



# Seasonal Sports

## Pricing Policy



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# 1. Introduction

This policy sets out the guiding principles and the criteria by which Council determines fees to be paid by sporting clubs for seasonal use of sporting grounds and pavilions.

## 2. Guiding Principles

When decisions need to be made about sport planning or pricing the following principles will be used to guide those decisions:

### **2.1. Purpose of Facilities**

Manningham City Council places a high value in sport and promoting healthy lifestyle and the range of benefits to individuals and the community derived from participation in sport. Council recognises that it has a primary role in providing facilities and support to sporting clubs to encourage an active lifestyle and enhance people's quality of life. To meet this objective Council provides and maintains a range of sporting infrastructure across the Municipality, which caters for a broad range of users.

### **2.2. Pricing**

Fees charged for sporting facilities reflect a percentage of the cost of maintaining and developing those facilities. The system is simple and equitable so that all clubs and users pay the same amount for like facilities. It also assists with the management of sporting facilities and encourages an equitable allocation of costs to user groups. The pricing basis is comparable with fees and charges of neighbouring municipalities.

### **2.3. Public Access to Sporting Facilities**

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 available to the wider community.

### **2.4. 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.

### **2.5. Allocation of Facilities**

Sports ground allocations will usually be made on a seasonal basis. There may be some exceptions where clubs have contributed significantly to capital works projects or where there is only one club accessing the facilities. In allocating facilities, consideration will be given to:

- Any investment by the club to the facility.
- Current and proposed planning of the club with regard to facility development.
- Demonstrated sound operational and financial management of the club, for example fees paid on time, cleanliness of pavilion, property damage (beyond normal wear and tear).
- All information required to complete the seasonal booking is received by the due dates and includes all relevant insurances and information requested.

### **2.6. Managing Price Adjustments**

The pricing policy will be set for a period of 3 years. During this time price adjustments to Pavilions will be made annually in line with CPI and inclusive of GST. Price adjustments to ground fees will be made annually and based on a 25 % return on actual maintenance costs, inclusive of GST. If major capital works are undertaken on a reserve it may be necessary to re grade an oval and/or pavilion and adjust rental accordingly. This would be done in consultation with the club/s affected.

## 3. Sports Ground Classification

### **3.1. Sports Ground Classifications**

A variety of sports ground standards exist within the municipality. Where possible these are matched with the different demands for varying standards of competition. Sports grounds have been classified so that a higher standard of ground is charged at a higher rate than a ground of a lower standard.

Each sports field has been evaluated to ascertain which of the 4 standard classifications it falls within. These classifications are Grade 1, 2, 3 and 4. Grade 1 is the highest quality and Grade 4 the lowest. The classification of each sports ground will form the basis on which the fees will be determined.

The cost of maintaining each ground shall be calculated by dividing total maintenance cost of all grounds in that Grade by the number of grounds in the grade. This ensures equity between clubs using facilities of a similar standard. (For example if 10 grounds (graded as level1) cost \$65,000 to maintain the average cost per ground would be \$6500).

The current classifications will be re-assessed over the term of the Policy as sports grounds are upgraded. Ground maintenance fees will be increased by “actual” costs annually.

## 3. Sports Ground Classification

### 3.2. Ground Classification System

The following criteria have been used to determine each grade of ground.

#### **Grade 1**

Full size grounds prepared to highest standard  
Has boundary fence  
Floodlighting  
Sprinkler system  
Drainage system  
Regularly mown, aerated, fertilised, over sown and top dressed  
Suitable for top grade competition  
Pavilion and toilets available

#### **Grade 2**

Full size grounds prepared to high standard  
Most have boundary fencing  
Most have floodlighting  
Sprinkler system  
May have a drainage system  
Regularly mown, aerated, fertilised, over sown and top dressed  
Suitable for competition  
Pavilion and toilets available

