

Policy Register

Outdoor Sports Infrastructure and Allocations Policy

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This policy is part of a suite of policies adopted by Council or the Executive Management Team (EMT).

New or replacement policies can be created and developed within Service Units but can only be added to Council's Policy Register by Governance Services following the approval of the policy by Council or the EMT.

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Contents

PURPOSE	3
OVERARCHING PRINCIPLES	4
1. SPORTING FACILITY ALLOCATIONS	4
1.1 Seasonal and Annual Allocations.....	5
1.1.1 Eligibility Criteria.....	5
1.1.2 Pettys Reserve	7
1.1.3 Licence Agreements.....	7
1.1.4 Breach of Licence Agreements.....	7
1.1.5 Appeals Process.....	7
1.2 Casual Allocations	7
1.2.1 Eligibility Requirements	8
1.2.2 Guidelines for Advanced Bookings and Cancellations	8
1.2.3 Pre-season Matches and Training	9
1.3 Personal Training Businesses	10
1.3.1 Eligibility Requirements	10
1.4 Lease Agreements	11
1.5 Fees and Charges	11
1.6 Bonds	11
2. OUTDOOR SPORTS INFRASTRUCTURE	12
2.1 Facility Hierarchy	12
2.2 Facility Standards	13
2.2.1 Exceptional Circumstances	13
2.2.2 Standards Review Process.....	14
2.3 Fit Out of Equipment.....	14
2.4 Financial Contributions	15
2.4.1 Overview	15
2.4.3 External Funding for Projects.....	15
2.5 Council's Capital Works Program	16
SCOPE OF POLICY	16
RESPONSIBILITY	17
DEFINITIONS	18
RELATED POLICIES	20
SUPPORTING PROCEDURES	21
ACTION PLANS	21
GUIDELINES	21
RELATED LEGISLATION	21
SUPPORTING RESEARCH AND ANALYSIS	21
DOCUMENT HISTORY	22
ADMINISTRATIVE UPDATES	22

Appendix 1 – Allocation Scoring Criteria.....	23
Appendix 2 – Breach of Licence Agreement.....	24
Appendix 3 – Sports Fields Classification	27
Appendix 4 – Pavilion Classification.....	29
Appendix 5 – Facility Standards	30
Appendix 5 – Facility Standards cont'd	50
Appendix 6 – Facility Fit-Out Items	51
Appendix 7 – Financial Contributions.....	52

PURPOSE

The purpose of this Policy is to provide a clear, cohesive framework for the equitable allocation and use of Council's outdoor sporting facilities, and to establish consistent standards for the design and development of outdoor sports infrastructure.

The Policy aims to:

- Ensure fair access to sporting facilities for all community groups and individuals.
- Ensure equitable and transparent allocations for all user groups.
- Promote active lifestyles and community wellbeing through well-designed and accessible sporting infrastructure.
- Maximise the use of sports facilities to accommodate a growing and diverse population with differing needs.
- Align with relevant strategic documents including the Melbourne East Region Sport and Recreation (MERSR) Regional Fair Access Policy.
- Guide the financial and in-kind contributions from Council and user groups towards the development of sporting infrastructure.
- Align with best practice standards and legal requirements to provide high-quality sports amenities for both recreational and competitive use.
- Foster community engagement and provide transparent governance in the management and provision of sporting facilities.

Should you require assistance in reading this Policy please contact manningham@manningham.vic.gov.au or 9840 9333.

OVERARCHING PRINCIPLES

The following principles will guide the development, allocation and use of outdoor sporting facilities in Manningham.

1. **Equity:** Fair and equitable access for community groups and members through the allocation and use of sports fields and pavilions.
2. **Community Focus:** The development and allocation of facilities will prioritise community access and benefit, recognising the pivotal role of community sport to the enhancement of physical health, mental wellbeing and social cohesion.
3. **Environmental Sustainability:** Commit to sustainable practices in the design, construction and operation of facilities, through alignment with Environmentally Sustainable Design (ESD) principles.
4. **Sustainably Maximising Usage:** Maximise the sustainable use of facilities to meet the diverse needs of a growing population, ensuring resources are used efficiently and effectively.
5. **Quality, Safe and Universal Design:** Maintain high standards of quality and safety to ensure facilities are fit for purpose. Universal design principles will be applied to all Council infrastructure ensuring accessibility for all.
6. **Multipurpose and Future Readiness:** Design facilities to be versatile, accommodating a range of sport and recreational activities with the future in mind, allowing for adaptability to changes in sporting trends, community demographics and technological advancements.
7. **Financial Responsibility and Transparency:** Manage financial resources with fairness, transparency and accountability, ensuring the equitable allocation of funds for the development of sports facilities, while fostering partnerships with user groups.

1. SPORTING FACILITY ALLOCATIONS

Council allocates sports fields and pavilions under the following arrangements:

- Seasonal allocation;
- Annual allocation;
- Casual allocation; and
- Lease Agreement

Council will allocate sporting facilities based on this Policy and its Overarching Principles.

Council reserves the right to allocate sporting facilities based on demonstrated need, to ensure maximum usage is achieved. The use of sporting facilities by Manningham based user groups will be considered priority.

Furthermore, Council reserves the right to restrict access to sports fields and pavilions due to maintenance, ground conditions, facility upgrades and other factors.

1.1 Seasonal and Annual Allocations

Seasonal and annual allocations provide non-exclusive use of Council's sports fields and pavilions. Allocation periods are defined as follows:

- Winter Season: 1 April – 30 September
- Summer Season: 1 October – 31 March
- Annual: 1 October – 30 September

Council will aim to sustainably maximise usage of sports field and pavilions, which includes considering shared use by multiple user groups where it is deemed appropriate. Allocations will be made in accordance with the defined maximum usage hours for each sports field. Council will ensure that maximum usage hours are not exceeded to ensure the condition of sports fields are not negatively impacted.

Council acknowledges that final team numbers may change between the time an application is submitted and the start of a season. To ensure appropriate use of facilities, Council will consult with user groups and relevant associations at the beginning of the season to confirm team numbers. Based on the revised team numbers obtained through this process, Council reserves the right to amend allocations.

1.1.1 Eligibility Criteria

Sporting clubs, groups or organisations wishing to apply for a seasonal or annual allocation for the use of Council's outdoor sporting facilities will be required to complete an online application form and provide evidence of requisite documents.

Mandatory Eligibility Criteria

To be eligible for a seasonal or annual allocation, applicants must:

- Be an incorporated entity as per the Associations Incorporation Reform Act 2012, or a registered company.
- For commercial entities, applicants must provide a registered ABN. Other user groups to provide registered ABN where applicable.
- Hold public liability insurance with a minimum value of \$20million, or as otherwise determined by Council's insurers, that extends to cover

Manningham Council in respect to claims for personal injury and property damage arising out of the negligence of the user group.

