

Sporting Grounds Allocations Policy

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Sporting Grounds Allocations Policy

DOCUMENT PROFILE

Title	Sporting Grounds Allocations Policy
Summary	This Policy will contribute to a Healthier Inner West by encouraging active sports participation. The Policy establishes eligibility and the selection criteria for the seasonal allocation of sporting grounds.
Background	The Policy provides a transparent, equitable and consistent methodology for the seasonal allocation of sporting grounds and facilities
Policy Type	Council Policy
Relevant Strategic Plan Objective	Strategic direction 4: Caring, happy, healthy communities Outcome 4.3 The community is healthy and people have a sense of wellbeing: 1. Provide the facilities, spaces and programs that support wellbeing and healthy communities 2. Provide opportunities for people to participate in recreational activities they enjoy
Relevant Council References	Events in Parks Policy Park Access Application Park Plans of Management
Main Legislative Or Regulatory Reference	Local Government Act
Applicable Delegation Of Authority	As per Delegations Register
Attachments	See Appendixes
Record Notes	External available document
Version Control	See last page

Document:	Council Policy	Uncontrolled Copy When Printed	
Custodian:	Parks Planning & Engagement Manager	Version #	1
Approved By:	Group Manager Trees, Parks & Sportsfields	TRIM Ref #	
Adopted By:	Council	Publish Location	Internet
Adopted Date and Minute #:	Xx / xx / xx	Next Review Date	XX / XX / xX

1. PURPOSE

The purpose of this Policy is to contribute to a Healthier Inner West by encouraging active sports participation. The Policy will also establish eligibility and the selection criteria for the seasonal allocation of sporting grounds.

2. OBJECTIVE

The objectives of this Policy are as follows:

- To provide a transparent, equitable and consistent methodology for the seasonal allocation of sporting grounds and facilities to sports clubs, sports associations, schools and tertiary education providers within the Inner West Council area.
- To provide a diverse range of opportunities for participation in sport, recreation and physical activity for Inner West residents.
- To provide access to sporting grounds and facilities which contribute to a Healthy Inner West and promote participation in active sport, physical activity and social connectedness.
- To ensure the opportunity for participation of a broad mix of groups, including participation of girls; women; people from lower socio economic backgrounds; people with disabilities and people from culturally and linguistically diverse backgrounds.
- To ensure that Council managed sporting grounds and facilities are occupied by inclusive, viable and sustainable sporting clubs and sporting associations.
- To ensure that access to sporting grounds by all users has regard to the sustainability and maintenance requirements associated with good sporting ground management.

3. SCOPE

3.1. In scope

This policy applies to the following sporting grounds within the Inner West:

Algie Park, Arlington Recreation Reserve, Ashfield Park, Balmain Road (Callan Park), Birchgrove Oval, Blackmore Oval, Camdenville Oval, Camperdown Oval, Centenary Park, Cohen Park, Easton Park, Glover Street (Callan Park), Hammond Park, Henson Park, HJ Mahoney Memorial Reserve, King George Park, Leichhardt Oval # 2, Leichhardt Oval # 3, Mackey Park, Marrickville Park, Petersham Oval, Pratten Park, SSC Leichhardt Campus, Steel Park, Tempe Recreation Reserve and Waterfront Drive (Callan Park).

This policy will apply to any new sporting grounds within the Inner West. See 6.11 New/ Upgraded Sporting Grounds for further information.

This policy applies to all sporting clubs, sporting associations, schools, tertiary education providers and other organisations seeking an allocation to utilise Council sporting grounds and facilities.

3.2. Out of scope

This policy does not apply to those sporting grounds which are the subject of an existing long term (greater than one season) lease or licence, until such time as these existing leases/ licences expire. These grounds include:

Sporting Ground	Organisation with Lease/ Licence	Expiry of Lease/ Licence
Centenary Park	Super 6 Soccer Pty Ltd (Summer)	March 2020
Lambert Park	APIA Leichhardt Tigers Football Club	March 2020
Pratten Park	Western Suburbs District Cricket Club (Summer)	August 2032
	Canterbury District Soccer Football Association (Winter)	March 2021

Leichhardt Oval

This policy does not apply to allocations at Leichhardt Oval. The Application to hire Leichhardt Oval may be found on the Council website.

Events in Parks Policy and Guidelines

This policy does not apply to special events and one-off events. These activities are managed under the Events in Parks Policy and Guidelines.

4. DEFINITIONS

Allocation

An allocation is an agreement between Council and a hirer to utilise a Council sporting ground and/or facility. It is a short term licence (less than a year). An allocation allows a hirer non-exclusive use of a sports ground and/or facility at specific agreed times. Allocations can be annual, seasonal or casual in nature.

Applicant

An applicant includes any sporting club, sporting association, community group, school, tertiary organisation or any other group or organisation that make an application for a seasonal hire allocation.

Casual Allocation

An allocation to a club, association, community group, school or commercial sporting provider to utilise a sporting ground or facility on a single occasion for a pre- determined fee. Seasonal allocation requirements are prioritised over casual allocations and are also subject to ground availability and condition.

Facilities

The buildings adjacent to sporting grounds, including toilets, canteens, storerooms and change rooms.

Hirer

A hirer includes any sporting club, sporting association, community group, school, tertiary organisation or any other group or organisation that hires a sporting ground.

