

# Recreation Fees and Charges

<b>Council Policy Number</b>	<b>133</b>
Date adopted	20 January 2021
Scheduled for review	January 2023



## 1. Preamble

Formal or structured active sport and recreation is well established across Campaspe Shire Council and is highly valued by the community and Council. Sport and physical activity provides significant health benefits and has the capacity to increase social connectedness in the community.

In order to provide the agreed level of service to the community, Council must recover some costs for the repairs and maintenance of sport and recreation facilities from the user groups of these assets. These costs are recovered in the form of fees and charges.

## 2. Purpose

To outline the methodology for determining fees and charges.

## 3. Definitions

Council	Elected Councillors of Campaspe Shire Council.
Council managed recreation facility	Recreation facilities that are managed and maintained by Council.
Exclusive Use	Attributable to organisations/individuals that use the facilities exclusively, restrict access, charge admission, fees or memberships.
Fees and Charges	Cost charged to users of a recreation reserve.
Maintenance	Works required to maintain Occupational Health and Safety standards, extend asset end of life and continue intended use.
Participant	A person actively engaged in structured/organised sport or active recreation activity
Recreation Reserve	A space primarily for the undertaking of organised sport and recreation activities. May include playing fields, courts, competition tracks and similar facilities
Sport	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
Use	Attributable to organisations/individuals that use the reserve in a seasonal, casual (one off), or annual basis.
User Agreement	A seasonal agreement between Council and a recreational club, group or association governing the terms and conditions of an agreed use of a designated recreational reserve
User Group	Any sporting club, group, association using any sporting or recreational reserve, oval or other sporting or recreational facility.

**4. Policy Statement**

**4.1. Scope**

This Policy applies to recreation reserves managed by Campaspe Shire Council and their respective user groups

**4.2. Maintenance Costs**

Council has classified its recreation reserves into three categories:

- a. Regional Reserves
- b. Local Reserves
- c. Sport Specific Reserves

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

*Table 1: Reserve classification as described in Policy 93*

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 easily 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. Types of Community Contributions**

Fees and charges can be apportioned to user groups in the following forms:

*Cash*

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

*In-Kind*

Council acknowledges the valuable contributions that community volunteers can make and when appropriate, maintenance activities may be performed at a reserve to offset the cost of fees for seasonal user groups, once approved in advance.

In order to ensure assets are maintained to maximise integrity and longevity all works undertaken on Council facilities must be approved in writing by the Recreation Manager and if necessary, will be overseen by the Infrastructure and Facilities Maintenance Unit.

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

User 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 approved works are undertaken during the season, then the reasonable/agreed value of these works will be deducted from the second instalment for seasonal user charges.

#### 4.4. Apportioning User Group Fees and Charges

Fees and Charges for User Groups are calculated using the following method:

**(% of club's total participants x 70% of recovery amount) + (% of club's use x 30% of recovery amount)**

The **% of club's total participants** is calculated as a percentage of the total number of participants using the reserve by all User Groups. The **% of club's use** is the actual hours of use that User Groups have used the reserve.

Note: These figures are derived from the period of the most recently completed User Agreement.

The **recovery amount** is the total combined amount that User Groups will contribute towards the maintenance of the Recreation Reserve.

*Example of calculating User Group Fees and Charges:*

Three User Groups use the reserve for the 12-month period. The total participants using the reserve from all User Groups equals 750 participants; the total hours all User Groups used the reserve equals 2000 hours. This is broken down into:

- User Group A has 450 participants (60% of total participants) and used the reserve for 1000 hours (50% of total hours the reserve was used)
- User Group B has 250 participants (33% of total participants) and used the reserve for 750 hours (37.5% of total hours the reserve was used)
- User Group C has 50 participants (7% of total participants) and used the reserve for 250 hours (12.5% of total hours the reserve was used)

For this example only, the recovery amount to cover the maintenance cost of the reserve is \$30,000. Of this recovery amount \$21,000, or 70% will be recouped by calculating the percentage of participants using the reserve, while \$9,000 or 30% will be recouped by calculating the percentage of hours used by each User Group.