#### **Grade 3**

Ground prepared to high standard  
May have boundary fencing  
May have floodlighting  
May have a sprinkler system  
May not have a drainage system  
Regularly mown, aerated, fertilised, over sown and top dressed  
Suitable for competition  
Pavilion and toilets available

#### **Grade 4**

Grounds located at schools  
Do not have boundary fencing  
Turf cover may be patchy  
No sprinkler system  
No drainage system  
Regularly mown  
Suitable for junior competition  
Generally no access to pavilion and toilets

### 3. Sports Ground Classification

	Turf	Grade 1	Grade 2	Grade 3	Grade 4
<b>Anderson Park Reserve</b>					
Anderson Park Pitch No 1		x			
Anderson Park Pitch No 2			x		
<b>Boronia Grove Reserve</b>					
Boronia Oval			x		
<b>Bulleen Park Reserve</b>					
Bulleen Park Aero modellers				x	
Bulleen Park Archery				x	
Bulleen Park Oval No1		x			
Bulleen Park Oval No 2			x		
Bulleen Park Oval No 3			x		
Bulleen Park Oval No 4			x		
Bulleen Park Oval No 5			x		
<b>Burgundy Drive Reserve</b>					
Burgundy Drive Oval				x	
<b>Colman Park Reserve</b>					
Colman Park Oval			x		
<b>Deep Creek Reserve</b>					
Deep Creek Baseball Pitch			x		
<b>Domeney Reserve</b>					
Domeney Reserve Oval			x		
<b>Doncaster Reserve</b>					
Doncaster Reserve Oval			x		
<b>Donvale Reserve</b>					
Donvale Oval No 1	x	x			
Donvale Oval No 2	x		x		
Donvale Oval No 3			x		
Donvale Oval No 4			x		
<b>Koonung Reserve</b>					
Koonung Reserve Oval	x	x			
<b>Park Avenue Reserve</b>					
Park Avenue Soccer Pitch			x		
<b>Rieschiecks Reserve</b>					
Rieschiecks Reserve Athletic Track					
Rieschiecks Reserve Oval			x		
<b>Schramms Reserve</b>					
Schramms Reserve No 1	x	x			
Schramms Reserve No 2	x		x		

## 3. Sports Ground Classification

	Turf	Grade 1	Grade 2	Grade 3	Grade 4
<b>Serpells Reserve</b>					
Serpells Reserve Oval NO 1 & 2			x		
Stinton Reserve + B.M.X. Track					
Stinton Reserve Oval			x		
<b>Ted Ajani Reserve</b>					
Ted Ajani Reserve Oval			x		
<b>Templestowe Reserve</b>					
Templestowe Reserve Oval No 1		x			
Templestowe Reserve Oval No 2			x		
<b>Timber Ridge Reserve</b>					
Timber Ridge Oval			x		
<b>Warrandyte Reserve</b>					
Warrandyte Reserve Oval 1		x			
Warrandyte Reserve Oval 2			x		
<b>Wilson Road</b>					
Wilson Road Oval	x		x		
<b>Wonga Park Reserve + Tennis/Hall Reserve</b>					
Wonga Park Reserve Oval 1			x		
Wonga Park Reserve Oval 2			x		
<b>Zerbes Reserve</b>					
Zerbes Reserve Oval	x	x			
<b>School sites</b>					
Doncaster Secondary College					x
Doncaster Primary					x
Donvale Primary					x
East Doncaster Secondary College					x
Templestowe Secondary College					x
Anderson Park Pitch No 3 ( SYNTHETIC SURFACE)	N/A	N/A	N/A	N/A	N/A

### Anderson Park Synthetic Pitch - (Refer to 4.4 synthetic surfaces)

All grounds with the exception of school grounds and Anderson Park Pitch No 3 are accessible to the public when not being used by sporting clubs.