In Season Allocation

During the Summer or Winter Season as defined.

Lease

A Lease grants a tenant exclusive possession of a Council property and gives the tenant a proprietary interest in the Council Property which is binding on third parties. Leases will not generally be used for the tenure of sporting grounds.

Licence

Licences confer non-exclusive use of a licenced area for a specified period subject to payment of a licence fee. Multiple licences may be issued to multiple users of the same licenced area for different times. Licences can be for a one off use (permit or hire agreement) or regular ongoing use throughout a season (seasonal hire).

Pre-Season Allocation

A restricted allocation (subject to availability) to a hirer to utilise a Council sporting ground and/or facility at agreed times prior to the commencement of the competitive scheduled winter sporting season for the purpose of sports training and physical preparation for the winter season. Pre-season allocations generally occur between October 1 and March 31.

Seasonal Allocation

An allocation to a hirer to utilise a Council sporting ground and/or facility at agreed times throughout the summer or winter season.

School Allocation

An allocation to a school to utilise a Council sporting ground and/or facility during the day (between 9am – 3pm during school terms) at agreed times throughout the summer or winter season.

Sporting Grounds and Facilities

Council owned sporting infrastructure available for sporting use for training and game days.

State Sporting Association

A pre-eminent governing body for a sport in NSW

Substantial Increase

A substantial increase in allocations is greater than ten hours or greater than 10% of the Hirer's current allocation in one year (whichever is the lesser) AND/ OR greater than 20 hours or greater than 20% of the Hirer's current allocation over five years (whichever is the lesser).

Summer Season Allocation

An allocation to a hirer to utilise a Council sporting ground and/or facility at agreed times between the period of October 1 and March 31 (Depending on maintenance needs summer season may commence in September).

Summer Sports (Traditional)

The following are traditional summer sports: athletics, baseball, cricket, oz tag, touch football, ultimate frisbee and six aside soccer,

Winter Season Allocation

An allocation to a hirer to utilise a Council sporting ground and/or facility at agreed times between the period of April 1 and September 30 (pre-season allocations may start earlier).

Winter Sports (Traditional)

The following are traditional winter sports: football (soccer), netball, rugby league, rugby union and Australian rules football.

5. POLICY STATEMENT

The Inner West Council recognises that access to open space for sporting and recreational use is of strategic importance to residents who live, work and play in the Inner West. Access to sporting grounds, which provide for a diverse range of recreational opportunities, is important in contributing to a healthy Inner West.

The Sporting Grounds Allocation Policy establishes the eligibility and selection criteria to be applied when allocating use of Council's sports grounds and facilities to sporting clubs, sporting associations, schools, tertiary education providers and commercial operators within the Inner West Council Local Government Area.

Council allocates sporting grounds on a seasonal and casual basis. Council will endeavor to accommodate seasonal and casual allocations, within the number of sporting grounds available and taking into consideration the long term whole-of-life cost of the assets including depreciation and maintenance.

6. POLICY

6.1. Policy Principles

This Sporting Grounds Allocation Policy has been developed in accordance with the following principles:

- Transparent
- Equitable
- Consistent

These principles were discussed with the Inner West sporting clubs in the development of this Policy.

6.2. Hierarchy of Use

Council staff will utilise the following hierarchy to prioritise the allocation of sporting grounds:

1. Community based sporting club training
2. Community based sporting club games
3. Major Council events endorsed by Council
4. Inner West public schools competitive sporting programs and physical education classes
5. Tertiary education providers
6. Private schools competitive sporting programs and physical education classes
7. Community based organisations
8. Commercial organisations

6.3. Allocation Types

Council offers the following types of allocations for the use of sporting grounds and their associated facilities:

- Winter Season Allocation
- Summer Season Allocation
- Preseason Allocation (subject to availability)
- Casual Allocation (subject to availability)
- School Allocation

6.4. Applicant Eligibility Criteria

To be eligible to submit an application for a sporting ground and associated facilities, applicants must satisfy the following criteria:

- Submit to Council a completed and accurate Allocation Application Form/s by the advertised closing date; and
- Provide documented evidence that the majority of their membership resides within the Inner West Council local government area; and
- Have no outstanding debt with Council; and
- Provide a Certificate of Currency for public liability insurance of a minimum of \$20 million. The policy must indicate that Inner West Council is noted as an Interested Party (Principal Indemnity Endorsement), and that the Business Activity shown on the Certificate of Currency must be appropriate and include functions such as organising and running a sporting event and sporting club; and
- Provide a copy of the Club's annual report, including the financial report; and
- Provide a copy of the Club's documented plan to increase participation of girls and women, culturally and linguistically diverse and socially disadvantaged people.