For this example, the fees and charges for each User Group is:

- User Group A will be charged \$17,100. This is calculated as (60% x \$21,000) + (50% x \$9,000)
- User Group B will be charged \$10,305. This is calculated as (33% x \$21,000) + (37.5% x \$9,000)
- User Group C will be charged \$2,595. This is calculated as (7% x \$21,000) + (12.5% x \$9,000)

#### Casual Use

Casual users will be charged in accordance with Fees and Charges as listed in Council's adopted budget.

#### 4.5. Charging fees to users

To accommodate the possibility of clubs performing in-kind work to offset their annual reserve usage fee (calculated in 4.4) 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. This will be set at 25% of the total annual fees and charges and is exempt from in-kind works deductions.

##### *Second Seasonal Instalment*

An invoice for payment will be issued during the second half of the usage period in which all agreed in-kind contributions agreed in advance and at an agreed cost will be deducted and payment will be required. In-kind works shall not exceed the total of the second seasonal instalment.

##### *One Off*

Payment is required upon booking of facilities prior to access.

#### 4.6. Seasonal User Agreements

User Groups that use the same reserve six times or more in a calendar year 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.

#### 4.7. Reporting Fees and Charges

While 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.

### 5. Exclusions

The Recreation Fees and Charges policy excludes the following properties:

- Council swimming pools
- Privately owned sporting facilities
- Council stadiums
- Council community halls
- Public open spaces

### 6. Human Rights

This policy 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

Council Policy 093 – Council Contribution to Recreation Reserves Maintenance

### 9. Attachments

Nil

#### Review Period

Two years

#### Responsible officer

Manager Recreation

#### 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 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.

**Approval History**

Revised 21 January 2021

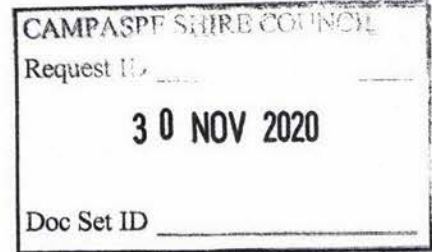
Minute Book Reference No 6 (item 9.1)

Chief Executive Officer: .....

Date: .....

# Petition to the Campaspe Shire

The Chief Executive Officer  
Campaspe Shire Council  
PO Box 35  
Echuca VIC 3564



Dear Sir/Madam,

We the undersigned, hereby respectfully request the Campaspe Shire Council:  
To review the section of Hall Road from Torrumbarry Headworks Road to 59 Hall Road from earth back to rock/gavel.

This road has been rock for at least 40 plus years, the remaining section is classified as gravel and we don't understand why this section was changed to earth. It services the home and dairy business at 59 Hall Road, milk tankers travel this road everyday, grain trucks travel it twice a week, the mail service uses it several times per week as well as many others travelling to work or their farms.

### Chief Petitioner:

Name: John Williams  
Address: 87 Hall Road Torrumbarry 3562  
Email: [jr@jrwilliams.com.au](mailto:jr@jrwilliams.com.au)  
Contact Phone: 0409409888  
Total Number of Signatures: 19

### Privacy Collection Notice:

By signing this petition you are providing your information to Campaspe Shire Council who will maintain, store and release it in accordance with the Privacy and Data Protection Act and it may be used to seek clarification and to provide you with information on the outcome of your petition. The information will be accessed by employees and/or Councillors of the Campaspe Shire Council for Council business related activities. The information may also be made publicly available through reporting to committee and local government meetings and may also be given to the State Government agencies for clarification on issues. With the above public disclosure in mind, your information will not be given to any other person or agency unless you have given us permission or we are required by law to do so.

<b>Chief Petitioner Name</b>	<b>Chief Petitioner Signature</b>	<b>Date</b>
<u>JR WILLIAMS</u>	<u>J R Williams</u>	<u>28-11-2020</u>

Name (print)	Address	Suburb/Town	Signature
Joy Colvin	[REDACTED]	Torrumbarry	[Signature]
VIN McINNIS	PATHO/GUMBOWEN		[Signature]
STEVEN HOWELL	[REDACTED]	TORRUMBARRY	[Signature]



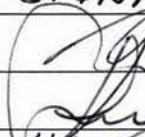
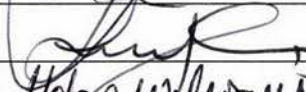

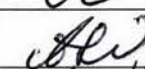
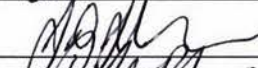

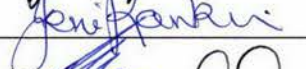

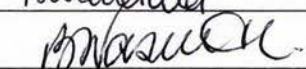
### PETITION

Dear Sir/Madam,

We the undersigned, hereby respectfully request the Campaspe Shire Council:

To review the section of Hall Road from Torrumbarry Headworks Road to 59 Hall Road from earth back to rock/gavel.