- Provide evidence of registration with a relevant sporting association, for the year that the application for use is being made (where applicable).
- Not have any outstanding financial debt to Council for the use of Council's facilities, contributions towards facility developments or for any other reason. Exemptions may be applied where an agreed payment plan is in place and is being followed.
- Demonstrate financial sustainability by providing financial reports from the most recent Annual General Meeting where applicable.
- Submit a Usage Plan outlining how they intend to use the facility (as part of the online application process).
- Provide required documentation as listed within the application form including but not limited to liquor licences, food registration certifications, annual reports and strategic plans, where applicable.
- Provide periodic reporting on facility usage and program outcomes, contributing to Council's oversight of participation trends and evaluation of facility allocations when requested.

Additional mandatory requirements may be supplemented in line with changes to industry standards from time to time.

Applications that fail to meet the mandatory eligibility criteria will not be approved by Council. However, support is available to user groups through the application process.

Allocation Scoring Criteria

When applying for seasonal and annual allocations, applicants must provide a Usage Plan (as part of the online application process) containing information about user group activities such as the number and type of participants, range of programs and inclusive practices.

In instances where multiple user groups have applied for use of the same facility and shared use is not achievable, Council will conduct an assessment based on a detailed set of criteria which is outlined in **Appendix 1**.

This assessment will be guided by the overarching principles of the Policy, aiming to provide fair and equitable facility allocations for Manningham user groups.

1.1.2 Pettys Reserve

Allocations for the use of Pettys Reserve will be prioritised for Manningham based user groups that require a National Premier League (NPL) level facility to play matches and train (i.e. senior men's and women NPL teams). Depending on availability, Pettys Reserve may be allocated as an overflow training and match venue for user groups with a demonstrated need.

1.1.3 Licence Agreements

User groups granted allocation for the use of Council owned sporting infrastructure will enter into a Licence Agreement with Council and will be required adhere to the relevant terms and conditions of use.

1.1.4 Breach of Licence Agreements

User groups that do not comply with the terms and conditions of their Licence Agreement or act in a manner contrary to their obligations, will be deemed in breach. Council has adopted a formal process for addressing breaches to Licence Agreements, which can be found in **Appendix 2**.

Where damage has occurred to Council infrastructure due to misuse, neglect or wilful damage by the user group, it will be the user group's responsibility to pay for the cost of repair (in accordance with the conditions of their Licence Agreement), in addition to other penalties that may be applied. Council will be responsible for organising any repair works, unless otherwise stated.

1.1.5 Appeals Process

User groups that receive a breach notice have the right to lodge an appeal, which must be submitted in writing within 10 business days from a breach notice being issued and include relevant supporting information.

Upon receiving a written appeal, a review panel consisting of two Council Officers will be assembled to review the breach. The user group will have an opportunity to send two nominated executive or committee members to present their appeal to the review panel. The user group will be notified of the outcome of the appeal in accordance with timelines stipulated within the Manningham Complaints Policy.

Senior Management will be responsible for signing off on the breach and its allocated points and penalties.

1.2 Casual Allocations

Casual allocations provide temporary use of sports facilities and/or pavilions for a user group or organisation outside of an annual or seasonal allocation. Casual bookings are made on a first come, first served basis.

Activities that require a casual booking include but are not limited to:

- School use.
- Preseason matches and training.
- Structured sporting and recreation activities.
- Commercial use.
- Night matches

Applications for casual use must be made within a minimum of 10 business days prior to the booking date and no longer than 6 months in advance. Allocations for use of the Tom Kelly Athletics Track can be submitted up to 12 months in advance. Exceptions are listed in **Section 1.2.2**.

1.2.1 Eligibility Requirements

Insurance, Liability and Compliance

- Applicants must have public liability insurance with a minimum value of \$20million, or as otherwise determined by Council's insurers, that extends to cover Manningham Council in respect to claims for personal injury and property damage arising out of the negligence of the user group;
- Applicants must not have any outstanding financial debt to Council for the use of Council's facilities, contributions towards facility developments or for any other reason. Exemptions may be applied where an agreed payment plan is in place and is being followed.
- For commercial entities, applicants must provide a registered ABN. Other user groups are required to provide a registered ABN where applicable.
- Commercial entities must have an active business registration in Australia.
- Applicants must provide any other documents as requested by Council.

Capacity to Comply with Terms and Conditions

- Applicants must demonstrate the capacity to comply with all terms and conditions of use within the Licence Agreement, including safety protocols, noise regulations and clean-up requirements.
- Applicants should have a plan for managing their activity that minimises disruption to the local community and other facility users.

1.2.2 Guidelines for Advanced Bookings and Cancellations

The following guidelines are designed to provide clear, fair and comprehensive rules for advanced bookings and cancellations of Council facilities, with special considerations for high-demand periods such as cricket and football finals.

Advanced Bookings

Advanced bookings for casual use must be made through Council's designated online booking system and must adhere to the following conditions.

Booking timelines:

- Standard Bookings: Available up to 6 months in advance.
- Athletics track: Available up to 12 months in advance.

Priority bookings:

- Local community groups and non-profits: Priority booking window of 2 weeks before the general public for all periods.
- Seasonal sport finals: Priority given to local user groups which have advanced into finals.

Fees and deposits:

- Standard fees are based on the type of facility and duration of usage in accordance with Council's Pricing Policy for use of Council Active Open Space.

Cancellations

Cancellation of casual bookings must be communicated to Council in writing. The provision of a refund or opportunity to reschedule the booking to another available date will be subject to the following considerations.

- Cancellations of casual bookings must be made a minimum 5 business days prior to allocation date to be eligible for a refund of the allocation fee and any bonds which have been applied.
- Cancellations due to extreme weather will be eligible for a full refund or rescheduling option without penalty.
- Cancellations due to unforeseen circumstances (e.g., public health emergencies, Council restricting use due to maintenance) will be considered on a case-by-case basis with respect to refunds or rescheduling.

1.2.3 Pre-season Matches and Training

Council will endeavour to provide sports fields for preseason training and practice matches. However, pavilions will not be made available unless prior approval is granted by Council, in consultation with the tenant user group.

Preseason training and practice matches do not constitute a booking under a seasonal allocation and must be arranged through the casual allocation process. User groups must apply for a casual allocation using the online application system.

Additional restrictions may apply for pre-season training use, with sports field access prioritised for user groups within their current seasonal tenancy. Where possible, council will consider a user groups primary facility usage from the previous year when allocating pre-season use.

1.3 Personal Training Businesses

Council acknowledges the valuable contribution of personal trainers to the community's health and wellbeing. Personal training businesses using Council's sports facilities for organised, revenue-generating activities need to apply for either regular weekly sessions or 8-week boot camp programs. This Policy accommodates both approaches. Booking requests should be submitted at least 10 business days before the desired start date and must meet the following eligibility requirements.

1.3.1 Eligibility Requirements

Insurance requirements

- Hold public liability insurance with a minimum value of \$20million, or as otherwise determined by Council's insurers, that extends to cover Manningham Council in respect to claims for personal injury and property damage arising out of the negligence of the user group.

Documentation and regulatory compliance

- Provide registered ABN, relevant evidence of registration to a peak body (e.g. Fitness Australia); first aid certification and any other documents as requested by Council.

