

Sporting Grounds Allocations Policy

V5



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.
Document Type	Policy
Relevant Strategic Plan Objective	<ul style="list-style-type: none"> Strategic Direction 4: Healthy, resilient and caring communities <ul style="list-style-type: none"> Outcome 4.3 The community is healthy and people have a sense of wellbeing: <ul style="list-style-type: none"> Provide the facilities, spaces and programs that support wellbeing and healthy communities Provide opportunities for people to participate in recreational activities they enjoy
Legislative Reference	<ul style="list-style-type: none"> <i>Local Government Act 1993</i>
Related Council Documents	<ul style="list-style-type: none"> Code of Conduct (must be included) Events in Parks Policy and Guidelines Park Access Application Park Plans of Management
Version Control	See last page

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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, tertiary education providers and commercial sporting 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; seniors 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 state sporting associations (applicable to both community and commercial sporting providers)
- 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, HJ Mahoney Memorial Reserve, King George Park, Leichhardt Oval # 2, Leichhardt Oval # 3, Mackey Park, Marrickville Park, Petersham Oval, Pratten Park, Richard Murden Netball Courts, 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 **Error! Reference source not found. Error! Reference source not found.** for further information.

This policy applies to all sporting clubs, state sporting associations, schools, tertiary education providers and other organisations (including commercial providers) 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
Lambert Park	APIA Leichhardt Tigers Football Club	Currently Under Renewal
Pratten Park	Western Suburbs District Cricket Club (Summer Season only)	August 2032
Robyn Webster Sports Centre & Tempe Netball Courts	Sydney University Sport and Fitness	Monthly service agreement
Leichhardt Oval	IWC -Managed as a Premier Sporting Facility. Use by Application.	
Henson Park	Newtown Jets and the AFL NSW	Proposed 21 Year License Agreement

New Leases, Licences and Deeds of Agreements

Should Council enter into a new lease, licence or Deed of Agreement with a club, state sporting association or education/tertiary institution Policy would no longer apply to the relevant sporting ground.

Leichhardt Oval and Henson Park

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

Henson Park is exclusively utilised by AFL NSW/ ACT (Summer / Winter) and Newtown Jets (Winter). Both clubs must still fill in EOIs

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

In Council's Sport Grounds Allocations Policy, the following terms have the following meanings:

Term	Definition
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, state sporting association, community group, school, tertiary organisation, commercial provider or any other group or organisation that make an application for a seasonal hire allocation
Association or League	A sporting organisation responsible for the management of competitions.
Casual Allocation	An allocation to a club, association, community group, school or commercial 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
Fees and Charges	The Hirer agrees to pay the fines and charges for the use of the Councils sporting grounds in accordance with the schedule of Councils fees and charges current at the time of booking.
Hirer	A hirer includes any sporting club, state sporting association, community group, school, tertiary organisation, commercial provider 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.
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 or managed 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 the third Tuesday in September to the third Sunday in March (subject to maintenance

needs)

*No traditional winter sports or six a side soccer competitions are permitted to commence activities after the end of the winter season till after the long weekend in October due to maintenance needs. Traditional winter sports may apply for summer season allocations. Summer sports and maintenance needs take priority of winter sports.

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 the first Tuesday in April to the last Sunday in August (subject to maintenance needs). Training (only) may continue to the second Friday in September with Council approval (subject to maintenance needs).*

Winter Sports (Traditional)

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

* EOIs are only allocated for one season (ie) they may not overlap winter and summer season and they cannot be done in advance.

Council acknowledges that all sporting codes are subject to season overlap of seasonal allocation dates. Winter sports may commence pre-season training and trial games in March if sports such as cricket and baseball do not need to use their allocated sporting ground for training or finals games. This can be negotiated with Council and the individual clubs that share a ground in different seasons. Similarly, access to the grounds for special competitions (eg. Champion of Champions) will be negotiated on an as needs basis. All clubs in both seasons are asked to advise Council if a ground can be handed back earlier for the seasonal sporting ground changeover (e.g.) goal posts out and cricket wicket preparation.