This road has been rock for at least 40 plus years, the remaining section is classified as gravel and we don't understand why this section was changed to earth. It services the home and dairy business at 59 Hall Road, milk tankers travel this road everyday, grain trucks travel it twice a week, the mail service uses it several times per week as well as many others travelling to work or their farms.

NAME (PRINT)	ADDRESS	SUBURBS / TOWN	SIGNATURE
PETRA TAYLOR		TORRUMBARRY	
Leanne Taylor		Rd Torrumbarry	
Heleen Williams		Torrumbarry	Heleen Williams
Vanessa Duck		Torrumbarry	V Duck
Tyson Williams		TORRUMBARRY	
ALAN WILLIAMS		TORRUMBARRY	
SCOTT STEVEN		TORRUMBARRY	
ROB BARDWIN		TORRUMBARRY	
Jeni Rankin		Rd Torrumbarry	Jeni Rankin
Mike Rankin		Rd Torrumbarry	
SHANE McLELLAN		PATHO	Shane Mclellan
ANDREA McLELLAN		" " "	
Barbara Williams		Torrumbarry	Barbara Williams
Mikala Todd		Torrumbarry	mikalatodd
Bev Naismith		Echuca	
(Australia Post Mail) Contractor			
JR WILLIAMS		TORRUMBARRY	J R Williams

# PETITION TO THE CAMPASPE SHIRE COUNCIL

The Chief Executive Officer  
Campaspe Shire Council  
PO Box 35  
Echuca VIC 3564

CAMPASPE SHIRE COUNCIL	
Request ID	_____
- 8 DEC 2020	
Doc Set ID	_____

Dear Sir/Madam,

We the undersigned, hereby respectfully request the Campaspe Shire Council: to change the classification of Road from **Earth to Gravel**. Earth section on Grogan Road to Lambert Road south of Tuohey Road 530 Metres (Segment number 1008590)

*Please direct all correspondence regarding this request to the Chief Petitioner identified.*

**CHIEF PETITIONER:**

Name: **Kathy Tuohey**.....

Address: [REDACTED] Myola Via Toolleen 3551.....

Email: .. [REDACTED]

Contact Phone: [REDACTED]

Total Number of Signatures:

**15**

I, the Chief Petitioner, request to speak to the petition when the response to the petition is presented to Council

**GUIDELINES:**

1. Outline the details and reasons for the petition.
2. If no Chief Petitioner is identified, all correspondence regarding this matter will be directed to the first named petitioner.
3. Please attach additional petition forms if required.
4. Petitions received by Council will be presented for consideration at the Ordinary Meeting of Council.

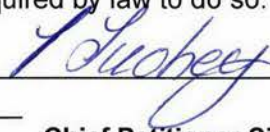
**PRIVACY COLLECTION NOTICE:**

By signing this petition you are providing your information to Campaspe Shire Council who will maintain, store and release it in accordance with the Privacy and Data Protection Act and it may be used to seek clarification and to provide you with information on the outcome of your petition. The information will be accessed by employees and/or Councillors of the Campaspe Shire Council for Council business related activities. The information may also be made publicly available through reporting to committee and local



government meetings and may also be given to the State Government agencies for clarification on issues. With the above public disclosure in mind, your information will not be given to any other person or agency unless you have given us permission, or we are required by law to do so.