Activity Plan

- Trainers must submit a plan, via an online application process, outlining the types of activities they intend to conduct, ensuring they are appropriate for the facility. This requirement does not apply to commercial users of leased venues (e.g. tennis coaches) but is applicable to proposed commercial users of licenced venues (e.g. professional soccer coaches / academies) where sub-letting is not permitted in the licence agreement.

Guarantee of Community Access

- Trainers must agree to limit their occupancy to a specific area of the facility, as determined by the Council.

Child Safe Standards

- Trainers must have current Working with Children Checks and must provide evidence that they comply with the Victorian Government's Child Safe Standards.

Renewal Criteria Adherence

- Trainers must demonstrate compliance with all Council guidelines and regulations during their previous allocation period.

Financial Responsibility

- Trainers must not have any outstanding financial debt to Council for the use of Council's facilities, contributions towards facility developments or for any other reason. Exemption may be applied where an agreed payment plan is in place and is being followed.

Personal Trainers that receive an allocation for the use of Council owned sporting infrastructure must enter into a Licence Agreement with Council and will be required adhere to the relevant terms and conditions of use. This includes adhering to the list of approved equipment, hours of use and number of participants per session.

1.4 Lease Agreements

Council provides lease agreements for user groups that have exclusive occupancy of a facility. This includes but is not limited to tennis courts, bowling greens and hockey pitches. Lease agreements are also offered for the exclusive occupancy of social areas within level 1 sporting pavilions. The lease agreement contains standard terms and conditions relevant for community use and accords with Council's applicable policies.

New and renewed lease agreements for use of sporting facilities are to incorporate a Special Condition outlining that user groups are required to submit a Usage Plan outlining how they intend to use the facility.

1.5 Fees and Charges

Fees and charges for the use of Council owned sporting infrastructure are indexed annually in accordance with Council's Pricing Policy for use of Council Active Open Space. The schedule of fees can be obtained from Council's website, with payments to be made in accordance with the payment terms listed on the respective invoice.

1.6 Bonds

Bonds will be applied to seasonal, annual, casual and lease allocations on a case-by-case basis.

Conditions for Bond Determination

Bonds are determined based on the type of booking and potential risks associated with the user group.

A defined bond scale is established based on:

- Low risk (e.g. local sporting competitions): Minimal bond.
- Medium risk (e.g. school sports carnivals): Moderate bond.
- High-risk events (e.g. commercial events with alcohol, large structures): Higher bond.

Applicants with a history of breaches or complaints may face increased bond amounts as result accrued penalty points outlined in **Appendix 2**.

Special Requirements

Bookings requiring additional resources or posing greater risks (e.g. structures, vehicle access, serving alcohol) must adhere to the following procedures:

- Submission of specific plans outlining the special requirements.
- Approval processes for structures and vehicle access to ensure safety and minimal impact on the facility.
- Compliance with all relevant laws and regulations, especially when alcohol is involved, including necessary permits.

2. OUTDOOR SPORTS INFRASTRUCTURE

The planning and development of new outdoor sporting facilities, or upgrades to existing sports infrastructure will be undertaken in accordance with this Policy and its Overarching Principles.

2.1 Facility Hierarchy

To guide the provision of sporting infrastructure across the municipality, each outdoor sporting facility and pavilion has been categorised within a facility hierarchy, which is summarised below.

A full list of sports fields and their classifications is found in **Appendix 3**. A list of pavilion classifications is found in **Appendix 4**.

Regional Facilities

Regional facilities have a catchment greater than the Manningham community. Typically, these facilities cater for regional or state level competition, and therefore no more than one regional facility is required per sport in the municipality.

Municipal Facilities

Facilities that cater for mainly Manningham residents and that accommodate sport and recreation activities that generally have a lower total participation rate (e.g. baseball). Only one facility is required across the municipality for relevant sport and recreation activities, which generally cater for senior and junior training and competition.

District Facilities

Facilities that cater for senior and junior training and competition for higher participated sports (e.g. football, cricket and soccer). These facilities are generally a user group's primary facility and attract mainly Manningham residents. It is however acknowledged that participants outside of the municipality will use these facilities.

Local Facilities

Facilities that primarily cater for junior and low-level senior training and competition. These facilities are typically a user group's secondary venue and can also be public access facilities (such as public tennis courts).

School Facilities

Facilities that are not owned by Council however have a Joint Usage Agreement (JUA) in place for community use.

2.2 Facility Standards

In response to the diverse needs of different sports, Council has established a comprehensive set of facility standards. These standards are designed to align with the facility hierarchy and encompass specifications for pavilions, sports fields and specialised surfaces (hockey, tennis, and lawn bowls).

These standards serve as a uniform framework guiding the development of facilities, thereby informing the necessary capital contributions from the Council and user groups (where required). Importantly, these standards adhere to relevant Australian Standards and consider the guidelines set forth by State and National Sporting Associations. A list of standards can be found in **Appendix 5**.

The standards relating to field sports are structured to address the essential infrastructure for a reserve. In cases where a facility features multiple sports fields, there will be a proportional increase in pavilion components such as change rooms, amenities, umpire rooms, and medical rooms that correspond to the number of fields served by the pavilion. Additionally, ancillary pavilion infrastructure such as verandas may be expanded based on specific requirements of each case. Detailed information on these facility standards is available in **Appendix 5**.

In addition to standards relating to facility classifications, Council will adhere to Universal Design Principles and will integrate principles from the MERSR Regional Fair Access Policy to ensure facilities are welcoming, safe, accessible and inclusive. Additionally, ESD principles will also be applied to all new / upgraded facilities in accordance with commitment to reduce energy consumption and promote the long-term sustainability of Council assets.

2.2.1 Exceptional Circumstances

Exceptional circumstances for deviating from set standards in facility development may arise when standard guidelines are unable to be applied due to unique or unavoidable factors. These circumstances may necessitate a tailored approach to achieve the facility's objectives.

Exceptional circumstances that may justify deviating from set standards in facility development may include:

- **Site constraints:** Unique geographical features, terrain challenges, or ecologically sensitive areas.

- **Historical and cultural considerations:** Presence of heritage-listed sites or areas of cultural and First Nations importance.
- **Budgetary limitations:** Significant financial constraints, unexpected cost overruns, or funding reductions.
- **Technological and design innovations:** Advanced technologies or innovative design solutions that surpass current standards.
- **Emerging sports:** Emerging sports might justify deviating from set standards due to their unique requirements or innovative formats that are not adequately addressed by existing guidelines.
- **Regulatory and Legal Changes:** Amendments in laws, regulations, or compliance requirements that render existing standards inadequate or obsolete.
- **Emergency Situations:** Natural disasters, public health crises, or other emergencies impacting the feasibility of standard requirements.

In each instance, any decision to deviate from standard guidelines will be thoroughly evaluated by Council, considering the potential impacts and benefits. The primary goal in these scenarios is to ensure the facility serves its intended purpose, as well as potential for future uses effectively and safely and aligning with the community's best interests.

