

Council Contribution to Recreation Reserve Maintenance



Council Policy Number	093
Date adopted	17 March 2021
Scheduled for review	March 2024

1. Preamble

Formal or structured active sport and recreation is well established across Campaspe Shire Council ('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

Maintenance	Works required to maintain Occupational Health and Safety standards, extend asset end of life and continue 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	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 Environment, Land, Water and Planning
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

4. Policy Statement

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 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 that is viable/sustainable.

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 municipality have been developed in consideration of the principles, current industry classifications and the uniqueness of the municipality and the activities that take place on the reserves.

When 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 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	Service the immediate community they are located in and are designed to cater for local level competition and broader local community access, 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	Due to the nature of the primary sport or recreation activity taking place, the facility cannot be readily adapted to meet the needs of other activities. Co-location of two or more clubs of the same code or discipline with regular use over a twelve-monthly period.

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 Estimated 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 Policy 133 Recreation fees & charges as a framework.

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

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.

4.5 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*.

7. Related Legislation

Nil

8. Related Policies, Procedures and Strategies

Nil

9. Attachments

Appendix A - Recreation Reserve Classification Hierarchy

10. Review Period

Three years

Responsible officer


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. 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	17 March 2021	Minute Book Reference No	368 (Item 9.1)
Revised	22 March 2021	Administrative update to apply consistent reference to Campaspe Shire Council ('Council')	

Chief Executive Officer: 

Date: 26/3/2021

Appendix A Recreation Reserve Classification Hierarchy

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.

Regional
Rochester Recreation 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