

Active Reserves

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# Fees & Charges Policy

Active Monash  
February 2018

## Definitions

- **Agreements** – There are 3 types of occupancy agreements which Council may enter into with users of sports grounds and pavilions, namely Leases, Licences and Permits
- **Casual user** – The use of a sports ground or pavilion which is a one-off or at irregular intervals.
- **Club** – All clubs allocated to Council facilities under this policy.
- **Commercial operator** – Any organisation or individual that charges a fee or membership for leisure services, is a registered business and holds relevant insurances and licences. This does not include: charities; or non-profit organisations whose office bearers do not financially benefit from the organisations activities.
- **Council** – Monash City Council
- **Facilities** – Refer to Council assets including sports grounds and pavilions
- **Fees and Charges Schedule** – The Fees & Charges Schedule adopted by Council in the annual budget process each year.
- **Ground** – The sports ground allocated to the club for a specified season.
- **Incorporated Association** – An incorporated association is a legal entity separate from its individual members. Associations are incorporated under the state or territory legislation in which they operate. They are restricted to operating within that state or territory.
- **Leases** – A contract for exclusive use of a facility. Generally used to provide resident clubs with home ground facility
- **Licences** – A form of permission to use a facility for an agreed period without exclusive rights
- **Non-Profit Organisation** – An organisation that is not operating for the profit or gain (either direct or indirect) of its individual members.
- **Pavilion** – The pavilion allocated to the club for a specified season.
- **Permits** – Issued to a seasonal or casual user for specified activities and times
- **Pre-Season** – Training permitted in the two months immediately prior to the start of the clubs season.
- **Regular user** – The multiple uses of a sports ground or pavilion during a period not exceeding twelve (12) months.
- **Reserve** – The area of land on which a Sporting Pavilion and/or Ground is located.
- **Season** –
  - Winter season – 1 April to 31 August or end of last home and away match,
  - Summer season – 1 October to 28 February or end of last home and away match.
- **Seasonal Sporting Club** – A club that operates during a specific season only.
- **Sections** –
  - Senior Men – Men’s open age competition,
  - Senior Women – Women’s open age competition,
  - Juniors – Competition with membership specific to Under 18,

- U 13 – Competition with membership specific to Under 13.
- **Synthetic sports surface** – A sports field or pitch which is entirely composed of synthetic material, e.g. Jack Edwards Reserve, Gardiners Reserve.
- **Terms and Conditions of Use** – The Terms & Conditions of Use – Seasonal use of Sports grounds & Pavilions document.
- **User Group** – Any Club, School or other user referred to in the policy.

## **Introduction**

The City of Monash Fees and Charges Policy will apply from 1 March 2018 (commencement of 2018 winter season). It has been developed to ensure that Council has a fair and consistent rationale underpinning the fees and charges for facilities which is based on recouping a consistent percentage of maintenance costs from all tenant clubs.

## **Scope**

The principles of this policy apply to all sports grounds and pavilions owned and controlled by the City of Monash and which are used for sport and recreation purposes.

## **Objectives**

- To provide a framework for the allocation and charging of Council's sports grounds and pavilions.
- To ensure that the charges levied for the use of Council's sports grounds and pavilions are related to the cost of providing and administering the facilities and services.
- To provide equity in the process of allocating and charging for the use of Council sports grounds and pavilions.
- To encourage increased participation in sport and recreation by all sectors of the community
- To encourage optimum use of Council's sports grounds and pavilions.
- To establish the basis of lease, licence and permit conditions for the allocation and charging for use of Council's sports grounds and pavilions.

## **Principles**

The following principles will guide the decision making process with regards to the allocation and charging for use of Council sports grounds and pavilions.

## **Purpose of Facilities**

City of Monash places a high value in supporting healthy lifestyles and recognises the range of benefits to individuals and the community derived from participation in sport. The Council Plan 2017 -2021 highlights the importance of renewal and maximising the use of community sporting facilities under its strategic objective Inviting Open Spaces. To meet this objective Council provides and maintains a range of sporting infrastructure to cater for a diverse range of users.