6.5. Selection Criteria

The applicant must satisfy the Eligibility Criteria outlined in 6.4 Applicant Eligibility Criteria. Once this is satisfied, Council will review allocation requests for sporting grounds sequentially as follows:

1. The hierarchy in 6.2 Hierarchy of Use will be utilised.
2. Where only one applicant is requesting access to a suitable sporting ground, in general this will be made available to them.
3. Council accepts that Hirers require reasonable assurance that they will continue to be allocated seasonal use of sporting grounds to plan and manage their strategic plans effectively. Where a Hirer continues to demonstrate membership numbers, Council will not unreasonably refuse to provide an allocation, consistent with the previous season's allocations.
4. Hirers may request additional allocations. From year-to-year, Council will not generally approve an individual Hirer *substantially* increasing their allocation. The purpose of this condition is to help ensure diversity of sporting code access.
5. Council encourages hirers to collaborate with each other. Should two or more hirers put forward a proposed sharing arrangement of a sporting ground, Council will give this favourable consideration.
6. Council staff will attempt to resolve conflicting requests through mutual agreement between users.

7. Where Council cannot resolve the conflicting request through mutual agreement, when required, competing requests will be assessed against the weighted criteria outlined below, with the allocation given to the applicant with the highest weighted criteria score.

Weighted Criteria Score

	Criteria	Principles	Scoring	Assessment Guide
A	Historical Use of Facilities	Council will recognise clubs with a strong history at particular facilities. Council recognises that active sporting grounds are in high demand and priority access will be given to Inner West residents. Priority will be given to clubs which have the majority of members based in the Inner West.	10	Historical home ground of Inner West sporting club (i.e. No other club has been based there)
			5	Inner West home based sporting club for more than ten years
			3	Inner West home based sporting club for less than ten years
			0	Sporting club with no previous home within the Inner West
B	Community Based	Sporting grounds are a limited resource and must be utilised to provide maximum overall benefit to the community. Council recognises that sporting clubs provide community building benefits.	5	Not-for-profit sporting clubs with demonstrated strong ties to the local community (e.g. community groups, schools)
			3	Not-for-profit sporting clubs with no demonstrated links to the local community
			0	Commercial operators
			0	No information provided
C	Membership Numbers	Sporting clubs and associations are instrumental in increasing positive social, cultural and economic benefits and developing community leaders. Participation levels are therefore a factor in the level of benefit to the community. If a Club has declining membership, their hours of access may be decreased, they be relocated to an alternative venue more suited to the club's level of usage or a secondary allocation may be given to another club to maximise use;	5	Club membership numbers are steady or increasing
			3	Club membership numbers have declined in the last year
			0	Club membership numbers have declined over the last three years
			0	No information provided
D	Tenancy Record	Council recognises the social and cultural important of an applicant having a good relationship with Council, other	5	Good records of stewardship of sporting grounds. No impact on neighboring residents. No breaches in the previous five years.

		park users and the local community. A history of compliance with all terms and conditions of hire is essential. Consideration will be given to factors such as only utilising the grounds during allocated hours, maintaining allocated sporting grounds and facilities in a clean and tidy manner, and no substantiated complaints from nearby residents.	3	Fair record of stewardship. No impact on neighboring residents within the previous two years. No breaches in the previous two years.
			0	Breach within the previous two years
E	Access & Equity	Ensuring the opportunity for participation of a broad mix of groups. Council will allocate ground to support sporting clubs which have programs to increase participation of girls; women; people from lower socio economic backgrounds; people with disabilities and people from culturally and linguistically diverse backgrounds.	5	Three or more programs or support for people from a targeted group.
			3	Two programs or support for people from a targeted group.
			1	One program or support for people from a targeted group.
			0	Zero programs or support for people from a targeted group.
			0	No information provided
F	Support for Access & Equity	Demonstrated long term support by sporting clubs for increased participation of girls; women; people from lower socio economic backgrounds; people with disabilities and people from culturally and linguistically diverse backgrounds.	5	Demonstrated increase in club membership numbers from a targeted group.
			1	Steady club membership numbers from a targeted group.
			0	Declining club membership numbers from a targeted group.
			0	No information provided
G	Leadership Diversity	Council will support sporting clubs which demonstrate increasing numbers of women; people from lower socio economic backgrounds; people with disabilities and people from culturally and linguistically diverse backgrounds in positions coaching, leading, instructing, decision makers, officials and administrators at all levels.	5	Demonstrated increase in club leadership diversity.
			1	Steady club leadership diversity.
			0	Declining club leadership diversity.
			0	No information provided
H	Diversity of Sports	Council will allocate grounds to encourage a diversity of sporting codes. Where a new and emerging sport can demonstrate that they have a plan for the ongoing success of their Club for a number of	5	New or emerging sport, where the club can demonstrate a plan for ongoing success
			1	New or emerging sport, where the club cannot demonstrate a plan for ongoing success

		years, Council will endeavor to accommodate their needs. For emerging clubs, the allocation of sporting grounds will not be based solely on club membership numbers.		
I	Traditional Seasonal Allocations	Sporting grounds are a limited resource. Preference will be given to the traditional seasonal allocations.	5	Request for a summer season allocation by a summer sport OR request for a winter season allocation by a winter sport.
			0	Request for a summer season allocation by a winter sport OR request for a winter season allocation by a summer sport.
J	History of Financial Responsibility	Sporting grounds are a limited resource and the costs are subsidised by Council. Priority will be given to fiscally responsible clubs.	5	No outstanding debt with Council in the previous five years.
			3	Outstanding debt with Council in the previous five years, which has now been repaid.
			No Allocation	Current outstanding debt with Council.
K	Club Development	Ensuring Clubs have good policies and practices in place including risk management, child protection and anti-bullying to ensure a safe environment for all participants. Facility management, succession planning and organisation management structure documentation is also well regarded.	5	Clubs with documented policies and initiatives to support volunteers.
			3	Clubs with policies in development
			0	No documented policies or plans in place.
			0	No information provided
L	Traffic and Parking Impacts	Traffic and parking impacts must be minimised for the amenity of the surrounding community.	5	Clubs with documented policies to incorporate public and active transport in their organisation of activities.
			3	Clubs with policies in development.
			0	No documented policies or plans in place.
			0	No information provided