#### 3.4. Baseball Diamond

The field at Deep Creek Reserve is a dedicated baseball diamond. The diamond consists of red scoria and the infield and outfield turf is of a high quality. There is drainage and an automatic watering system in place. The facility is fenced and there is an adjacent pavilion. The area is serviced with flood lighting. The tenant club undertakes all maintenance on the scoria surface and on that basis it is graded as a grade 2 ground.



## 4. Sportsground Charges

Fees are calculated to recover a proportion of the expense of maintaining the sports grounds year round throughout the City of Manningham. An accepted method for determining rental charges is based on the amount of time user groups occupy the ground. It is generally accepted that user groups occupy grounds for 25% of the available time and therefore clubs are charged 25% of the cost of maintenance. If usage time varies from 25% the rental charge will reflect this. If a club's use of a ground should exceed or be less than 25% then they will be charged proportionally. This is based on the assumption that the amount of use is attributable to level of maintenance required.

All council grounds will be classified according to facilities and usage. Maintenance costs will be averaged for each group of grounds. Seasonal ground charges are based on the following.

### 4.1. Seasonal Ground Charges for Tenant Club/s

The fee structure is based on clubs paying 25% of maintenance of the sports ground maintenance determined by averaging the year round cost. Grounds maintenance costs are calculated on an annual basis. This Policy acknowledges that additional costs incurred in maintaining grounds in any particular period of the year is required to ensure quality ground surfaces for all seasonal users.

The fee structure allows for an incentives discount of 5%. The 5% is to be discounted off the total ground fee due – not a reduction from 25% of maintenance costs to 20% of maintenance costs. The discount is based on meeting specified criteria as detailed below.

A standard allocation, which is one weekend day and three training nights, will attract a fee which is 25% of ground maintenance costs. Fees for other variations will be:

- One day of weekend use: 50% of seasonal charge for regular Saturday or Sunday use.
- One day of weekday use: 20% of seasonal charge for each regular weekday use.
- A ground used for alternate matches will have a 50% reduction on the weekend fee.

### 4.2. Tenant Club/s Ground Fee's

Ground Category	Example of Standard Ground Charge Per Season
Grade 1	\$1,755
Grade 2	\$1384
Grade 3	\$591
Grade 4	\$587

Note: Grade 1 is defined as the highest grade of ground through to Grade 4 as lowest standard of ground.

Prices shown do not include CPI as Ground fees reflect 25% of actual maintenance costs and will be calculated annually. GST is applied to Ground charges (Not reflected in above figures).

Seasonally based Commercial groups will be charged at 50% of the maintenance cost of grounds based on a grade 4 ground category.

## 4. Sportsground Charges

### 4.3. Turf Wickets & Charges

Maintaining a turf surface is a year round task and therefore a consistent year round classification has been used to calculate associated costs of such.

Turf Practice Wickets will attract an additional fee as they are for the exclusive use of cricket teams. The charge for Turf wickets will reflect a percentage of maintenance costs. Sports clubs will need to account for the additional costs for the preparation of wickets within their operating budgets.

Turf Practice Wickets will be charged at 25% of the actual maintenance costs to prepare each area. Charges will be adjusted annually in accordance with actual maintenance costs.

#### Example of Turf Charges based on the 2007/2008 Turf Maintenance costs.

Ground	07/08 Turf Maintenance	Turf Charge (based on 25 % of total for turf maintenance)	Turf Charge (25 % turf maintenance) & GST
Donvale No.1	\$10,562	\$2,640	\$2,904.00
Donvale No.2	\$8,152	\$2,038	\$2241.80
Koonung Res	\$12,296	\$3,074	\$3381.40
Schramms No.1	\$13,264	\$3,316	\$3647.60
Schramms No.2	\$7,387	\$1,846	\$2030.60
Zerbes	\$10,269	\$2,574	\$2831.40

Note: Whilst Wilson Road Reserve does have a turf wicket table, user clubs are responsible for wicket preparation and therefore no turf charge is levied by Council.