KathyTuohey



25.11.2020

Chief Petitioner Name

Chief Petitioner Signature

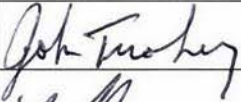


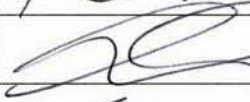

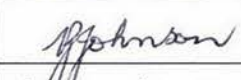
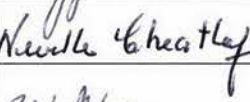
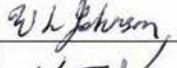
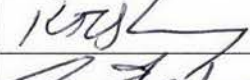
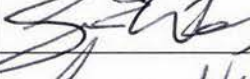
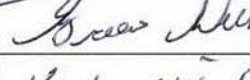
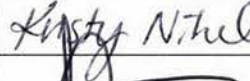


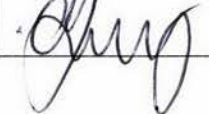
Date

### PETITION

Should your petition be continued over additional sheets, identify the circumstances of the case (Repeat from page one) on each page.

We request council to change the classification of Road from Earth to Gravel....Grogan Road south of Tuohey Road (Council segment number 1008590)

Please see attached letter and Photos ( 2 Pages)

Name (print)	Address	Suburb / Town	Signature
J. TUOHEY	[REDACTED]	Myola	
LES STEPHENS	[REDACTED]		
S. O'Shannessy	[REDACTED]	Myola	
JAMIE TUOHEY	[REDACTED]	MYOLA	
BRIAN MULLONEY	[REDACTED]	MYOLA	
Pat Johnson	[REDACTED]	Myola	
NEVILLE CHEATLEY	[REDACTED]	myola	
Bill Johnson	[REDACTED]	MYOLA	
KIERAN O'SHANNESSEY	[REDACTED]	MYOLA	
GRANT WEEKS	[REDACTED]	MYOLA	
GRAEME WEEKS	[REDACTED]	Myola	
Kristy Nihill	[REDACTED]	Runnymede	
ADAM TUOHEY	[REDACTED]	MYOLA	
IAN ATKINSON	[REDACTED]	MYOLA	
CAROLYN TUOHEY	[REDACTED]	MYOLA	

**Kathy Tuohey**

---

**From:** Kathy Tuohey  
**Sent:** Tuesday, 24 November 2020 5:11 PM  
**To:** Kathy Tuohey  
**Cc:** [REDACTED]  
**Subject:** Grogan Road

*The Chief Executive Officer  
 Campaspe Shire Council  
 P.O Box 35  
 ECHUCA VIC 3564*

*Dear Sir/Madam*

*RE: To Change the Classification of Road from EARTH TO GRAVEL Segment Number 1008590 (Rural road review)*

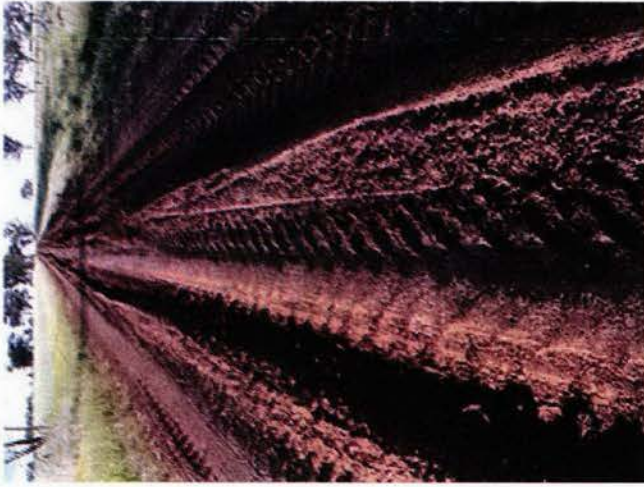
*Outline of reasons for the petition*

*Major through road  
 Farm enterprise . Movement of grain during harvest and agricultural purpose  
 This is the route to the school bus stop on Northern Highway top of Tuohey road, as the bus driver deems it unsafe to stop on Myola Barnadown Road bend.  
 Fire truck access  
 More traffic on road since the removal of bridge on Dobie Road  
 Ongoing Gravel road when Waranga Shire  
 Postal delivery 3 times a week major through road (Numerous discussions with delivery man)  
 Extremely dangerous when wet*