School and Tertiary Organisation Selection Criteria

Council will review allocation requests for sporting grounds from school and tertiary organisations as follows:

- Priority will be given to schools and tertiary organisations as outlined in 6.2 Hierarchy of Use; and

- Priority will then be given to schools and tertiary organisations in accordance with the following hierarchy (in order):
 1. No available grounds within the school/ tertiary organisation
 2. Limited available grounds within the school/ tertiary organisation
 3. Substantial available grounds within the school/ tertiary organisation

6.6. Allocation Process & Determination

The allocation process is undertaken as follows:

1. Staff will advertise for Expressions of Interest and distribute the Allocation Application Forms for the summer season by June and for the winter season by November (it may be possible to bring this forward in the future pending the introduction of an online booking system). Notwithstanding this, in all cases, it is the responsibility of the Hirer to ensure that application forms are requested and received.
2. Summer applications are due back to Council in July and winter applications are due back in December. The due date will be stated on the application. Late applications will not be considered.
3. Council staff will assess the applications in accordance with 6.2 Hierarchy of Use, 6.4 Applicant Eligibility Criteria and 6.5 Selection Criteria. This process takes approximately one month.
4. The allocation determination will be made by Council staff as resolved by Council on the 21 August 2018.
5. Council staff will distribute the Draft allocations to the Hirers for comment for a period of ten days.
6. Council staff will distribute the Final allocations. Council staff will advise hirers of any shut down or maintenance periods during the seasonal allocation (e.g. Easter) at the start of the season.
7. Any further requested changes to the allocation (e.g. as a result of increased / decreased registrations) will be accommodated subject to availability and consistency with the principles contained in this Policy.
8. Council will issue invoices for seasonal allocations one month after the commencement of the respective sporting season. Council will not deduct for wet weather.
9. At the start of each season, the seasonal allocations, including the relevant Hirer, will be published on Council's website (this will not include casual hirers).

6.7. Out of Season Use

Clubs are allocated grounds for the fixed summer or winter season only.

All sporting clubs are required to notify Council's Parks Planning and Engagement team two weeks prior to the season completion advising if sporting grounds are not required for finals. Subject to maintenance requirements, Council may permit the hirer in the following season to start training earlier.

Council may allow hirers to utilise the sporting grounds for out of season use if there are grounds available.

All commercial operators or associations running competitions must make sure that their competitions run within the winter and summer allocation periods. There is no provision for these competitions to overlap seasons or be moved to alternative sporting ground in the interim.

6.8. Sporting Ground Rest Periods

Sporting grounds will be managed to maximise long term usage and minimise over-use. Council will restrict sporting ground use in order to maintain safe playing surface conditions and minimise maintenance.

All of the sporting grounds will be rested (not utilised) for a minimum of one week between the seasons. Generally this will be in the last week of March and the first week of September. This may change annually with longer if longer rest periods are required.

Council will advise the Hirers at the start of the season, the week(s) that the sporting grounds will be not utilised.

All sporting grounds will be rested on Mondays, with the exception of those grounds listed in the table below.

Sporting Ground	Exemption to use on Monday (Reason)
Arlington Reserve	Arlington Reserve is a synthetic turf sporting ground and as such it does not need to be rested. Arlington Reserve has a Management Plan in place.
Hard surface courts (eg. basketball, netball, tennis, multi-purpose)	Hard surface courts do not need to be rested.
Henson Park	Henson Park currently has training Monday to Friday evenings. The sporting grounds are rested during the daytime as there is no school usage
King George Park	Athletic events only, with minimal impact on the grounds.
Synthetic Turf Sporting Grounds	Should any new synthetic turf sporting grounds be installed by Council, these will not need to be rested.
Tempe Reserve	St George Oztag has been playing at Tempe Reserve on Monday nights (only) for many years. They have indicated that they would like this to continue. The exemption to use Tempe Reserve by St George Oztag on Mondays will be granted for a fixed period until 2021, to allow the Club time to make other arrangements. The Club will be given notice.

6.9. Fees and Charges

The seasonal allocation of sporting grounds to hirers is subject to the payment of the relevant fees and charges. These fees and charges are updated annually and are advertised on Council's website.

6.10. Tenure & Capital Contributions

Council is committed to the provision and maintenance of a range of well-maintained and safe sporting grounds and facilities to encourage informal and organised recreation activities

consistent with community needs.

Council has an adopted Parks and Sportsfields Asset Management Plan which provides a comprehensive plan to ensure the delivery of services from parks and sportsfields infrastructure is provided in a financially sustainable manner. The asset management plan details information about infrastructure assets including actions required to provide an agreed level of service in the most cost effective manner while outlining associated risks. The plan defines the services to be provided, how the services are provided and what funds are required to provide the services over a 20-year planning period.