## **Pricing**

Fees charged for sporting facilities reflect a proportion of the cost of maintaining those facilities. The system is simple and equitable so that all clubs and users pay the same amount for like facilities.

## **Public Access/Community Use**

As well as being used by sporting groups, all facilities considered under this policy are assumed to have value for the broader community. Pricing reflects the amount of time that sporting groups use the facilities, with the unallocated time being made available to the wider community.

## **Support for All Levels of Sport**

Council provides a range of sporting fields of varying quality to ensure sport can be sustained at varying levels of competition. The City of Monash wishes to encourage the utilisation of sports

grounds and pavilions from groups actively supporting the participation of juniors, older adults, women and people with disabilities.

### **Price adjustments**

Actual sports ground maintenance costs will be revisited every five years and the policy methodology reapplied to ensure the fees and charges levied continue to reflect actual maintenance costs.

In the second, third, fourth and fifth years, fees and charges will be adjusted by a Council approved percentage that is universally applied across all Council programs and services (usually between 2-4% per annum) and applied on a per team basis.

### **Allocation criteria**

The following allocation criteria will be applied to Clubs each season or when there is an opportunity for a new allocation:

#### **History in complying with Council policy**

Compliance with Council policies and requirements

#### **Historical length of tenure at requested ground/pavilion**

The Club has been a tenant at the ground/pavilion in previous years.

#### **Degree to which the user supports diversity and encourages broad participation**

The Club provides opportunities for all members of the community to be involved and to participate. Applicants that provide for the development of women, juniors, veterans, people with additional needs and people from diverse cultural backgrounds will take precedence.

#### **Financial history**

The Club has paid all invoices by the due date and has not been listed on Councils debtor list in the previous twelve months i.e. all outstanding club fees and charges be paid in full (except when a Council-approved repayment scheme has been negotiated) before new season ground allocations are granted

#### **Promote healthy lifestyles**

The Club promotes a healthy environment for members and the community. Clubs should be registered with the Good Sports Program and ensure policies such as Member Protection and Child Safe Codes of Conduct are available to members. Clubs should also ensure there is a business plan/strategic plan in place and available to members and the public.

#### **Connection of the club to the local area/community**

The Club has established strong connections to local school and communities within the municipality and may generate members and/or volunteers from that group.

#### **Level of competition to be played**

The ground must be suitable for the level of competition to be played, i.e. a request for use of a ground that is of an insufficient size for the level being requested will not be approved.

## Active Reserves Facility Hierarchy

The Active Reserves Facility Hierarchy determines facility provision standards and sports ground maintenance service levels and fees and charges.

### Classifications

A variety of sports ground standards exist within the municipality. Sports grounds are classified so that a higher standard of ground (i.e. Class A) is charged at a higher rate than a ground of a lower classification (i.e. Class C). Sports facility classifications are as follows:

#### 1. Regional/Municipal Facilities (Class A)

**Class A facilities** principally attract people from within and outside of Monash, and are built and maintained to a premier standard for that sport. They cater for senior training and competition for teams playing at a high level including State-wide competitions, and may have the capacity to host state/national standard matches/competitions. These venues serve the whole municipality and provide the highest level sporting facility for a particular sporting code.

*Examples of Class A Facilities are:*

- Central Reserve North and South, Glen Waverley
- Warrawee Park, Oakleigh
- Jack Edwards Reserve, Oakleigh
- Holmesglen Reserve, Ashwood
- Waverley Women's Sports Centre (Softball), Wheelers Hill

#### 2. District Facilities (Class B)

**Class B facilities** principally attract people from within Monash, and cater for senior and junior training and competition and are normally the home ground facility for clubs. If required, clubs may also access other local Class C facilities in addition their home ground (class B) facility.