Underrepresented Groups

Groups of people or communities who face barriers to participation. This includes, but is not limited to, girls & women, people with disabilities, seniors, LGBTIQ+ community, First Nations peoples, people with social disadvantage and people from culturally and linguistically diverse backgrounds. The communities of underrepresented will vary from sport to sport and club to club. Reducing barriers to participation aims to increase accessibility and inclusiveness of organisations.

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, state sporting associations, schools, tertiary education providers and commercial providers within the Inner West Council Local Government Area.

Council allocates sporting grounds on a seasonal and casual basis. Council will endeavour 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 and associations 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. Council events and events formally endorsed by Council
4. Inner West public schools competitive sporting programs and physical education classes
5. Tertiary education providers
6. Inner West private schools competitive sporting programs and physical education classes
7. Community based organisations and providers
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 or sporting club or state sporting association; and
- Provide a copy of the applicant's annual report, including the financial report; and
- Failure to submit the above by the advertised due date will result in the application being assessed after all other applications submitted on time. This could result in reduced allocations based on what remains available.

6.5. Selection Criteria

The applicant must satisfy the Eligibility Criteria outlined in 0 6.4. Applicant Eligibility Criteria. Once this is satisfied, Council will review allocation requests for sporting grounds sequentially as follows:

1. The hierarchy in 0 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 hirer *substantially* increasing their allocation. The purpose of this condition is to help ensure diversity of sporting code access.
5. Council encourages applicants to collaborate with each other. Should two or more applicants 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 applicants.
7. Where Council cannot resolve the conflicting request through mutual agreement, applicants will be assessed against the weighted criteria outlined below. At this stage applicants will be invited to submit and provide a Weighted Criteria Submission form. The process for assessment and appeal is detailed in Section 7.

Weighted Criteria Score

Criteria	Principles	Scoring	Assessment Guide
A	Historical Use		Council will recognise applicants with a strong history at sporting grounds. 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 sporting 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 ground sporting club for more than 10+ years
		3	Inner West home based sporting club for less than 10 years
B	Community Based	0	Applicant with no historic within the Inner West
		5	Not-for-profit sporting clubs with demonstrated strong ties to the local community (e.g. community groups, schools)
		3	Commercial provider that has demonstrated strong ties to local community

Criteria		Principles	Scoring	Assessment Guide
C	Players/ Team 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 an applicant has declining player/team numbers, their hours of access may be decreased or relocated to an alternative venue more suited to the level of usage or a secondary allocation may be given to another applicant.	1	Not-for-profit sporting clubs with no demonstrated links to the local community
			0	No information provided. Commercial provider with no links to the local community
			5	Applicant players/ teams are steady or increasing
			1	Applicant players/teams have delinked in the last year
			0	Applicant players/teams have declined over the last three years
D	Tenancy Record	Council recognises the social and cultural importance of a hirer having good relationships with Council, other park users, residents 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.	0	No information provided
			5	Good records of stewardship. No impact on neighbouring residents. No breaches in the previous five years.
			3	Fair record of stewardship. No impact on neighbouring residents within the previous two years. No breaches in the previous two years.
E	Access, Equity & Inclusion: planning	Ensuring the opportunity for participation of a broad mix of groups. Council will	0	Breach within the previous two years
			5	Three or more programs or plan for people from a target group

Criteria		Principles	Scoring	Assessment Guide
		allocate ground to support sporting applicants which have strategies and programs to increase participation of underrepresented groups.	3	Two programs or plan for people from a target group
			1	One program or plan for people from a target group
			0	Zero programs or support for people from a target group
			0	No information provided
F	Access, Equity & Inclusion: performance	Demonstrated long term support by applicants for underrepresented groups. Monitoring the outcomes of their strategies and programs in reducing barriers and increasing participation.	5	Demonstrated increase in participation numbers from a target group
			1	Steady participation numbers from a target group
			0	Declining participation numbers from a target group
			0	No information provided
G	Access, Equity & Inclusion: leadership	Leaders in sporting organisations include Administrators, Coaches, Managers, Officials and those in decision making and leadership positions. Council supports applicants that prioritise leadership diversity within their organisation.	5	Demonstrated increase in leadership diversity
			1	Steady leadership diversity.
			0	Declining 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, Council will endeavor to accommodate their needs. For emerging applicants, the allocation of sporting grounds will not be based solely on applicant membership	5	New or emerging sport, where the applicant can demonstrate a plan for ongoing success
			1	New or emerging sport, where the applicant cannot demonstrate a plan for ongoing success
			0	No information provided