Long Term Leases/ Licences

Most parks are classified as community land. S46A(3) of the Local Government Act requires leases of community land greater than five years to be via public, open tender.

If Hirers are seeking a lease/ licence of greater than five years, in the first instances, Hirers should contact the Trees, Parks & Sportsfields service unit to discuss this process.

Short Term Licences

Council aims to recognise and encourage recreation organisations who contribute to the development and/or upgrade of a Council facility. In recognition of a capital contribution, Council may (at its absolute discretion) provide the following:

- Increased tenure (up to a maximum of five years)
- Decreased hire fees

The following will be given consideration when determining whether to accept a capital contribution:

- The club seeking longer tenure must meet the following minimum criteria:
 - The majority of their membership must reside within the Inner West Council local government area
 - Not-for-profit sporting clubs with demonstrated strong ties to the local community (e.g. community groups, schools)
 - Club membership numbers are steady or increasing
 - Good records of stewardship of sporting grounds. No breaches in the previous five years.
 - Demonstrated programs to support increased participation of girls; women; people from lower socio economic backgrounds; people with disabilities and/ or people from culturally and linguistically diverse backgrounds.
 - No outstanding debt with Council in the previous five years.
- Any improvements must be consistent with the Recreation Needs Study: A Healthier Inner West and the relevant park Plan of Management.
- Any improvements must have the appropriate planning approvals.
- The capital improvements must coincide with and not adversely impact on the needs of the other sporting ground users and the wider community.
- Council must be willing and financially able to take on the increased maintenance and depreciation associated with the capital upgrade.
- No assumption should be made that Council will make a co-contribution to the capital improvements. Council may (at its absolute discretion) choose to partner with a Hirer if the proposed works are already identified and funded in the Long Term Financial Plan and Parks and Sportsfields Asset Management Plan.

- Throughout the period of tenure, the licence agreement will require ongoing participation levels to justify the allocation of the facility and the ongoing financial viability of the organisation.
- Any substantial increase in hours (e.g. lights or synthetic surface) will require a public, open EOI process as outlined in 6.11 New/ Upgraded Sporting Grounds.

Organisations contributing toward the capital upgrade of Council facilities do so on the understanding that the facility remains in Council ownership and that Council will specify and project manage all capital construction works.

Increased Tenure

Increased tenure will be calculated as follows:

Length of Tenure	Anticipated Capital Contribution
1 season	Advertised fees and charges for 1 year x 1
2 seasons	Advertised fees and charges for 2 years (Inc. CPI) x 1.25
3 seasons	Advertised fees and charges for 3 years (Inc. CPI) x 1.5
4 seasons	Advertised fees and charges for 4 years (Inc. CPI) x 1.75
5 seasons	Advertised fees and charges for 5 years (Inc. CPI) x 2

For example, if a club in year 2018 pays \$1,000 and they are seeking a five year tenure, their capital contribution will be:

$$(\$1,000 + 1,030 + \$1,061 + \$1,091 + \$1,126) \times 2 = \$10,618$$

A similar calculation will be utilised for decreased hire fees.

Grant Funding Submissions

If requested by the Clubs, Council can be the lead applicants in grant funding submissions to State and Federal Governments and peak sporting associations for infrastructure upgrades to Council grounds. Council staff will prepare the grant submission. Sporting Clubs will be required to assist in the provision of information to satisfy the grant funding application requirements.

Council Approval

Any proposal to accept a capital contribution from a Hirer and offer increased tenure and/ or decreased hire fees will be reported to Council, who will make the final determination as to whether to accept the capital contribution.

6.11. New/ Upgraded Sporting Grounds

Council may take possession of new sporting grounds. Council may also upgrade sporting grounds such that the hours of use for those grounds is substantially increased (e.g. through new floodlighting or a synthetic surface).

As outlined above, the allocation of sporting grounds will recognise the historical usage of the grounds. This historical usage does not extend to the new additional hours of use.

Should Council obtain new or upgraded sporting grounds, access to these new facilities will be via a public, open, advertised Expression of Interest. The Expression of Interest will be

advertised in the local newspaper. The criteria for allocation of the new or upgraded sporting grounds will be outlined in the advertisement.

6.12. Damages and Breaches

Any Hirer using a sporting ground or facility which is in breach of the Conditions of Hire outlined in Annexure 1 – Conditions of Seasonal Hire as attached may be subject to the following:

- Exclusion from future allocations
- Monetary penalty

Warnings

Where it is alleged that a Hirer has breached the Allocation conditions, the following will be undertaken:

- On the first alleged breach, Council staff will investigate the breach and make an assessment. The Hirer will be notified in writing of the breach assessment.
- On the second alleged breach, Council staff will investigate the breach and make an assessment. If upheld, the Hirer will be provided with the breach assessment and a first written warning.
- On the third alleged breach, Council staff will investigate the breach and make an assessment. If upheld, the Hirer will be provided with the breach assessment and a second written warning.
- On the fourth alleged breach, Council staff will investigate the breach and make an assessment. If upheld, the Hirer will be provided with the breach assessment and a **final** written warning. At this point, at its absolute discretion, Council may cancel the Hirer's allocations for the season.

Future Allocations

Council will excluded an Applicant from future allocations for the following:

- If the applicant has an outstanding debt with Council; OR
- If the applicant has been issued with a final written warning in the preceding season.