Class B facilities are the most commonly provided standard for sports grounds and generally cater to consistent demand by tenant clubs on a seasonal basis. They may also be used occasionally for sub-regional events. Class B facilities primarily cater for higher level senior sports e.g. sub-district (generally on turf wickets), Division 1 or A-B grade (AFL), National Premier League Division 1 (soccer).

*Examples of Class B facilities are:*

- WA Scammell Reserve, Oakleigh South
- Mulgrave Reserve (east), Wheelers Hill
- Mount Waverley Reserve, Mt Waverley
- Meade (Clayton) Reserve, Clayton
- Pinewood Reserve, Mt Waverley
- Essex Heights Reserve, Ashwood
- Napier Park Reserve (north), Glen Waverley
- Gardiners Reserve South, Burwood

### 3. Local Facilities (Class C)

**Class C facilities** usually cater for a lower grade of sport such as junior training and competition and in some cases local level senior training/competition and/or as over flow/training facilities. Generally local facilities are built and maintained to a class C standard level and are suitable for the level and type of sport being played (i.e. fit-for-purpose).

Class C facilities primarily cater for junior sport and local level senior sport e.g. 3<sup>rd</sup> or 4<sup>th</sup> grade (cricket synthetic wickets), C or D grade (AFL). Class C sports grounds provide Council with the ability to cater for peaks in demand, seasonal and occasional usage.

*Examples of existing/proposed Class C facilities are:*

- Larpent Reserve, Glen Waverley
- Scotchmans Run Reserve, Oakleigh East
- Jingella Reserve, Ashwood
- Freeway Reserve, Mulgrave
- Tally Ho Reserve, Syndal
- Argyle Reserve, Hughesdale
- Jordan Reserve, Chadstone
- Lum Reserve, Wheelers Hill
- Brandon Park Reserve, Wheelers Hill
- Columbia Park Reserve, Wheelers Hill
- Gardiners North Reserve, Burwood
- Ashwood Reserve, Ashwood
- Glen Waverley North Reserve, Glen Waverley

### 4. Other Facilities (Class D)

**Other facilities** and surfaces exist within the municipality that lie outside the class A, B and C framework such as: school grounds that are available for community use/sport and/or sporting venues that have a unique set of maintenance and service standards such as:

- Stan Riley Reserve (BMX), Oakleigh South
- Drummies Bridge Reserve (Pony Club), Glen Waverley
- Electra Reserve (Croquet Club), Ashwood
- Freeway Reserve (Archery Range), Mulgrave
- Central Reserve Athletics (turf) Track, Glen Waverley Central (the track is mown twice per week with a cylinder mower and line-marked once a fortnight)

**Synthetic sports grounds:**

- Jack Edwards Reserve (Junior Pitch), Oakleigh
- Gardiners Reserve (Central Pitch), Burwood

### **Natural Turf Maintenance Service Levels**

The level of service provided is consistent with and reflective of the classification of sports grounds and facilities. Following is a guide to the service elements:

#### **Reserve Maintenance:**

- Turf maintenance
- Preparing turf wickets
- Top dressing and coring playing fields (where required)
- Covering and uncovering of cricket wickets at season end (hard wickets)
- Seeding of playing fields
- Attending to playing field drainage issues
- Maintaining watering and irrigation systems (where applicable)
- Installation and removal of goal posts
- Maintaining the surrounding reserve area and practice facilities (where applicable)
- Car park maintenance
- Fertilising and weed spraying when required
- Provision of Council rubbish collection services

#### **Pavilion maintenance (General building maintenance including):**

- Repair of external broken windows, roofing, electrical wiring and plumbing fixtures and drainage requirements
- Removal of external graffiti
- Cyclical painting (as determined by Council's maintenance program)
- Structural maintenance
- Servicing emergency equipment (fire extinguishers, hose reels etc.).