2.2.2 Standards Review Process

To ensure that facility standards remain in line with Australia Standards and sporting association guidelines, Council has established a structured and ongoing review process. This process involves periodic evaluations, typically on an annual basis, to assess current facility standards. Should Australian Standards change prior to this Policy, the Australian Standards will be followed.

2.3 Fit Out of Equipment

The construction of a new facility or upgrade of an existing facility may result in the installation of new equipment to increase functionality and meet relevant legislative requirements.

Appendix 6 provides a list identifying who is responsible for the purchase and installation of equipment within sporting facilities.

2.4 Financial Contributions

2.4.1 Overview

Council recognises the need for a clear approach to financial contributions for outdoor sports facility projects. Informed by the facility standards, a list of financial contributions is provided in **Appendix 7** to guide financial investment into outdoor sporting facility developments.

This list outlines Council's maximum financial contribution towards outdoor sporting facilities and is based on the provision of 'core' facility components, in accordance with specified facility classifications and standards. This maximum contribution will be available for successful projects, that receive a high priority rating within Council's capital works program (refer to **Section 2.5**) and can be delivered within available Council resources.

2.4.2 In-Kind Contributions

An in-kind contribution is defined as a donation of goods, materials, services, time, or expertise that assists in the delivery of a project.

Council will consider in-kind contributions as part of a user group's financial contribution requirements on a case-by-case basis, in line with Council's Procurement Policy.

A breakdown of in-kind labour must be submitted to Council upon request. In-kind labour is to be calculated using the Australian Bureau of Statistics 'full time adult average weekly total earnings figure', divided by 38 (hours per week).

This hourly figure will be applied to all in-kind labour, including skilled labour. In-kind support through the provision of equipment and materials will be determined using recommended retail pricing.

2.4.3 External Funding for Projects

External funding / grants received or facilitated by Council towards an outdoor sporting facility will be applied to the total project cost and will not be considered a user group contribution. Financial contribution ratios (if applicable) will be applied to the outstanding amount (i.e. total project cost less the external funding / grant).

External funding / grants received or facilitated by the user group will count towards the user group's financial contribution towards a project. Such funding must align with the project goals and documentation detailing the funding source, expenditure timelines, purpose and requirements must be provided to Council.

2.5 Council's Capital Works Program

Proposals for new or improved / upgraded sporting facilities are subject to assessment and ranking under the recreation capital works criteria, found below.

- The condition of the existing asset.
- The community benefit that will be derived from the asset (i.e. impact on participation).
- Financial (or in-kind) contributions from user groups or external stakeholders. Recent previous contributions towards facility developments may also be considered.
- Strategic alignment.
- Environmental benefits.

The prioritisation / ranking of sport and recreation projects is used to inform Council's capital works program and determine the timelines for delivery in accordance with available resources. Assessment and ranking criteria may be subject to change to reflect evolving priorities, emerging needs, or new strategic directions.

SCOPE OF POLICY

This Policy covers all outdoor sports facilities under Council's jurisdiction. This includes:

- AFL
- Athletics
- Baseball
- BMX
- Bowls
- Cricket
- Football (Soccer)
- Hockey
- Netball
- Softball
- Tennis

The Policy governs the allocation processes for these facilities, whether it be for seasonal or annual use, casual bookings. Furthermore, it establishes facility standards and financial contribution required for new developments or enhancements to existing facilities.

The scope of this Policy includes Council's commitment to take positive action towards achieving gender equity in the access and usage of community sports infrastructure, in accordance with the Melbourne East Regional Sport and Recreation Regional Fair Access Policy.

The Policy is intended for use by user groups that seek to use or develop these facilities. From the date of its implementation, the Policy will apply to all facility allocations, design processes and financial contributions relating to facility developments.

Council will not retrospectively finance previous projects / existing infrastructure and will not retrospectively undertake works to existing facilities to comply with this Policy. The Policy will be applied in accordance with Council's capital works process.

It is acknowledged that other sports are played across the municipality that are not considered within this Policy. These sports will be determined on a case-by-case basis, with consideration to relevant standards (where applicable) as well as against standards for similar sports.

RESPONSIBILITY

This Policy is the responsibility of the Community Participation Department.

DEFINITIONS

Terms within the Policy requiring definition or explanation are:

Annual Allocation	The use of a sports field for a 12-month period between 1 October and 30 September.
Application	The application process that is to be followed by current and new users' when applying for the use of a sports field and /or pavilion.
Casual Use	Sports field bookings required for 'once off use' or short-term bookings e.g., preseason and finals training, finals matches and school use.
Commercial	An organisation, including incorporated body, co-operative society, partnership or sole trader conducting activities for the purposes of deriving a financial return to the proprietors or shareholders.
Community	An organisation that does not earn profits, and any monies used are to pursue the organisation's objective.
Core Facility Component	Infrastructure items that Council considers essential for participation in sport.
Council Facility	Council owned and/or managed property.
District Facility	Facilities that cater for senior and junior training and competition for higher participated sports (e.g., football and cricket and soccer). These facilities are generally a user group's primary venue and attract mainly Council residents. It is however acknowledged that participants outside of the municipality will use these facilities.
Health and Wellbeing	Health is a state of complete physical, mental and social wellbeing and not merely the absence of disease and infirmity. Our health and wellbeing can be enhanced by participation in activities which contribute to our physical and mental health as well as enhance our connection to our community.
Infrastructure	The buildings, asset or furniture to assist in the delivery of sport.
Lease	Exclusive occupancy of a facility by a user group e.g., hockey pitches, club tennis courts and bowling greens etc.
Licence	A licence is a form of permission to enter and use land or land/facility for an agreed purpose for a stated period. The licensee does not have exclusive use of the land allowing

	Council to allocate other user groups or allow general public to use the facility at other times.
Local Facility	Facilities that primarily cater for junior and low-level senior training and competition. These facilities are typically a user group's secondary venue and can also be public access facilities (such as public tennis courts).
Municipal Facility	Facilities that cater for mainly Council residents and that accommodate sports and recreation activities that generally have a lower total participation rate (e.g., baseball etc.). Only one facility is required across the municipality for relevant sport and recreation activities, which generally cater for senior and junior training and competition.
Multi-sport use Facility	A multi-sport use facility is a flexible venue designed to accommodate a variety of sports and activities. E.g. an oval that can accommodate for both cricket and football.
NPL	Refers to the National Premier League (NPL) or equivalent competition top level state competition in Football (Soccer). NPL Victoria is the latest iteration of first division competitions in the state. Historically known as the Victorian State League.
Regional Facility	Facilities that have a catchment greater than the Council community. Typically, these facilities cater for regional or state level competition, and therefore no more than one regional facility is required per sport in the municipality.
Pavilion	A building that services a user group's activities on a sports field.
Primary Venue	A facility considered as a user group's 'home' and is central to a user group's activities.
School Facility	Facilities that are not owned by Council however have a Joint Usage Agreement (JUA) in place.
Seasonal Allocation	An allocation granting a user group use of a sports field for the duration of a season. <ul style="list-style-type: none"> • Summer season 1 October – 31 March • Winter season 1 April – 30 September
Seasonal Creep	Where the season fixture expands beyond the summer or winter tenancy period that is allocated to a user group. This can be due to association scheduling or extraordinary circumstances
Secondary Facility	A facility that is not a 'home' for a user group and is predominately used as an overflow venue.
Sport	An organised activity that aims to promote physical activity and wellbeing