Criteria		Principles	Scoring	Assessment Guide
		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 applicants.	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	Organisation governance	Council supports applicants that maintain good governance and create an inclusive, viable and sustainable organisation. This includes sound financial management, policies and practices in place that cover risk management, complaints handling, participant safety and address discrimination, violence and racism to ensure a safe environment for all participants. Hirers must be members of Good Sports. Also well regarded is a Hirers approach to facility management, succession	5	Applicants with documented policies and initiatives to support volunteers.
			3	Applicants with policies in development
			0	No documented policies or plans in place.
			0	No information provided

	Criteria	Principles	Scoring	Assessment Guide
		planning and having a Member Protection Information Officer (MPIO).		
L	Child Safe Clubs	SSOs provide policy, framework and resources to create and maintain clubs that safeguard children and young people. Council expects that applicants are aware, have adopted and maintain Child Safe Standards. Child Safety applies to senior clubs who have minors play in their teams and competition.	10	Have fully complied with SSO or NSW Office of the Children’s Guardian Child Safe Standards
			5	Currently implementing Child Safe practices based on SSO and NSW Guardian Child Safe Standards
			3	Refer to their SSO child safety policies
			0	No information provided

Maximum score: 70

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 0 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. A due date is set each season for applications. 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 2–3 weeks.
4. Council staff will distribute the draft allocations to the hirers for comment for a period of seven days.
5. Council staff will distribute the Final allocations. Final allocations will include any dates of shut down for special events or maintenance periods during the seasonal allocation.
6. Any additional requests to change allocations (e.g. change of registration numbers or competition schedules) will be accommodated subject to availability and consistency with the principles contained in this Policy.
7. Council will issue invoices for fees and charges seasonal allocations one month after the commencement of the respective sporting season. Council will not deduct for wet weather.
8. 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).
9. After draft allocations have been released an appeals process is available as per Section 7.

Allocation Timetable Guide

Stage	Expected period
Expression of Interest forms released and open to all	4 weeks
Applications assessed and draft allocations developed Competing requests identified and solutions proposed	2 weeks
Draft allocations released and applicants given 1 week to accept draft or request change	1 week
Amendments to drafts made if possible	1 week
Competing requests identified. Applicants invited to submit an Appeals Application Form	7 days from notification
Internal assessment of competing requests and recommendations determined	1 week

Final allocations released	1 week
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Generally, Summer Season allocation process will commence in June and be completed before the end of August and Winter Season allocation process will commence in November and completed before the end of February.

6.7. Sporting Ground Rest Periods

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

All sporting grounds will be rested (not utilised) for a minimum of one week between the summer to winter season and a minimum two weeks between winter and summer season. This may change annually if longer rest periods are required.

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

All sporting grounds will be rested on Mondays, except for those listed below.

Sporting Ground	Exemption to use on Monday (Reason)
Arlington Reserve Tempe Reserve (field 3)	All weather (synthetic) sporting grounds do not need to be rested. This will apply to any new all weather sporting grounds.
Hard surface courts (e.g. 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. Schools are unable to book Henson Park at any time.
King George Park	Approved running groups only,

6.8. 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.

6.9. 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.

The Expression of Interest will be advertised across all Council communication channels to local sporting organisations. The criteria for allocation of the new or upgraded sporting grounds will be outlined in the advertisement.