Council may consider excluding an Applicant from future allocations for the following:

- If the applicant has been issued with one or more written warnings in the preceding season; OR
- If the damage caused by the applicant impacts on the start of the season for the subsequent sporting ground hirer.

Monetary Penalties

All damage to Council property, either deliberate or accidental should be reported to Council as soon as possible, outlining full details of the incident.

After the season, excepting usual seasonal wear and tear, the site is to be returned to the same condition as it was in prior to the season. In the event that the hirer does not hand

back the site in the same condition, Council will clean and repair the facility to the standard required by Council at the Hirer's cost.

During the season, Council will on-charge any additional costs incurred by Council to the Hirer including:

- The cost of monitoring activities for compliance with conditions of consent; and
- The cost to clean up waste from a park, sporting grounds or change/ amenity building; and
- The cost to repair unreasonable damage after use; and
- Use of canteens and kiosks.

An after-hours callout fee applies where council is required to attend the park to assist the Hirer with matters such as access. Fees will be on a cost recovery basis. A minimum of 4 hours of staff overtime will be payable.

7. APPEAL PROCESS

Sporting clubs may only make an appeal if they have no outstanding debt with Council. Appeals may only be made by not-for-profit volunteer based sporting clubs.

Should an individual Club be unsatisfied with the allocations made available to them, the following appeal process will be followed:

- The Club is to lodge a written appeal, outlining their reasons for appealing. The appeal must be received within two weeks from the date when final allocations are issued by Council. The written appeal is to be signed by the governing sporting Association (where there is one). The Group Manager Trees, Parks & Sportsfields (or equivalent) will review the appeal and advise the Club of:
 - The outcome of the appeal and any action taken;
 - The reason/s for the decision;
 - The proposed remedy or resolution/s that will be put in place (if needed); and
 - Any options for review
- Should the Club still be unhappy with the allocation, they may lodge a second written appeal, further outlining their reasons for appealing. The second appeal, along with the results of the first appeal will be referred to the Allocations Review Committee. The Allocations Review Committee will respond to the Club with the following:
 - The outcome of the appeal and any action taken;
 - The reason/s for the decision; and
 - The proposed remedy or resolution/s that will be put in place (if needed).

The elected Councillors will play no part in the allocation appeal process.

Allocations Review Committee

Terms of Reference will be prepared for the Allocations Review Committee in accordance with the following:

- Summer and Winter season Allocations Review Committees will be established.
- Membership of the Allocations Review Committee is to be made up of Council officers and members of all relevant sporting associations.

- The relevant sporting associations must have sporting clubs which are locally based with the Inner West area.

Council

The elected Councillors may only overturn a staff allocation determination or an Allocations Review Committee determination through a resolution of Council via a Notice of Motion to Council.

8. RESPONSIBILITIES

Parks Planning & Engagement Staff, within the Trees, Parks & Sportsfields service unit are responsible for administering, assessing and determining the allocations in accordance with the above methodology.

The Group Manager Trees, Parks & Sportsfields (or equivalent) is responsible for reviewing first appeals in accordance with the above methodology. The Allocations Review Committee is responsible for reviewing second appeals in accordance with the above methodology.

The Finance service unit are responsible for issuing invoices to the Hirers, on advice from the Trees, Parks & Sportsfields service unit.

Trees, Parks & Sportsfields service unit are responsible for maintenance of the sporting grounds.

The Properties, Major Building Projects and Facilities team are responsible for maintenance and cleaning of the facilities.

9. ASSOCIATED PROCEDURES

The following are related legislation, policies and procedures:

- Inner West Events in Parks Policy and Guidelines
- Park Plans of Management
- Inner West Council Park Use & Access Guidelines
- Inner West Council Fees & Charges
- Inner West Mobile Food Vending Policy
- Local Government Filming Protocol
- Inner West Council Events Policy
- Local Government Act 1993 (NSW)
- Crown Lands Act
- Environmental Planning & Assessment Act 1979 (NSW)
- Local Environment Plans
- Development Control Plans
- Food Act 2003 (NSW)
- Food Regulation 2015 (NSW)
- Food Standards Code
- Liquor Act 2007 (NSW)
- Smoke-Free Environment Act 2000 (NSW)
- Smoke-Free Environment Regulation 2016 (NSW)
- Callan Park (Special Provisions) Act 2002 (NSW)

Version Control - POLICY HISTORY:

The history of modifications and approval to the Policy must be detailed in the table below post adoption

Governance Use only:

Version	Amended By	Changes Made	Date	TRIM #
1	Group Manager Trees, Parks & Sportsfields	New IWC Policy	October 2018	
2				

Annexure 1 – Conditions of Seasonal Hire

By submitting a Sporting Grounds Allocation Application, applicants and hirers are agreeing to the Conditions of Season Hire outlined below.

Written Approval

Hirers may only utilise the sporting grounds when they have an agreed allocated booking. Council will provide written approval of allocations. This is to help ensure that the sporting grounds have adequate rest periods and to maintain the sporting grounds in the long term.

Where a Hirer is found to be playing on a sporting ground outside their allocated booking, they will be subject to the penalties outlined in 6.12 Damages and Breaches.