Sports Field	The field of play for various sporting activities (i.e. football oval, soccer pitch, netball court, aero model field, archery field etc.)
Structured Activity	A formal activity that is organised by a group (e.g. personal training group or sporting club).
Supporting Infrastructure	Infrastructure that is required to support the delivery of an activity (e.g. floodlights, score boards, coaches boxes)
Unstructured Activity	A less formal activity for recreation or exercise purposes, that is not organised by a group (e.g. friends kicking a football on a sports field).
Universal Design Principles	Design principles ensure that products, environments, and systems are accessible and usable by people of all abilities, ages, and backgrounds, fostering inclusivity and equal participation.
Usage Plan	Integrated into the online application process, user groups must complete this form / plan to apply for the use of Council sports facilities. It details the proposed activities, participation numbers and facility requirements, program initiatives, inclusive practices, governance structures, and other relevant information about the user group's operations.
User Group	An entity permitted to apply for use of a sports field, including sporting clubs, associations, schools, personal trainers and commercial business.

RELATED POLICIES

Council Plans, Strategies and Policies

- Council Plan 2021-25
- Healthy and Wellbeing Strategy 2021-25
- Active for Life Recreation Strategy 2010-25 (2019 Review)
- Pricing Policy for Use of Council Active Open Space (2023)
- Community Facilities Access and Concession Policy
- Melbourne East Region Sport and Recreation Regional Fair Access Policy
- Victorian Government's Fair Access Policy Roadmap

Sporting Association Policies and Guidelines

- AFL Preferred Community Facility Guidelines 2024
- AusCycling Facility Guide (undated)
- Baseball Victoria By-Laws (2019)
- BMX Australia Track Guidelines (2015)
- Bowls Australia Bowling Green Construction Guidelines (2019)
- Community Cricket Facility Guidelines (2023)
- Football Victoria – Field Dimensions and Pitch Marking Guide (undated)
- Football Victoria – Football Lighting (undated)

- Football Victoria – Natural Turf Pitches (undated)
- Football Victoria – Synthetic & Hybrid Fields (undated)
- Football Victoria – Building Development Guide (undated)
- Hockey Victoria – Facilities Standards (undated)
- World Athletics Track and Field Facilities Manual (2019)
- Netball Australia – National Facilities Policy (2016)
- Netball Victoria – Facilities Manual (2017)
- Softball Australia Field Guidelines (2020)
- Sports Dimensions Guide for Playing Areas WA (2016)
- Tennis Australia Infrastructure Planning, Design and Delivery Resource (2018)

A Gender Impact Assessment (GIA) has been conducted in the development of this policy.

SUPPORTING PROCEDURES

- Outdoor Sports Infrastructure and Allocations Procedure

ACTION PLANS

No Action Plans apply to this Policy.

GUIDELINES

- Manningham Better Building Design Guide (2018)

RELATED LEGISLATION

- Building Code of Australia (2016)
- Disability Discrimination Act (1992)
- Local Government Act 1989 – Conflict and Interest Provisions
- Associations Incorporated Reform Act 2012

SUPPORTING RESEARCH AND ANALYSIS

Council owns and manages an extensive network of sport fields and pavilions that are used for a variety of purposes. The sustainable use of these sports fields and pavilions is integral to ensuring maximum usage, to accommodate ongoing participation growth.

Significant research has been undertaken to ensure alignment to various State and National Sporting Association facility guidelines. Additional benchmarking against other Councils has helped inform and justify the content within this Policy and Attachments.

Key principles from Victorian Government Fair Access Policy Roadmap and the Melbourne East Region Sport and Recreation Fair Access Policy has been integrating throughout this Policy to highlight the commitment of Council to promoting gender equality in sports and recreation. Integrating aspects of the Fair Access will help address known barriers experienced by women and girls, trans and gender diverse people in accessing and using community sports infrastructure through the Outdoor Sports Infrastructure and Allocations Policy. Progressively building the capacity and capabilities of Council by aiming to identify and eliminating systemic causes of gender inequality in policy, programs, communications and delivery of services and sport and recreation infrastructure.

DOCUMENT HISTORY

Policy Title:	Outdoor Sports Infrastructure and Allocations Policy
Responsible Officer:	Nathan Whelan
Resp. Officer Position:	Recreation Planner
Next Review Date:	TBA
To be included on website?	Yes

Last Updated	Meeting type? - Council or EMT	Meeting Date	Item N°

ADMINISTRATIVE UPDATES

From time to time, circumstances may change leading to the need for minor administrative changes to the Policy.

Where an update does not materially alter this policy, such a change may be made by the Policy owner. Examples of minor administrative changes include changes to names of Manningham Council departments or a minor amendment to legislation that does not have material impact.

Where any change or update may materially change the intent of this policy, it must be approved by the Director Lee Robson, Director Connected Communities.

Appendix 1 – Allocation Scoring Criteria

In instances where multiple user groups have applied for use of the same outdoor sports facility and shared use is not achievable, allocations will be determined using the below criteria.

This assessment process will be guided by the overarching principles of the Policy, aiming to provide fair and equitable facility allocations for Manningham user groups. Applications will be scored against each criteria, with points and weighting applied to provide the total weighted score.

Criteria		Guiding Principles	Maximum Weighted Score
1	History in Manningham	Number of consecutive years as a Manningham-based user group (primary facility use must be in Manningham).	15
2	Length of tenure	Number of previous years the user group has used the requested facility (or previously replaced facility).	20
3	Financial investment into the facility	Financial (or in-kind) contributions towards Council approved capital works projects at the facility (or previously replaced facility) within the past ten years	10
4	Community Participation	Number of registered individual participants, junior participants, female participants, and teams registered in the previous season.	20
5	Community Programs and Initiatives	Programs / initiatives that promote inclusive participation for under-represented groups (women and girls, people with disability, multicultural groups, LGBTQIA+ community, older adults etc.)	15
6	Fair Access	Demonstration of efforts to ensure fair and equitable access to the facility and user group resources for all - regardless of gender, sexuality, cultural background or ability.	10
7	Breaches of licence agreement	Number of penalty points accumulated within the previous three years due to breaches.	5
8	Governance	Provision of policies, reports and plans, such as Good Sports accreditation, financial statements, and current strategic / business plans. Additionally, documentation of registration, certification, or accreditation with club improvement and development programs/courses, such as SALT, SSA accredited programs, and Council workshops.	5
Total			100

Applicants may request a detailed breakdown of their scores for transparency.