### **Exclusions**

Council maintenance does not include the following elements:

- Provision / maintenance of training lights.
- 'Extra' pavilion facilities (maintenance and installation) e.g. security systems (including CCTV), LED scoreboards, air conditioning, dishwashers, industrial ovens, telephone or PA systems.
- Practice or playing synthetic cricket wickets.

The classification of a sports ground determines the associated maintenance level. Generally, the higher the classification, the higher the maintenance service level provided. This is reflected in the mowing regime, irrigation and drainage provided, standard and type of sport played, whether there is a turf wicket and how often each sports field is used.

Refer to Table 1: Indicative Maintenance Service Levels for an indication of the levels of maintenance required for each ground classification.



**Table 1:** Indicative Maintenance Service Levels

Facility Classification	Maintenance Service Level
Regional/Municipal Class A	<ul style="list-style-type: none"> <li>▪ Mowing category 1 location (provision for 2 mows if required, dependent on growth levels)</li> <li>▪ Warm season grass priority.</li> <li>▪ A cultural program including an annual fertiliser program, renovation practices, a pesticide program including preventative applications and regular inspections.</li> </ul>
District Class B	<ul style="list-style-type: none"> <li>▪ Senior sport played or sports fields utilised during summer and winter seasons where a senior sport is played at least during one of these periods.</li> <li>▪ Mowing category 2 location (generally one mow per week unless turf wicket).</li> <li>▪ Turf wicket ovals receive 2 mows per week when required to allow faster ball roll through the outfield.</li> <li>▪ A cultural program dictated by budget parameters and routine inspections including an annual fertiliser program, renovation practices, a pesticide program including preventative applications and regular inspections.</li> </ul>
Local Class C	<ul style="list-style-type: none"> <li>▪ Local level senior sport, junior sport or overflow ground.</li> <li>▪ Mowing Category 2 (generally one mow per week)</li> <li>▪ A cultural program dictated by budget parameters including an annual fertiliser program, renovation practices, a pesticide program and regular inspections.</li> </ul>
Other e.g. School oval	<ul style="list-style-type: none"> <li>▪ Minimal mowing regime for schools or site specific e.g. Drummies Bridge Pony Club, Central Reserve Turf Athletics Track, Freeway Archery Range etc.</li> </ul>

### Natural Turf Fees and Charges

The methodology for determining natural turf fees and charges is based on recouping a fixed and equal percentage of the annual sports ground maintenance costs from all sports clubs across all codes.

Key features of this methodology include:

- a. A 15 % recovery of annual maintenance costs for natural turf playing fields;
- b. Junior fees to be set at 50% of senior fees and under 13 year old team fees to be set at 25% of senior fees; and
- c. Turf cricket wicket users to incur an additional 15% levy. Clubs that utilise turf wickets will be charged an additional 15% levy to contribute to the cost of turf wicket maintenance i.e. 30% recoup of summer season maintenance costs.

### Synthetic Sports Surfaces Fees and Charges

A tiered fees and charges structure applies to synthetic sports surfaces in Monash. Table 2: Synthetic Sports Surfaces Fees and Charges details the categories and the corresponding fees applicable. These fees and charges will be adjusted annually by a Council-approved percentage increase in fees and charges that is universally applied across all Council program and services (usually between 2-4% per annum).

**Table 2:** Synthetic Sports Surfaces Fees and Charges

Category	User Category	Fees
Category 1	Tenant Club/s (\$11 per hour capped at 20 hours per week)	\$220.00 per week
Category 2	Tenant Club (additional hours over 25) and non-tenant Monash Clubs	\$22.00 per hour
Category 3	Schools	\$33.00 per hour
Category 4	Casual rate for non-Monash based clubs	\$44.00 per hour
Category 5	Commercial rate (including tenant clubs for commercial use)	\$200.00 per hour

These fees and charges (except for the commercial rate) are based on a cost recovery of ground and lighting maintenance valued at \$30,000 per annum. It excludes the utilities costs for the use of the lights which will remain the responsibility of the tenant club/s. The commercial rate is based on the whole of life costs which involves maintenance and a capital replacement cost in 20 years.