*Yours Sincerely  
 Kathy Tuohey  
 [REDACTED] and Myola*

*Kathy Tuohey*

*Photo Attached*



Sent from my iPhone

**Kathy Tuohey**

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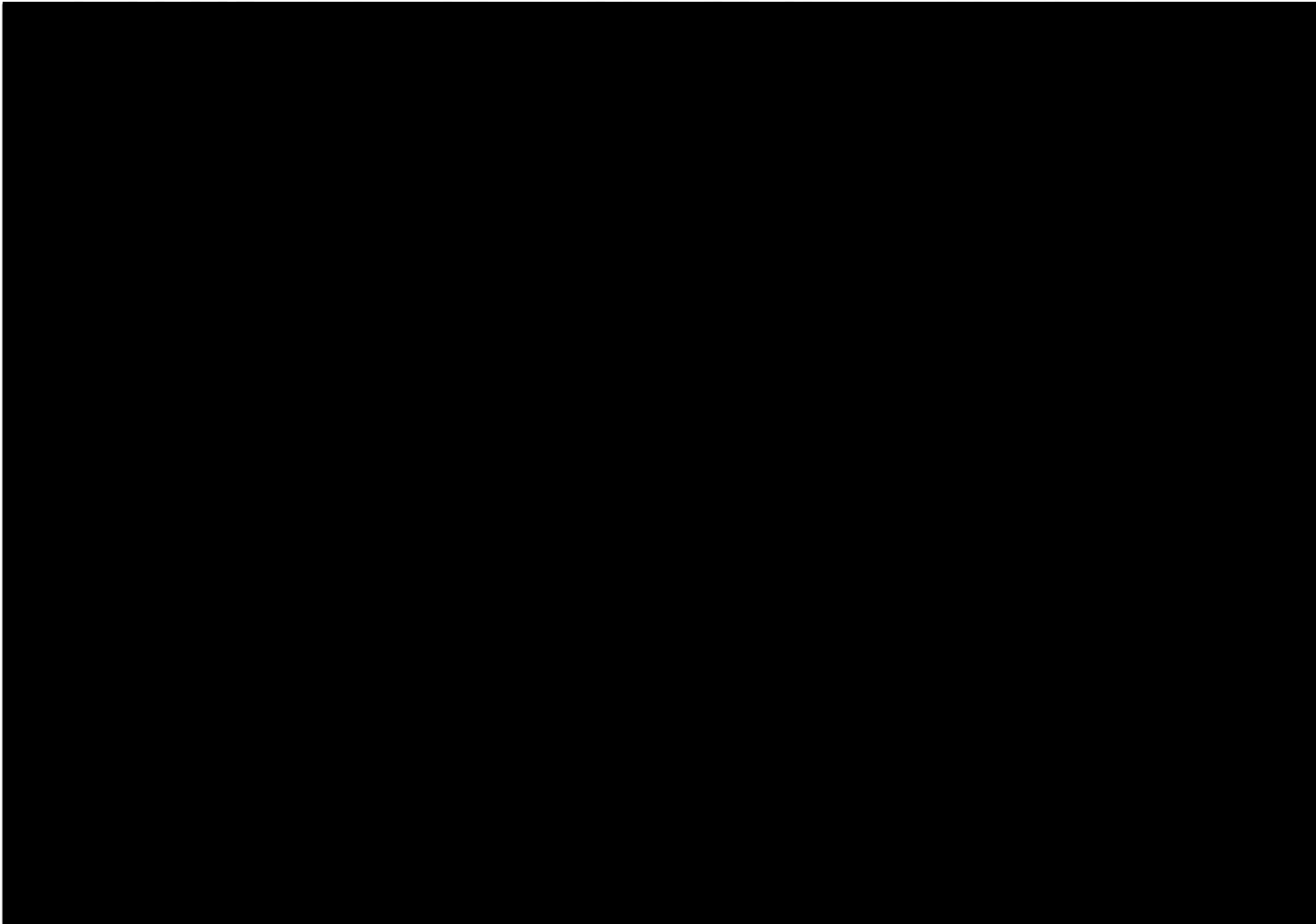

**From:** Kathy Tuohey  
**Sent:** Wednesday, 4 November 2020 12:08 PM  
**To:** 'shire@campaspe.vic.gov.au'  
**Subject:** FW: J & K Tuohey 72 Tuohey Road      Top end of Tuohey Road Myola

*Good Morning*

*Please see photo below of the top end of Tuohey Road, Myola off Northern highway, we have seven grand children who travel on this road to catch a bus to school.*