Appendix 2 – Breach of Licence Agreement

Assessment

Once a potential breach has been identified, Council Officers will assess the concern or complaint against the terms and conditions listed in the Licence Agreement. Council Officers may contact the user group to obtain further information.

Once it has been determined that a breach of the Licence Agreement has occurred, the severity of the breach will be evaluated using the breach severity matrix (shown below) which is based on:

- The level of impact on the community (disturbances, impact on amenity etc.)
- The level of impact to Council as a result of the breach.

Breach severity matrix

		Impact on Community		
		Low	Medium	High
Impact on Council	Low	Level 1	Level 2	Level 3
	Medium	Level 2	Level 3	Level 4
	High	Level 3	Level 4	Level 5

The following examples are provided to demonstrate the different type and severity of breaches, based on the level of impact to Council and the community. However, these examples are provided as a guide only, noting each breach will be subject to an individual review process.

- **Level 1 Breaches**
 - Improper use of Audio/PA Systems and/or lighting infrastructure
 - Use of Council sporting facilities and/or pavilions beyond the allocated hours of use.
 - Storing equipment in an inappropriate manner.
 - Failing to sufficiently clean and maintain Council facilities.

- **Level 2 Breaches**
 - Repeated lower-level breaches.
 - Breaching the terms and conditions specified within an approved liquor licence.
 - Running an unauthorised event without proper permits or approval, causing congestion and parking issues.
 - Sub-letting facilities to another group without Council approval.
- **Level 3 Breaches**
 - Repeated lower-level breaches.
 - Minor damage to pavilion amenities, structures or playing surfaces requiring repair.
- **Level 4 Breaches**
 - Repeated lower-level breaches.
 - Major damage to pavilion amenities, structures or playing surfaces requiring significant repair.
- **Level 5 Breaches**
 - Major damage to pavilion amenities, structures or playing surfaces requiring complete reconstruction.

Penalty Points System

Where a breach has been substantiated, the user group will be notified and penalty points will be allocated in accordance with the level of breach, as outlined in the table below.

		Breach Level				
Points Allocated		1	2	3	4	5
			1 point	2 points	4 points	6 points

Penalty Points Table

Penalty points will result in varied consequences / penalties being imposed on the user group in response to the breach/es incurred. Penalty points for each breach will be recorded and a cumulative rolling total will be kept, in instances where repeat and / or multiple breaches are incurred.

The following table provides a summary of potential penalties for user groups based on the number of penalty points issued (for individual and accumulative breaches).

Points attributed to each separate breach will expire after 3 years and the cumulative total will be adjusted accordingly.

Penalty Points (total)		Penalties
Stage 1	1 – 4 Points	User group issued with a breach notice.
Stage 2	5 – 8 Points	User group must attend a meeting with Council Officers to discuss breach/es. Requirement of a bond totaling 10% of licence fees issued by Council (excluding fees associated with turf wickets). Should this formula result in an amount below \$500 (incl. GST), a minimum bond amount of \$500 will be applied. Bond will be returned to the user group at the time its cumulative points total drops below five points.
Stage 3	9 – 12 Points	User group must attend a meeting with Council Officers to discuss breach/es. Other penalties may include: <ul style="list-style-type: none"> • Loss of bond. • Exclusion from Council funding opportunities, including the Community Grant Program, for a period of 12 months. • Loss of access to Council facilities for pre-season training.
Stage 4	13+ Points	User group must attend a meeting with Council Officers to justify the continuation of their Licence Agreement. Other penalties may include: <ul style="list-style-type: none"> • An additional bond of \$1,500 inc. GST being required. • Usage of Council facilities being restricted to match and training needs, excluding use for social functions. • Loss of tenancy and loss of access to all Council facilities.

Review of Licence Agreement

Council reserves all rights not to renew a user group’s Licence Agreement for the following season or licence period. Council will consider breaches by user groups in making this determination.

If Council decides to issue a new seasonal or annual Licence Agreement for the following allocation period, Council may do so subject to any conditions it considers necessary to combat previously identified issues.

Appendix 3 – Sports Fields Classification

Regional Level Sports Fields

Manningham Templestowe Leisure Centre Outdoor Netball Courts	Mullum Mullum Reserve Bowls
Mullum Mullum Reserve Hockey Pitch	Pettys Reserve Pitches East and West
Tom Kelly Athletics Track	Stintons Reserve BMX
Schramms Reserve Oval South (Cricket)	

Municipal Level Sports Fields

Deep Creek Reserve Baseball Diamond

District Level Sports Fields

Anderson Park Pitch North and South	Boronia Reserve Oval
Bulleen Park Oval Middle East and West	Colman Park Oval
Domeney Reserve Oval	Doncaster Reserve Oval
Doncaster Tennis Club Courts	Donvale Reserve Ovals South and North West, Pitches North and East
Donvale Reserve Tennis Courts	Koonung Park Oval
Mullum Mullum Reserve Tennis Courts	Park Reserve Pitch
Park Orchards Reserve Tennis Courts	Powerful Owl Park: Dino Negri Field (Synthetic) Balayung Field (Field 2) Waa Field (Field 3)
Rieschiecks Reserve Oval	Schramms Reserve Oval South (Football)
Schramms Reserve Oval North	Schramms Reserve Bowls
Serpells Reserve Tennis Courts	Stintons Reserve Oval
Swilk Reserve Bowls	Ted Ajani Reserve Oval
Ted Ajani Reserve Tennis Courts	Templestowe Reserve Tennis Courts
Templestowe Reserve East and West Oval	Timber Ridge Reserve Pitches East and West
Warrantyte Reserve Tennis Courts	Warrantyte Reserve Oval South
Wilsons Reserve Oval	Wonga Park Reserve Tennis Courts
Wonga Park Reserve Ovals West and East	Zerbes Reserve Oval

Local Level Sport Fields

Anderson Park Small Pitch (synthetic)	Burgundy Reserve Oval
Colman Park Tennis Courts	Domeney Reserve Netball Court
Donvale Reserve Netball Courts	Hillcrest Reserve Tennis Court
Koonung Park Tennis Courts	Serpells Reserve Oval
Sheahans Reserve Tennis Court	Warrandyte Reserve Netball Courts
Warrandyte Reserve Oval North	Wonga Park Reserve Netball Courts

School Sports Fields

Donvale Primary School Oval

Appendix 4 – Pavilion Classification

Regional Level Pavilions

Manningham Templestowe Leisure Centre Pavilion	Mullum Mullum Reserve Hockey
Mullum Mullum Reserve Bowls	Pettys Reserve
Tom Kelly Athletics Track	Stintons Reserve BMX Track