### 4.4. Synthetic Surfaces

#### 4.4.1. Casual Use

The following Casual fees will apply to the Synthetic surface at Anderson Park.

Casual Rate	Local Sporting Club	Local School	Commercial Use
Per hour	\$30	\$30	\$130

Floodlights are not included in the rates for casual hire and use of floodlights should be negotiated directly with the tenant club.

Casual Use bonds will apply to all casual bookings of the Synthetic Surface (refer 6.1).

## 4. Sportsground Charges

### 4.4.2. Seasonal Use

Tenant club/s will be charged based on full recovery of maintenance & replacement costs on time allocation. Seasonal Fees will be based on total percentage of time that tenant groups occupy the pitch. If 40% of the available time is used by the tenant a charge of 40% of cost of maintenance will be charged. If the usage percentage time varies the rental charge will reflect this.

The Synthetic Pitch will be allocated on a Seasonal basis – no annual allocations will apply.

Clubs / users will be required to complete a maintenance checklist at the commencement and conclusion of each use.

Clubs will be required to report all maintenance issues to Council's Sports Development and Liaison Officer.

Clubs / users are required to exercise all due care with regard to use of the synthetic pitch and will be held responsible for any repair due to misuse. Facility bonds will apply (refer 8.1) and where rectification works exceed the bond, Council will invoice the user for the additional amount to cover repair. Council may also recover costs of any potential lost income as a result of closure of the pitch due to damages sustained.

No junior discount rates will apply to the seasonal use of the Pitch.

Under NO circumstances are repair works or alterations to be undertaken by clubs / users.

A number of subsidies exists that aim to encourage tenant clubs to operate to particular standards and to include broad ranging participation in their membership profile.

### **5.1. Incentive Subsidy**

An incentive scheme has been developed to encourage sporting clubs to meet broader community objectives and improve their operations. To receive a discount of 5 % (off total fees due), tenant club/s must pay all seasonal fees and charges in accordance with dates as specified on issue of an official Council invoice. Club/s performance against the criteria below will be assessed and also be a consideration for discounts in the future seasonal allocations.

1. Club demonstrates sound financial practices. This includes the conduct of regular meetings of sports clubs (where relevant) and sporting groups. The conduct of an AGM and a copy of the report on the AGM should be forwarded to Council. This should include a statement of Receipts and Payments and Balance Sheet for the last financial year and year to date.
2. Clubs administration is maintained to a high level. This includes meeting all relevant standards of operation required by Council as specified in the "Conditions of Use - Seasonal Allocation of Sporting Facilities" document. These standards relate to club management, care of pavilion and reserves, and all obligations relating to occupancy and use of Council facilities.
3. Club demonstrates cooperation with all specific Council direction / requests regarding management and preservation of grounds.
4. Provide a specific program/s for people with a disability or cultural and linguistically diverse (CALD) backgrounds. This may be substantiated through the provision of membership profiles. Provision of such programs may be in line with "Quality Club Programs" and / or Codes of Conduct as specified by relevant State Sporting Associations.
5. Accreditation under the Good Sports Program;

Turf wickets charges and Synthetic Surfaces are not eligible for any incentives discount.

### 5.2. Club Profile Subsidy

Subsidies are offered to encourage community involvement in different sports and levels of sport in the municipality thereby increasing sporting opportunities for residents.

Subsidies are available to tenant club/s in the following categories:

- Junior clubs will be subsidised by 50% off ground fees where they can demonstrate specific junior use.
- Master age groupings new to the municipality will receive a 50% subsidy off ground fees for their first year of operation only.
- Sports new to the municipality will receive a 50% subsidy off ground fees for their first year of operation only.

Subsidy does not apply to the athletic facility and Anderson Park Synthetic Surface and will be reviewed annually.

### 5.3. School Subsidies:

Schools located within the City of Manningham are able to apply for a yearly allocation of council grounds without charge for up to 4 hours per week.