6.10. 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 may be subject to the following penalty:

- Decreased allocations
- Exclusion from future allocations
- \$1000 fine and cost recovery for redressing damage caused

Notification of breaches and penalties

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. If upheld, the hirer will be notified in writing of the breach and given a written warning.
- 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 any monetary penalty and impact on current or future allocations.

Future Allocations

Council will exclude an applicant from future allocations for the following:

- If the applicant has an outstanding debt with Council, OR
- If the damage caused by the applicant impacts on the start of the season for the subsequent sporting ground hirer, OR
- If the applicant was issued a fine for breaches to the conditions of hire.

At its absolute discretion, Council staff can determine how long the exclusion will apply.

Council may consider excluding an applicant from future allocations if the applicant has been issued a written warning in the preceding season.

Cost Recovery for Damage Caused

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 sporting ground and facilities are to be returned to the same condition as they were prior to the season. If the hirer does not hand back the site in the same condition, Council will clean and repair the sporting ground and facilities 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 facilities; 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.

Maximise Use of the Sporting Grounds

Council has an objective to promote participation in active sport, physical activity and social connectedness. Therefore, within the constraints imposed by Plans of Management and acceptable wear and tear on the grounds, Council wishes to maximise use of the Sporting Grounds.

There is a limited number of sporting grounds and hours they can be accessed and a very high demand for access. Any increase in an applicant's participation numbers cannot be matched by increased allocations. Council expects hirers to maximise the use of the allocations they receive to best manage their player and team numbers.

Applicants cannot book grounds to reduce access to other hirers, nor can they underutilise their allocation. Where it is alleged, a seasonal hirer has booked a ground and is not utilising their weekly allocation, in part or full, staff will investigate. At its absolute discretion, Council staff may cancel or reduce the hirer's allocations for the season. Further, Council may consider excluding an applicant from future season allocations.

7. APPEAL PROCESS

To be eligible to appeal applicants must have no outstanding debt with council and have a majority of their registered participants reside within the Inner Wests Council LGA.

The appeal process applies after draft allocations have been issued and an applicant's requested changes cannot be accommodated due to competing requests.

Applicants will be notified in writing and advised they can submit an appeal using the Appeals Application Form. Applicants will have seven (7) days to submit after the draft allocations are received.

Traditional winter sporting groups wishing to utilise sporting grounds in the summer sporting season (and vice versa) are not permitted to appeal.

Council staff will assess the submissions against the weighted selection criteria (outlined in 6.5). The applicant with the highest score will receive greater preference for their request and Council staff will determine and release final allocations.

Should an applicant be unsatisfied with the final allocation a final appeal process can be requested. The process requires that:

- Applicants must notify Council in writing within 48 hours of receiving their draft allocations they wish to appeal.
- The appeal will be conducted by an Allocations Review Committee.
- There will be three members of the Allocations Review Committee – a representative of the Parks Planning team, the Director of Planning (or equivalent) and external representative from an SSO, Sports NSW or equivalent.
- The Committee will receive the applicants original EOI Application Form and the Appeals Application Form.

The Committee's Terms of Reference will be to determine:

- was the Sporting Ground Allocation Policy applied
- was the Allocation Process followed
- the results of the Weighted Criteria assessment
- the final the seasonal allocations.

The Allocations Review Committee will respond to the applicant/s with the following:

- the outcome of the appeal and any action taken
- the reason/s for the decision.

Elected Councillors will play no part in the allocations or appeal process.

8. RESPONSIBILITIES

Parks Planning staff, within the Planning Directorate are responsible for administering, assessing and determining the allocations in accordance with the process, criteria and methodology outlined in this policy.

The Director of Planning (or equivalent) is responsible for overseeing the appeals process in accordance with the above methodology. The Allocations Review Committee is responsible for determining the outcome of an appeal.

The Finance service unit are responsible for issuing invoices to seasonal hirers, on advice from Parks Planning service unit.

Parks & Streetscapes service unit are responsible for maintenance of 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
- Arlington Operation Plan
- Local Government Filming Protocol
- 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.