Municipal Level Pavilions

Deep Creek Reserve

District Level Pavilions

Anderson Park	Balit Muk Muk Pavilion (Powerful Owl Park Pavilion)
Boronia Reserve	Bulleen Park
Colman Park	Domeney Reserve
Doncaster Reserve	Doncaster Tennis
Donvale Reserve North	Donvale Reserve South
Donvale Reserve Tennis	Koonung Park
Mullum Mullum Reserve Tennis	Park Reserve
Park Orchards Reserve Tennis	Rieschiecks Reserve
Schramms Reserve Bowls	Schramms Reserve South
Serpells Reserve Tennis	Stintons Reserve
Swilk Reserve Bowls	Ted Ajani Reserve
Ted Ajani Reserve Tennis	Templestowe Reserve
Templestowe Reserve Tennis	Timber Ridge Reserve
Warrandyte Reserve	Warrandyte Reserve Tennis
Wilson's Reserve	Wonga Park Reserve Tennis
Wonga Park Reserve West	Zerbes Reserve

Local Level Pavilions

Colman Park Tennis	Schramms Reserve North
Wonga Park Reserve East	

Appendix 5 – Facility Standards

AFL and Cricket – Pavilion Standards

Area	Regional	Municipal	District	Local
Player change rooms	2 x 55-75m ²	N/A	2 x 45-55m ²	2 x 45-55m ²
Accessible change room	Refer to code		Refer to code	Refer to code
Player amenities	2 x 30m ²		2 x 25m ²	2 x 25m ²
No. of lockable showers	4 per amenity area		3 per amenity area	3 per amenity area
No. of pan toilets	4 per amenity area		3 per amenity area	3 per amenity area
Umpire briefing room	30 - 40m ²		20-25m ²	20 - 25m ²
Umpire amenities (wet area)	18+m ²		12+m ²	12+m ²
Medical/trainer's room	2 x 15m ²		Optional – 2 x 10m ²	Optional 2 x 10m ²
Gymnasium	Optional - size to be determined by anticipated use		Optional - size to be determined by anticipated use	N/A
Social room	150m ²		100m ²	To be incorporated within change rooms
Social room toilets	Male 15m ² Female 15m ² Accessible 5m ²		Male 10m ² Female 10m ² Accessible 5m ²	Male 10m ² Female 10m ² Accessible 5m ²
Kitchen/Kiosk	30m ²		30m ²	20m ²
Office/administration/meeting room	20m ²		15m ²	N/A
Family room	Case by case		N/A	N/A
Multi-faith room	Case by case		N/A	N/A
Sensory room	Case by case		N/A	N/A
Public toilet	Case by case		Case by case	Case by case
Storage rooms (per tenant)	30m ²		20m ²	20m ²
Cleaners storage	5m ²		5m ²	5m ²
Time keepers box	10m ²		10m ²	N/A

Policy Register

Outdoor Sports Infrastructure and Allocations Policy



Area	Regional	Municipal	District	Local
External covered viewing area	150m2		75m2	50m2
Utilities/plant room (turf wicket venue only)	As required		As required	N/A
Rubbish bin cage	10m2		10m2	10m2

AFL and Cricket – Sports Field Standards

Area	Regional	Municipal	District	Local
Floodlights (AFL training)	100 lux (LED)*	N/A	50 lux (LED)*	50 lux (LED)*
Floodlights (AFL match)	200 lux (LED)*		100 lux (LED)*	N/A
Floodlights (cricket wicket - match)	N/A		N/A	N/A
Floodlights (cricket outfield - match)	N/A		N/A	N/A
Floodlights (practice cricket wickets)	200 lux (LED)*		Case by case	N/A
Cricket sight screens	Case by case		Case by case	N/A
Reserve fencing	Required		Required	Desirable
Sports field fencing	1.1m black powder coated mesh infill		1.1m black powder coated mesh infill	Case by case
Sealed car parks	Case by case		Case by case	Case by case
Unsealed car parks (overflow)	Case by case		Case by case	Case by case
Scoreboard	LED electronic		LED electronic	Basic electronic or manual
Coaches boxes / team benches	2 x permanent (4.8m x 1.2m)		2 x permanent (4.8m x 1.2m)	2 x permanent (4.8m x 1.2m)
Interchange box	1 x permanent (1.8m x 1.2m)		1 x permanent (1.8m x 1.2m)	1 x permanent (1.8m x 1.2m)
Goal posts	1 set x 12m/8m sleeved		1 set x 10m/6.5m sleeved	1 set x 10m/6.5m sleeved
Siren	Yes		Yes	Optional
PA system	Case by case		N/A	N/A
Ticket booth	Yes		Optional	N/A
Run off distance	5m		5m	5m
Sports field size	165m (L) x 135m (W)		150-165m (L) x 110-135m (W)	Min 130m (L) x 110m (W)
Sports field profile	Sand base		Sand base	Natural soil
Sports field turf	Santa Ana Couch		Santa Ana Couch	Santa Ana Couch or Kikuyu
Sports field drainage	Yes		Yes	Yes
Sports field irrigation	Automated, efficient		Automated, efficient	Automated, efficient
Practice cricket wickets (synthetic)	4+		Maximum 4	Optional
Practice cricket wickets (turf)	6+		Case by case	N/A

* As per relevant Australian Standards. Should the Australian Standard change, Council will align upgrades/new infrastructure with the amended standard.

Athletics – Pavilion Standards

Area	Regional	Municipal	District	Local
Change rooms	2 x 60m2	N/A	N/A	N/A
Change room amenities	2 x 40m2			
Accessible change room	Refer to code			
Medical/trainers room	15m2			
Gymnasium	Case by case			
Social rooms	150m2			
Social room toilets	Refer to code			
Toilets - accessible	Refer to code			
Public toilets	Case by case			
Kitchen/canteen	30m2			
Office	15m2			
Officials' area	Case by case			
Storage rooms (per tenant)	60m2			
Cleaners storage room	5m2			
External covered viewing area	Case by case			
Rubbish bin cage	10m2			

Athletics – Sports Field Standards

Area	Regional	Municipal	District	Local
Track size - circular	400m as per World Athletics standard	N/A	N/A	N/A
Markings	As per World Athletics standard			
Field size - shot put enclosure	As per World Athletics standard			
Field size - hammer throw enclosure	As per World Athletics standard			
Field size - discus enclosure	As per World Athletics standard			
Field size - long/triple jump pit	As per World Athletics standard			
Field size - long/triple jump runway	As per World Athletics standard			
Field size - pole vault runway	As per World Athletics standard			
Floodlights (training)	75 lux (LED)*			
Floodlights (competition)	200 lux (LED)*			
Reserve fencing	3m			
Sealed car parks	Case by case			
Unsealed (overflow)	Case by case			
Scoreboards	LED electronic			
Clock	Yes			
PA system	Case by case			
Surface and base - Track	As per World Athletics standard			
Surface and base - Field	As per World Athletics standard			
Field profile	Natural soil			
Field turf	Santa Ana or Kikuyu			
Field drainage	Case by case			
Field irrigation	Automated, efficient			

* As per World Athletics Standards. Should the World Athletics Standard change, Council will align upgrades/new infrastructure with the amended standard.