### Outstanding Fees and Charges

Clubs that have any outstanding fees and charges from the previous twelve months will not be allocated the following season access to any Council sportsground and/or pavilion until such time that debts have been paid in full or a mutually agreed repayment scheme has been negotiated.

### **Pavilion Fees**

Pavilion fees are determined annually as part of the annual budget process. Where more than one user group occupies a pavilion concurrently, the allocation of pavilion fees will be distributed based on each club's pro rata hours of use.

### **Utilities**

Seasonal sporting clubs will pay the full cost of any service consumed such as electricity, water and gas. Where there are more than one user group the allocation of utility costs will be distributed based on each club's pro rata hours of use.

### **Delegation of Authority**

The allocation and charging for sports grounds and pavilions rests with the Chief Executive Officer.

In the event of any dispute or difference arising as to the interpretation of this policy, an independent arbitrator will be appointed by Council and any decision will be deemed final.

**Table 3: Pavilion and Sports Ground Classifications**

(Source: Active Reserve Facility Hierarchy, 27 February 2018 Council Report)






	Name of Sports Ground	Pavilion Classification	Sports Ground Classification	Level of Sport Played	Winter Capacity Hours (max recommended hrs per week)
1	Argyle Reserve	Class C	Class C	Local	15
2	Ashwood Reserve (North)	Class C	Class C	Local	15
3a	Ashwood Secondary College (Cricket)	Class D	Other	Local (school)	TBC
3b	Ashwood Secondary College (Netball)	Class D	n/a	Local (school)	NA
4	Batesford Reserve	Class C	Class C	District & Local	15
5	Brandon Park Reserve	Class C	Class C	Local	15
6	Brentwood Reserve	Class B**	Class C	Local & District	15
7	Caloola Reserve	Class A/B**	Class C	Local & District	15
8	Capital Reserve	Class B	Class C	Local & District	15
9	Carlson Reserve	Class C	Class C	Local & District	15
10a	Central Reserve Athletics* * the track is mown 2x per wk with a cylinder mower & line-marked once a fortnight	Class C	Other	Local & District (turf track)	NA
10b	Central Reserve South	Class A**	Class A	Regional & District (turf)	20
10c	Central Reserve North	Class A	Class A	Regional & District (turf)	20
11	Columbia Park Reserve	Class A**	Class C	Local	15
12	Davies Reserve Athletics	Class C	Class C	Local	15
13	Essex Heights Reserve	Class B	Class B	District (turf)	15
14a	Freeway Reserve Change rooms	Class C	Class C	Local (no social room)	15
14b	Freeway Reserve Archery	Class D	Other	Local, District, Municipal & State events	NA
15a	Fregon Reserve (North)	Class B	Class C	Local & District	20
15b	Fregon Reserve (South)		Class B	Local & District	20

	Name of Sports Ground	Pavilion Classification	Sports Ground Classification	Level of Sport Played	Winter Capacity Hours (max recommended hrs per week)
16a	Gardiners Reserve (North, Pitch 3)	Class C	Class C	Local	15
16b	Gardiners Reserve (Middle)		Synthetic	Local & District	NA
16c	Gardiners Reserve (South)	Class B	Class B	District	15
17	Gladeswood Reserve	Class C	Class C	Local	TBC
18	Glen Waverley North Reserve	Class B	Class C	Local & District	15
19	Holmesglen Reserve	Class A	Class A	District & Regional	20
20a	Jack Edwards Junior	Class B	Synthetic	Local & District	NA
20b	Jack Edwards Senior	Class A	Class A	Regional	15
21	Jingella Reserve	Class C	Class C	Local	15
22	Jordan Reserve	Class C	Class C	Local	15
23	Larpent Reserve	Class C	Class C	Local	15
24	Lum Reserve	Class C	Class C	Local	15
25	Mayfield Park	Class C	Class C	Local & District	15
26	Meade (Clayton) Reserve	Class A	Class B	District & Local (turf)	15
27	Mt View Primary School	n/a	Class D	Local (school)	TBC
28	Mt Waverley Reserve	Class A	Class B	District & Local (turf)	15
29a	Mulgrave Reserve (East)	Class A	Class B*	District & Local (turf)	15
29b	Mulgrave Reserve (Middle & West)		Class C	Local & District	15
30a	Napier Park (North) Changerooms	Class C	Class B -pitch 2	Local & District	20
30b	Napier Park (South) Social Pavilion	Class B	Class A	District & Regional	20
30c	Napier Park (Dick Mason – 2 fields)	Class C	Class C	Local & District	20
31	Pinewood Reserve	Class C	Class B	Local & District (turf)	20
32a	Princes Hwy Reserve East	Class C	Class C	Local	15

