

Recreation Fees and Charges

Council Policy Number	133
Date adopted	21 March 2023
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1. Preamble

Formal or structured active sport and recreation is well established across the municipality and is highly valued by the community and the Campaspe Shire Council ('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 fit-for-purpose surfaces and facilities, 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 Council and their respective user groups

4.2. Maintenance Costs

Council has classified its recreation reserves into three categories:

- Regional Reserves
- Local Reserves
- Sport Specific Reserves

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.

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 sports events 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.

Voluntary contribution

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 voluntary contribution 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 voluntary contribution is 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 voluntary contributions from clubs 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 voluntary contribution deductions.

Second Seasonal Instalment

An invoice for payment will be issued during the second half of the usage period in which all agreed voluntary contributions (agreed in advance and at an agreed cost) will be deducted and payment for the balance will be required. The voluntary contribution shall not exceed the total of the second seasonal instalment.

One Off

For Casual Use, payment is required upon booking of facilities prior to access.

4.6. Fees and Charges period

Fees and charges shall be calculated over the 12-month period from 1 October in any given year, to 30 September the following year.

For periods when clubs are not permitted to access the Recreation Reserve (e.g. pandemic, emergency relief), the recovery amount shall be reduced on a pro-rata basis.

Extending on the example in section 4.4, the Recreation Reserve is closed for a period of 56 days (8 weeks), which equates to 15.3% of the year. The recovery amount to cover the maintenance cost of the reserve (\$30,000) is reduced by 15.3%. The recovery amount to be recouped from user groups shall be the reduced amount of \$25,410.

4.7. Apportioning utility expenses

Utility expenses for a recreation reserve will be apportioned to user groups of that reserve based on their hours of use and invoiced separately to fees and charges. Where multiple user groups are accessing facilities at the same time, utility costs will be attributed proportionately.

Usage charges for gas and electricity will be charged to user groups with service charges absorbed by Council. Council will continue to absorb water charges.

For periods when clubs are not permitted to access the Recreation Reserve, section 4.6 will apply to apportioning utility expenses.

4.8. 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.

5. Exclusions

The Recreation Fees and Charges policy excludes the following properties:

- Recreation Reserves managed on behalf of Council by a third party
- 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

Appendix A – Recreation Reserves included in this policy.

Review Period

Three years Manager Recreation

Responsible officer**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)
Revised	22 February 2021	Administrative update to apply consistent reference to Campaspe Shire Council ('Council')
Revised	21 March 2023	Adopted by Council

Chief Executive Officer:

Date: 5/5/2023

Appendix A Recreation Reserves included in the policy.

Each recreation reserve listed below is directly managed by Campaspe Shire Council and is subject to the conditions of this policy.

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

Regional
Echuca South Recreation Reserve
Kyabram Recreation Reserve
Victoria Park, Echuca
Sport Specific
Echuca South Netball Complex