Version	Amended By	Changes Made	Date	TRIM #??
1	Group Manager Trees, Parks & Sportsfields	New IWC Policy Replaces the former Marrickville Council “Sports Ground Allocation Policy” (adopted 4.6.2013).	November 2018	18/47620
2	Director of Planning	New IWC Policy Replaces the former Inner West Council “Sporting Ground Allocations Policy” (adopted November 2018).	July 2023	

Governance Use only:

Annexure 1 – Terms and Conditions of Seasonal Hire

By submitting a Sporting Grounds Allocation Application, applicants and hirers agree to the following Terms and Conditions of Seasonal Hire.

Submissions

Submission for bookings must be made in writing with the applicable form/s and must be lodged with Council by the specified due date with all required paperwork:

Seasonal use of sporting grounds application form

• EOI submission form with requested dates completed

Copy of the sporting clubs recent annual report, including an audited statement of accounts

Public Liability Insurance Certificate of Currency (minimum \$20 million)

Allocated bookings will be as per the allocation agreement form received from the Council.

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 ensure that 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 6.10 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 – most sporting grounds are closed for rest and maintenance (with the only exceptions noted in 6.7 Sporting Ground Rest Periods)

- Tuesdays to Fridays 8am – 9pm
- Saturday 8am – 5pm.
- Sunday 8am – 5pm.

For natural turf sporting grounds the maximum weekly allocated hours per ground are set at 38 hours for sporting clubs. Any exception to the standard hours of operation must be approved by Council in writing.

For all weather sporting surfaces (synthetic)

Tempe (field 3)

- Monday to Friday 8am – 10pm
- Saturday and Sunday 8am – 10pm

Arlington

- Monday to Friday 9am – 9pm
- Saturday 9am – 9pm
- Sunday 9am – 5pm

Games

Games played on home grounds must be in accordance with the scheduled, home and away fixtures as determined by state sporting associations. Any scheduled game during the home and away season must have a home team playing on that day. Except where the club / association is hosting finals.

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 (<https://www.innerwest.nsw.gov.au/explore/parks-sport-and-recreation/sporting-ground-status>)
- Wet weather line on 9367 9190
- Twitter: @IWCsportgrounds
- Open and Closed signs at the sporting grounds

Council staff will update the ground closure notifications by 10am for 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 hirer 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 a 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 hirers.

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. Council will at its absolute discretion determine the design, placement and size of storage space made available to hirers.

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 hirers 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 invited must send a representative to attend this forum. A maximum of two representative committee members per hirer can attend.

Vehicles

Parking is restricted to designated car parks only. At no times are vehicles allowed on parks or sporting grounds without the approval of Council. Hirers are responsible for the conduct of their members and visitors 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) which is permanently affixed and/or leaves a residue. The only approved method of affixing nets to goals is as per the goal manufacturer's instructions or by using Velcro. Clubs may incur a fee to remove tape.

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 hirer). This does not apply to Henson Park 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 hirer 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 or association. 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. Except for 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 & Vaping

Smoking and vaping 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

Hirers may only sell food, drinks (non-alcoholic) and raffle tickets. Clubs may apply for a liquor licence at appropriate venues for over 18 use only with Council approval.

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 \leq 65 dB(A) when measured at the nearest affected receiver (resident or business).

Good Sports

Council expects all hirers 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 behaviours.

Defibrillators

As per Council resolution

All Sporting clubs and organisations (community and commercial) accessing Council sporting grounds must have operational Defibrillators (AEDs) in place by the winter sporting season in 2024

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.

Currently 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, hirers 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. These dates will be subject to maintenance needs.

School Allocations

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

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).

Council discourages the use of balloons.

Management Plans

Council may require the hirer to prepare and implement 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 and implement a Traffic Management Plan
- Prepare and implement a Risk Assessment and Management Plan
- Prepare and implement 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 and implement a Waste and Litter Management Plan
- Install “No Smoking” signs throughout the venue



Plan to increase participation of underrepresented groups (i.e., female, culturally and linguistically diverse and socially disadvantaged)

ADDITIONAL CONDITIONS

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