Schools located outside Manningham will be required to pay casual use rates in accordance with casual use conditions (refer section 6).

Free use does not apply to the athletics track and the Anderson Park Synthetic Surfaces.

## 6. Casual Allocation

Casual users of Council grounds and pavilions shall be charged an equitable percentage of a seasonal charge. Casual users will be charged according to the following rates and conditions. All prices are inclusive of GST. These fees will increase each year as determined by Council in the annual budget process.

### 6.1. Casual Permits – Grounds

Casual permits provide for temporary use of Sporting grounds in available time outside seasonal allocations to tenant clubs. Permits will be on the basis of written application 10 days prior to scheduled event / use. Requests must be made on Application for Casual Sports Permit.

Permit approval will be subject to ground conditions and Council will have the right to cancel or provide alternate grounds if it is deemed necessary. Casual fees will be charged in accordance with casual rates indicated below and reviewed annually.

The permit application form, a bond of \$300 and a Certificate of Currency (public liability insurance) must be submitted 10 days prior to scheduled use. All litter must be removed following use. Any damage (vandalism) beyond fair wear and tear or rubbish removal costs generated as a result of casual use will be deducted from bond money. If rectification works exceed the bond Council will invoice the user for the additional amount.

Casual Ground Use	Charge Rate	Turf Wicket Pprep
Commercial Use	\$300	\$150
Community Use	\$150	\$100
Finals (With Gate Takings)	\$300	\$100

Use of Sports grounds for commercial hire will be allocated providing that it does not displace a community group. A commercial group is defined by the following:

Any individual, group of individuals club or organisation that:

- Is a registered Business and is required to pay income tax or its equivalents.
- Operates for profit or provides a fee for service program/activity.
- Have paid staff rather than volunteers and therefore puts revenue generated from its services into paying wages and costs associated with a business.

### 6.2. Hiring Of Grounds for Finals:

Associations and leagues will be required to book grounds for Semi and Grand Finals, and will be required to pay a casual user fee for Grand Finals (refer table above – section 6).

It should be noted that the Council's City Parks & Recreation & Recreation Unit requires access to the grounds in March and September for half yearly maintenance and therefore associations or leagues will not receive an automatic right to use the grounds during these months. They will only be available for allocation if City Parks & Recreation do not require them for maintenance.

## 6. Casual Allocation

### 6.3. Casual Use - Athletics Facilities

The Athletics track is available for casual use and the following charge rates will apply. Use of the Pavilion will be in accordance with rates set out below. Casual users will be required to apply in writing on Council's "Application for Hire of Athletics Track".

Ground Use	Charge Rate
Primary School Local	\$175
Secondary School Local	\$232
School Other	\$331
District Carnival	\$445
Training Local Group	\$41
Training Other	\$62

### 6.4. Casual Use – Pavilions

Casual permit use of grounds does not include Pavilion use. Pavilions will only be available for casual use through negotiation with seasonal tenant club/s. Pavilion bookings for casual use will be administered in the following manner.

Initial enquiries will be directed to the Sports Development & Liaison Officer. Following approval of Pavilion use the Tenant Sports Club/s and Hirer will undertake pre and post facility inspections. A Casual Users bond will be required (refer 6.1), in conjunction with a Key bond of \$100.

A portion of bond will be retained (if required) to return the facility to pre – hire standard or replace any lost keys. Casual users of approved Pavilions will be charged in accordance with the table below. These fees will increase each year as determined by Council in the annual budget process.

Pavilion fees from casual use shall be split evenly between the tenant club/s and Council. Council's Sports Development and Liaison Officer will be the first point of contact for enquiries regarding casual bookings.

The tenant club and hirer will be required to undertake pre and post use inspection. The tenant club will report to Council's Sports Development and Liaison Officer following post use inspection. Amount of bond refunded will be dependent upon tenant feedback to Council. If rectification works exceed the bond, Council will invoice the user for the additional amount.