Subletting

Hirers may not sublet or reallocate grounds and/ or facilities to other users on a casual or seasonal basis. All grounds allocations must be approved by Council. This is primarily to manage risk and ensure public safety.

Hours of Operation

The standard hours of operation for sporting grounds within the Inner West are as follows:

- Mondays - all sporting grounds are closed for rest and maintenance (with the only exceptions noted in 6.8 Sporting Ground Rest Periods)
- Tuesdays to Fridays 7.00 am – 9.00 pm
- Saturday 8.00 am – 6pm.
- Sunday 8.00 am – 5pm

Any exception to the standard hours of operation must be approved by Council in writing.

Games

Games played on home grounds must be in accordance with the scheduled, home and away fixtures as determined by parent associations and any scheduled game must involve a home team.

Availability of Grounds Outside Allocations

Sporting grounds and facilities are not available for use outside the approved times unless prior arrangements have been confirmed with the Parks Planning and Engagement team. Where such use is permitted, the casual hire charges will apply.

Should any hirer find it necessary to alter the times of ground usage during the season, arrangements should be made with the Parks Planning and Engagement team prior to any changes being made.

Ground Closures

Council reserves the right to close any sporting ground and/ or facility due to inclement weather, to protect the playing surface and other assets, due to safety concerns, to reduce

risk to players and the public or to allow the completion of capital and maintenance works. This decision is not negotiable.

Council staff inspect the sporting grounds regularly, as part of ongoing maintenance. Hirers are also required to conduct pre-match ground assessments and address any hazards.

In the event of inclement weather conditions, Council will inspect each ground and determine its suitability for use.

Council will close grounds during inclement weather on weekdays to prevent playing surface deterioration, in preference to match play on weekends.

Council will assess and notify users of sporting ground closures through the following means:

- Council website (www.innerwest.nsw.gov.au/places---spaces/sporting-grounds/sporting-ground-status)
- Wet weather line on 9367 9190
- Twitter: @sportgroundsiwc
- Open and Closed signs at the sporting grounds (where available).

Council staff will update the ground closure notifications by 10am for the Schools and 3pm for the evening hirers.

If during the season, the condition of the sporting ground deteriorates, Council may, at its absolute discretion reduce the hours or cancel the right of a user group to use a sporting ground for health and safety and/ or maintenance reasons.

Council will not be held responsible for relocating or finding alternative sporting grounds for the Hirers. Council will not be held responsible for any costs incurred by an hirer relocating to an alternative venue due to ground closures.

No refunds will be provided for closures associated with inclement weather. It is noted that Council heavily subsidises the management and maintenance of access to sporting grounds for community access.

Other Users

Outside of the agreed allocation hours to hirers, Council retains the right to make the sporting grounds and facilities available to casual users.

Member Behaviour

The Hirer is responsible for the satisfactory conduct of all members and persons attending their training/ games/ utilising the sporting ground. The Hirer shall ensure that the amenity of property owners adjoining parks is not disturbed by excessive noise, offensive language, poor behaviour or any other activity likely to cause unreasonable disturbance.

Emergency Access

Council will issue keys to seasonal sporting ground hirers. Access to the venue must be maintained for emergency vehicles. Hirers, if onsite, are responsible for allowing access in the case of an emergency.

Storage Allocation and Containers

Hirers are not entitled to storage space. If storage is available at the sporting ground, Council may at its absolute discretion provide hirers with access to this space.

Any storage will be approved on a seasonal basis. Council staff may direct hirers to remove any items stored at the end of the season.

No new shipping containers, utilised for storage, will be permitted within the Inner West.

Sporting Ground Damage

When undertaking training, Hirers are encouraged to rotate their training/ drill areas within the sporting grounds to reduce wear and tear, e.g. By moving goal mouths. This minimises damage to the grounds and potential risk of injury to players. Council staff can work with the hirers on potential options to facilitate this.

If the hirer becomes aware of any damage to the grounds, particularly where it may impact on people's safety, the hirer is responsible for reporting this promptly to Council. Where possible, the area should be isolated.

Seasonal Changeover

All sporting clubs are required to notify Council's Parks Planning and Engagement team two weeks prior to the season completion advising if sporting grounds are not required for finals.

Sporting Forum

A seasonal sporting forum will be held twice yearly (generally March and September). Every sporting club is generally expected to send a representative to attend this forum. A maximum of two representative committee members per club may attend.

Car Parking

Car Parking is restricted to designated car parks only. At no times are cars allowed on parks or sporting grounds without the approval of Council. Hirers are responsible for the conduct of their members in this regard. It is the hirer's responsibility to monitor and control car parking.

Soccer Goals

Soccer Nets are not to be secured to soccer goals using electrical tape (or any other tape). The only approved method of affixing nets to goals is by the use of velcro.

Floodlighting

Council is responsible for the maintenance of all floodlighting on sporting grounds. Hirers will be provided with access to floodlighting at the commencement of the season once seasonal allocations are finalised. Training on sporting grounds must cease by 9pm with the floodlights automatically going off at 9:15pm (if not turned off earlier by the club). This does not apply to Arlington Reserve (9:30pm) and Tempe Reserve (10pm). Any faults associated with floodlight use are to be reported to Council.

Marking of Grounds

Council is responsible for the marking of all sporting grounds. The hirers may not linemark the grounds.

