \$100,000 |
| Wharf Cargo Shed | | |
| 8.1 | Wharf Cargo Shed Extension (estimated total project cost all elements) | \$ 287,000 |
| Strathmerton Carriage | | |
| 9.1 | Strathmerton Carriage (toilet and kitchen conversion) | \$ 331,000 |
| TOTAL (ESTIMATED ALL ELEMENTS) | | \$ 4,358,000 |