No refund will be issued for the cancellation of casual bookings for grounds or pavilions. A booking may be postponed provided 5 working days notice is given otherwise no refund will be given.

Casual Pavilion Use	Charge Rate	Comment
Commercial	\$250	Change room/toilets/shower only
Community	\$125 per pavilion / per allocation	Change room/toilets/shower only
Local School	\$100 per pavilion / per school term	Change room/toilets/shower only

## 7. Pavilion Charges

### **7.1. Servicing the Capital Cost of Pavilions**

The capital cost of constructing a new facility or extending an existing facility will be met in accordance with Councils Sporting Pavilions Facilities – Development Guidelines.

Council will consider entering into a Lease agreement to offer security of tenure where significant club/s financial contributions have been made to the pavilion. Lease arrangements will be determined on a case by case basis. Pavilion development will be considered in accordance with Councils Community Facilities – Capital Works Funding Program Policy.

### **7.2. Pavilion Standards**

Pavilion Standards: The pavilions offer a range of facilities. While some clubs occupy pavilions with basic changing facilities, other clubs occupy pavilions which offer clubrooms, kiosks and significant social facilities. It is therefore necessary to rank pavilions according to quality standards.

The cost of maintaining each pavilion shall be calculated by dividing total maintenance cost of all pavilions in that category by the number of pavilions in the category. This ensures equity between clubs using facilities of a similar standard.

Each category will correspond to a set fee for use. The more basic Pavilions will have fees set in relation to 25% of maintenance costs and the highest standard Pavilion's will have fees set against 25% of maintenance cost and a levy based on the clubs advantage to hire its social rooms and generate additional income. The Sub Let Levy is fixed at \$2,500 per season.



## 7. Pavilion Charges

Pavilion	Level 1	Level 2	Level 3
Boronia Grove			X
Koonung Park			X
Park Avenue			X
Schramms Reserve #2			X
Templestowe Reserve			X
Warrandyte Reserve			X
Bulleen Park Front		X	
Bulleen Park Back		X	
Coleman Park		X	
Deep Creek Reserve		X	
Doncaster Reserve		X	
Donvale Reserve#2		X	
Domeney Reserve Pavilion		X	
Donvale Reserve (main) *	X	Charged as Level 2 Club built Social rooms	Charge relates to change room/toilets
Rieschiecks Reserve		X	
Stintons Reserve		X	
Stintons Reserve/BMX		X	
Ted Ajani Reserve		X	
Timber Ridge		X	
Wilson's Road Reserve		X	
Wonga Park Reserve		X	
Anderson Park	X		
Mullum Reserve	X		
Schramms Reserve #1	X		
Zerbes Reserve	X		

Pavilion Category	Standard Pavilion Charge Per Season	Pavilion Charge & Gst
Level 1	\$496 Plus sub let levy \$2500	\$3295.60
Level 2	\$319	\$351.00
Level 3	\$221	\$243.00

## 7. Pavilion Charges

### **Level 1 Pavilions**

Level 1 Pavilions contain toilets, showers and change-rooms and may also have either a canteen or kiosk. In addition to the above facilities they also contain a social area that is capable of being hired commercially.

### **Level 2 Pavilions**

Level 2 Pavilions contain toilets, showers and change-rooms and also have either a social room a canteen/kiosk. They provide a more substantial amenity than level 3 Pavilions and some ability to generate revenue through canteen sales.

### **Level 3 Pavilions**

Level 3 Pavilions are those that contain toilets, showers and change-rooms only. In short they only contain the essentials for changing and showering.

### **7.3. Pavilion Charges**

#### **Level 1 Pavilion**

All pavilions in this category will be charged \$496 per season which is 25% of the average maintenance cost and \$2500 which is a set levy representing the tenants opportunity to sublet/ commercially hire their pavilion.