Name of Sports Ground		Pavilion Classification	Sports Ground Classification	Level of Sport Played	Winter Capacity Hours (max recommended hrs per week)
32b	Princes Hwy Reserve West	Class A	Class B	Local & District	15
33	Scotchmans Run Reserve	Class C	Class C	Local	15
34	Southern Reserve	Class C	Class C	Local	15
35	South Oakleigh Primary School	n/a	Class D	Local (school)	TBC
36	Tally Ho Reserve	Class B	Class C	Local	15
37a	Warrawee Park (Wilkinson Pavilion)	Class A	Class A	Regional & District (turf)	20
37b	Warrawee Park Grandstand	Class C		Regional & District	20
38	WA Scammell Reserve	Class A**	Class B	District & Local (turf)	TBC
39a	Waverley Womens Softball Centre	Class A	Class B	District & Local	TBC
39b			Class A	Regional	TBC
39c			Class B	District & Local	TBC
40	Wellington Reserve	Class C	Class C	Local & District	15
41	Wheeler's Hill Secondary College	n/a	Class D	Local (school)	TBC

*\*\*Proposed rating following completion of pavilion redevelopment.*

**Legend:**

	Class A
	Class B
	Class C
	Class D or other
	Synthetic

**Notes:**

1. *A pavilion rating (A, B or C) may change if the pavilion is redeveloped or upgraded and the upgraded pavilion rating will be adjusted accordingly at the beginning of each new financial year. Fees and Charges will be applied in accordance with the adjusted classification.*
2. *A sports ground rating (A, B, C or D/other) may change if the sports ground is redeveloped or upgraded following capital improvements (e.g. improved drainage and irrigation, drought resistant grass etc.). The rating of the upgraded sports ground will be adjusted accordingly at the beginning of each new financial year. Fees and Charges will be applied in accordance with the adjusted classification.*
3. **Winter Capacity Hours (maximum recommended hours of usage per week)** – *The hours of winter club activity (training and competition hours) that the turf surface can accommodate to ensure a safe and sustainable playing surface at the classification specified. The Winter Capacity Hours have been informed by an independent audit conducted by SportsTurf Consultants (Aust.) Pty. Ltd. based on the type, level and frequency of winter sport being played as at June 2016.*
  - a) *Winter clubs will not be allocated use in excess of capacity hours.*
  - b) *Where more than two clubs share the same ground over the winter season, the maximum capacity hours will be **shared** between the winter tenants on a **pro-rata basis** using team numbers in submitted in year 1 of implementation of the new Active Monash Fees and Charges Policy.*
  - c) *This arrangement will be reviewed along with the review of sportsground maintenance costs every five years thereafter (or unless a split of the maximum capacity hours is mutually agreed by all winter tenants and/or the maximum winter capacity hours change due to ground improvements etc).*
  - d) *It is important to note that where clubs use the ground above allocated hours of sustainable use, the playing surface will likely deteriorate and this will impact surface playability, quality and safety.*