*I would apricate your attention to this matter*

*Kathy Tuohey*





## Attachment 14.1

Engineers Estimate	
<b>Location:</b>	Aquatic Reserve, Echuca - Asphalt Shared Paths
Activity Description	Price Excluding GST
<b>1.0 Preliminaries</b>	
1.1 Site Establishment	\$50,000
1.2 Service Locations	\$5,000
1.3 Permits and Approvals	\$75,000
<b>2.0 Traffic Control</b> (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
<b>3.0 Civil Works</b>	
<b>Earthworks</b>	
3.1 <b>Levee Bank Improvements</b> - 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)	\$252,500
3.2 <b>Removal of 'Horse Shoe Wetland / Moat'</b> - Removal and disposal of existing material and supply, place and compaction of clay fill to suit surrounding heights including 100mm seeded top soil	\$176,600
<b>Drainage Works</b>	
3.3 <b>Reconstruction of Retention Basin.</b> 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.	\$419,750
3.4 <b>Pipeline to pump from Murray River to Retention Basin.</b> 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.	\$299,000
<b>Asphalt Shared Path and Footpath Construction</b>	
3.5 <b>Shared Path A (Approx. 110m) - From existing Alison Barge Path to Reserve Entrance.</b> 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	\$47,100
3.6 <b>Shared Path B (Approx. 432m) - Along top of Levee Bank.</b> 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	\$184,600
3.7 <b>Shared Path C (Approx. 252m) - Between Reserve Entrance and Tourist Information Centre Entrance.</b> 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	\$112,400
3.8 <b>Shared Path D (Approx. 158m) - Between Tourist Information Centre and back of Car Park.</b> 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	\$69,900
3.9 <b>Shared Path E (Approx. 157m) - From Reserve Entrance to bottom of Reserve.</b> 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	\$109,000
3.10 <b>Shared Path F - Access to Onion Patch.</b>	
3.10.1 <b>Shared Path F - 1 (Approx. 208m) - From Reserve Entrance to Onion Patch.</b> 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	\$139,603
3.10.2 <b>Shared Path F - 2 (Approx. 156m) - From Levee Bank to Onion Patch.</b> 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	\$117,221
3.11 <b>Access Pathway to Tourist Information Centre Toilets.</b> Including removal of existing path, installation of crushed rock bedding and placement of new 125mm thick concrete path.	\$50,700
<b>Landscaping</b>	
3.12 <b>Irrigation or Reserve and Onion Patch Areas.</b> 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)	\$115,000
3.13 <b>Clean-up across entire reserve.</b> 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.	\$99,200
3.14 <b>Drinking Fountain at bottom of Reserve.</b> 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	\$23,000
<b>4.0 Electrical Works</b>	
<b>4.1 Public Lighting along Shared Paths.</b>	
4.1.1 <b>Public Lighting along Shared Path A.</b> 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.	\$63,250
4.1.2 <b>Public Lighting along Shared Path B.</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.	\$248,400
4.1.3 <b>Public Lighting along Shared Path C.</b> 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.	\$144,900
4.1.4 <b>Public Lighting along Shared Path D.</b> 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.	\$90,850
4.1.5 <b>Public Lighting along Shared Path E.</b> 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.	\$90,275
4.1.6 <b>Public Lighting along Shared Path F - 1.</b> 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.	\$119,600
4.1.7 <b>Public Lighting along Shared Path F - 2.</b> 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.	\$89,700
4.2 <b>Three-Phase Power installation to the centre of the Reserve.</b> 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.	\$166,800
4.3 <b>Conduit to provide future Three-Phase Power to the Onion Patch.</b> Supply and installation of power conduit to the Onion Patch including materials and labour.	\$31,700



Activity Description	Price Excluding GST
<b>5.0 Miscellaneous</b>	
5.1 Completion of 'As Construction' survey including R and D-Spec formats	\$11,500
<b>6.0 Site De-establishment</b>	
6.1 Demobilisation from site	\$20,000
<b>Total Lump Sum Excluding GST</b>	<b>\$3,447,550</b>
<b>7.0 Provisional Items</b>	
7.1 <b>Three-Phase Power installation to the Onion Patch.</b> Supply and installation of power to the Onion Patch including new sub switchboard, material and labour	\$86,300