Maintenance of Baseball Diamonds

Council is responsible for the maintenance of baseball diamonds. The hirers may not undertake these works. Nominated club representatives may provide advice to Council on the formation of the baseball diamond at the commencement of the baseball season.

Cricket Covers

Council is responsible for the maintenance and preparation of the wicket block and outfield. The ownership and management of cricket wicket covers lies with the respective cricket clubs. The home team is responsible for the covering, removal and storage of cricket covers where inclement weather is forecast. Cricket covers are to be stored appropriately and not left on turf areas where they may damage the turf surface.

Waste

Council provides bins at each sporting ground. All hirers are responsible for waste generated from their respective sporting activities. Hirers are responsible for ensuring that the sporting grounds are left in a clean state. At no time are hirers permitted to store or stack waste next to bins. Hirers found to have stored waste next to bins will be charged for the removal and disposal of such waste by Council.

Advertising and Sponsorship

No permanent advertising may be displayed at the sporting grounds. Seasonal hirers may display advertising signage during their allocated sporting ground hours only. With the exception of fences, advertising may not be affixed to the facilities. Advertising is limited to temporary banner signage only. Advertising must not include alcohol, soft drink, fast food, firearms, pornography or tobacco sponsorship.

Smoking

Smoking is prohibited on all Council sporting grounds. All hirers are responsible for informing their members and educating sporting ground visitors that sporting grounds are smoke free.

In addition, smoking is not permitted in the following areas:

- Within any structures;
- Within 10 metres of children's play equipment in outdoor public places;
- Spectator areas at sports grounds or other recreational areas used for organised sporting events;
- Within 10 metres of a food fair stall/ kiosk/ canteen.

Selling of Goods

Sporting clubs may only sell food, drinks (non-alcoholic) and raffle tickets.

Public Address System

No public address (PA) system or electronically operated sound equipment shall be used unless approved by Council. Sound levels must not exceed LAeq 15 minute ≤ 65 dB(A) when measured at the nearest affected receiver (resident or business).

Good Sports

Council expects all clubs to demonstrate respect towards each other and towards Council staff.

All Inner West sporting clubs must be accredited with Good Sports. The Good Sports program is a preventive health initiative. It's implemented voluntarily through community sporting clubs; helping clubs to promote healthier, safer and family-friendly environments and behaviors.

Alterations and Building Works

The Hirer may not make alterations, additions or deletions to the facilities or any Council assets without first obtaining permission in writing from Council as the owner of the land and buildings. If works are approved, they shall be carried out under the supervision of Council.

Buildings, improvements, additions and extensions, if approved, once built become the absolute property of Council without the Hirer being entitled to any payment or compensation in request thereof.

Dogs

Some of the sporting grounds are off-leash for dogs when there is no organised, approved hiring of the sporting grounds. Signage will be in place onsite to indicate if the sporting grounds are off-leash for dogs.

The following sporting grounds are off-leash for dogs when there are no approved bookings

- Balmain Road Sporting Ground
- Blackmore Oval
- Cohen Park
- Easton Park
- Glover Street Sporting Ground
- HJ Mahoney Reserve
- King George Park
- Leichhardt #2
- Leichhardt #3
- Waterfront Drive Sporting Ground

If there are any issues with dogs off leash during booking times, clubs are asked to contact Council Rangers on 02 9392 5000.

Coaching Clinics

All school holiday coaching clinics for sport within the Inner West LGA must be run through a registered Inner West sporting club with clinics and training dates approved by Council.

School Allocations

Schools must submit an application form for all usage of the sporting grounds (even if Council does not charge for this usage).

Activities Requiring Approval

The following activities require an approval from Council in writing:

- Filming (commercial);
- Selling or consuming alcohol;
- Installing any structure, screen, awning, sign, enclosure, equipment, stalls or amusement devices;
- Exhibiting or distributing advertisements or handbills;
- Any use that brings in a third party supplier, including amusement devices, formal catering, etc.

Prohibited Activities

The following activities are not permitted within any park or sporting ground:

- Tree pruning
- Trench digging
- Attaching signs or structures to trees or Council signage
- Archery; golf; go karting (or using other motorised equipment); paintball; laser tag; riding horses; driving of model cars; sale or use of glass receptacles; camping or lodging overnight; possession or utilisation of any firearms; coal BBQs; lighting candles; lighting fires (this excludes utilising the Council provided BBQs).
- Balloons, plastic straws, glitter, party poppers, confetti and Colour Runs are not permitted within parks at any time.

Management Plans

Council may require the Hirer to prepare management plans. The size and nature of the activities being held on the sporting ground will determine if the Hirer must prepare the following, for approval by Council:

- Prepare a Traffic Management Plan
- Prepare a Risk Assessment and Management Plan
- Prepare an Emergency Management Plan
- Provide security staff
- Undertake community notification of the activities
- Install temporary fencing around the perimeter of the activities
- Install Variable Message Signs in advance of the activities
- Prepare a First Aid Plan and provide first aid staff
- Provide toilet facilities (in addition to existing park public toilets)
- Prepare a Waste Management Plan

Additional Conditions

In consideration of the Hirer's proposed activities, Council at its sole discretion may apply additional conditions of approval, as deemed necessary.