#### **Level 2 Pavilions**

All pavilions in this category will be charged \$319 per season which is 25% of the average maintenance cost for pavilions in this category.

#### **Level 3 Pavilions**

All pavilions in this category to be charged \$221 per season which is 25% of the average maintenance cost for pavilions in this category.

Prices will be adjusted annually to include GST and CPI.

## 8. Facility Bond - Seasonal Tenant Club/s

To ensure that pavilions are well maintained, left clean and tidy and that keys are returned, a refundable Facility Bond will be required and payable by all tenant groups at the commencement of the season. This bond will be refunded at the end of the season on the following conditions:

- Tenant receives a satisfactory building inspection report (undertaken by Council's Sports Development and Liaison Officer) at handover which usually occurs in March and September each year.
- All keys are returned
- All outstanding monies have been paid

### **8.1. Facility Bond Rates**

Seasonal Tenant Club/s - Facility bond - \$1,000.00 minimum or 25% of the annual maintenance cost of the specific pavilion. This percentage bond would only be applied where Council identified maintenance costs beyond fair wear and tear. A Key bond of (\$100.00) per key will also apply.

Seasonal School users - Facility bond \$300.00 per year / per allocation and a Key bond (\$100.00) per key.

Any damage (vandalism) beyond fair wear and tear will be deducted from Facility Bonds. If rectification works exceed the bond amount Council will invoice the tenant club/s for the additional amount.

Where tenants share facilities and dispute arises on attribution of damages, the cost of rectification will be deducted evenly from tenant clubs or invoiced evenly (where damage exceeds bond amounts).

Bond amounts will be reviewed annually in accordance with Council maintenance reports. Facility Bonds may be increased where maintenance costs exceed average standards (as determined by Council's Manager Civic Buildings) and can be directly attributed to misuse of facilities.

Aside from maintenance costs attributable to vandalism, the maintenance costs used for the basis of ground and pavilion charges will relate to routine maintenance only. Club/s will not be apportioned costs that relate to major / unplanned maintenance.

## 9. Utilities Charges

All tenant club/s will be responsible for the payment of electricity, gas, and pavilion water charges incurred as a result of their occupancy of the pavilion and ground. Where a facility is shared each club will be responsible for its seasonal share, as a general guide the split is likely to be 50%, however specific percentage splits will be negotiated with tenant club/s.

Utility costs will form part of the Seasonal allocation charges. Utility costs will be calculated on the basis of the previous year's consumption, adjusted annually against previous year's actual consumption. The annual adjustment will also be set against forecast increased utility costs.

## 10. Debtors

Club/s are encouraged to establish a payment plan for outstanding debts

Where a club has not paid their fees or is experiencing financial difficulty, the following process is to be followed.

- Club to contact Council's Finance Unit to discuss issue and establish a new payment plan.
- In the event that fees are not paid by the due date, Council will make contact with the club to discuss the issue and work out a payment plan.
- If the club defaults on the agreed payment plan, recovery of the debt will be managed through Council's Debtor Management Policy.
- A debt management plan should be initiated, prior to requests for seasonal allocation, casual use of grounds or use of pavilions.

# 11. Communication with Council

All clubs will be required to report on the administrative and financial operation of their clubs on Council provided pro forma as a requirement of their annual allocation of grounds. Information required includes membership profiles, member numbers, and financial operation. Reports should include the following based on the previous 12 month period:

- A statement to indicate current membership and membership fees.
- A statement to indicate current Assets and Liabilities & Revenue & Expenses.
- A statement to indicate Receipts and Expenditure.

All matters associated with general seasonal use should be directed to Councils Sports Development Officer in the first instance.

Communication on all matters associated with Lease negotiations or financial concerns should be directed to the Finance Unit.

## 12. Review of Pricing Policy

This pricing policy will be effective for 3 years and a review will be undertaken in line with relevant Council Policy of the day.