Policy Register

Outdoor Sports Infrastructure and Allocations Policy



Baseball/Softball – Pavilion Standards

Area	Regional	Municipal	District	Local/Multi-sport use Facility
Change room	N/A	2 x 30m2	N/A	2 x 20m2
Accessible change space		Refer to code		Refer to code
Change room amenities		2 x 15m2		2 x 10m2
Umpires room		20m2		20m2
Medical/trainer's room		15m2		Case by case
Gymnasium		Case by case		Case by case
Social rooms		100m2		N/A
Social room toilets		Refer to code		N/A
Toilets - accessible		Refer to code		Refer to code
Public toilet		Case by case		Case by case
Kitchen/canteen		30m2		30m2
Office		15m2		N/A
Storage room (per tenant)		20m2		20m2
Cleaners storage room		5m2		5m2
Scorers room		10m2		N/A
External covered viewing area		75m2		N/A
Rubbish bin cage		10m2		10m2

Policy Register

Outdoor Sports Infrastructure and Allocations Policy



Baseball/Softball – Sports Field Standards

Area	Regional	Municipal	District	Local
Floodlights (infield)	N/A	500 lux (LED)*	N/A	Case by case
Floodlights (outfield)		300 lux (LED)*		Case by case
Reserve fencing		Case by case		Case by case
Sports field fencing - Back stop		8m (H) x 25m (W) back net (min) 15m from home plate (min)		Case by case
Sports field fencing - Outfield		1.1 black powder coated mesh		Case by case
Sealed car parks		Case by case		Case by case
Unsealed car parks (overflow)		Case by case		Case by case
Scoreboard		LED electronic		Case by case
Dug outs		2 x permanent (7m x 1.2m)		Case by case
Batting Cage		Case by case		N/A
PA system		Case by case		N/A
Ticket booth		Optional		N/A
Sports field size - Outfield		76.2m (min) from home base to obstruction		Case by case
Sports field size - Infield		27.43m square		Case by case
Sports field size - Catcher's box		As per BA/SA Standards		As per BA/SA Standards
Sports field size - Batter's box		As per BA/SA Standards		As per BA/SA Standards
Sports field size - Home plate		As per BA/SA Standards		As per BA/SA Standards
Sports field size - Pitching mound		As per BA/SA Standards		As per BA/SA Standards
Run off (foul ground)		7.62m - 9.14m		Case by case
Sports field profile		Sand base		Case by case
Sports field turf (outfield)		Santa Ana Couch		Case by case
Sports field drainage		Yes		Yes
Sports field irrigation		Automated, efficient		Automated, efficient

* As per relevant Australian Standards. Should the Australian Standard change, Council will align upgrades/new infrastructure with the amended standard.

Policy Register

Outdoor Sports Infrastructure and Allocations Policy



BMX – Pavilion Standards

Area	Regional	Municipal	District	Local
Change rooms	2 x 25m2	N/A	N/A	N/A
Change room amenities	2 x 15m2			
Accessible change room	Refer to code			
Social room toilets	Refer to code			
Toilets - accessible	Refer to code			
Public toilet	Case by case			
Medical room	15m2			
Gymnasium	Case by case			
Social room	100m2			
Storage (per tenant)	30m2			
Cleaners Store	5m2			
Kitchen/canteen	30m2			
External covered viewing area	100m2			
Office	15m2			
Rubbish bin cage	10m2			

BMX – Sports Field Standards

Area	Regional	Municipal	District	Local
Starting hill	2.5m (H) x 8m (W)	N/A	N/A	N/A
Starting gate	7.3m (W) x 0.5m (H) – Slip resistant			
Track length	280m - 450m			
Track width	1st straight - 8m All other straights - 5m 1st turn - 4m All other turns - 4m			
Number of straights	Minimum 4			
Number of turns	Minimum 3			
Length first straight	50m			
Markings	White lines			
Track fencing	On straights - minimum 2m from track			
Staging area	10m x 8m [^]			
PA systems	Case by case			
Floodlights	200 lux*			
Sealed car parks	Case by case			
Unsealed car parks (overflow)	Case by case			

* As per relevant Australian Standards. Should the Australian Standard change, Council will align upgrades/new infrastructure with the amended standard.

[^] Cover of staging areas will be considered on a case-by-case basis. As covered staging areas exceed the BMX Australia Guidelines for club, regional and state championships, user groups will be responsible for all costs associated with the cover.

Policy Register

Outdoor Sports Infrastructure and Allocations Policy



Football (Soccer) – Pavilion Standards

Area	Regional (NPL)	Municipal	District	Local
Change rooms	2 x 35m ²	N/A	2 x 25m ²	2 x 25m ²
Accessible change room	Refer to code		Refer to code	Refer to code
Change room amenities	2 x 25m ²		2 x 15m ²	2 x 15m ²
Umpires room	20m ²		20m ²	20m ²
Medical/trainers room	15m ²		15m ²	15m ²
Gymnasium	Case by case		Case by case	N/A
Social Rooms	150m ²		100m ²	To be incorporated within change space
Social room toilets	Refer to code		Refer to code	Refer to code
Toilets - accessible	Refer to code		Refer to code	Refer to code
Public toilet	Case by case		Case by case	Case by case
Kitchen/canteen	30m ²		30m ²	15m ² (kiosk only)
Office	20m ²		15m ²	N/A
Storage rooms (per tenant)	40m ²		20m ²	20m ²
Cleaners storage	5m ²		5m ²	5m ²
Media room	15m ²		N/A	N/A
External covered viewing area	100m ²		75m ²	50m ²
Rubbish bin cage	10m ²	10m ²	10m ²	

Football (Soccer) – Sports Field Standards

Area	Regional (NPL)	Municipal	District	Local
Floodlights (training)	100 lux (LED)*	N/A	50 lux (LED)*	50 lux (LED)*
Floodlights (match)	200 lux (LED)*		100 lux (LED)*	N/A
Reserve fencing	Yes		Case by case	N/A
Sports field fencing	1.1m black powder coated mesh infill		1.1m black powder coated mesh infill	Case by case
Sealed car parks	Case by case		Case by case	Case by case
Unsealed car parks (overflow)	Case by case		Case by case	Case by case
Scoreboard	LED electronic		LED electronic	Basic electronic
Coaches boxes / Team benches	2 x permanent (6m x 1.2m)		2 x permanent (6m x 1.2m)	2 x permanent (6m x 1.2m)
Goal posts	2 x 2.44m (H) x 7.32m (W)		2.44m (H) x 7.32m (W)	2.44m (H) x 7.32m (W)
Portable goal storage	Case by case		Case by case	Case by case
PA system	Case by case		N/A	N/A
Ticket booth	Yes		Optional	N/A
Players race	2m (W) x 2.2m (H)		N/A	N/A
Run off distance	3-5m		3-5m	3-5m
Distance between pitches	N/A		6-10m	6-10m
Sports field size	100-105m (L) x 60-68m (W)		96-105m (L) x 60-68m (W)	96-105m (L) x 60-68m (W)
Sports field profile	Sand base		Sand base	Natural soil
Sports field turf	Santa Ana Couch (synthetic case by case)	Santa Ana Couch (synthetic case by case)	Santa Ana Couch or Kikuyu	
Sports field drainage	Yes	Yes	Yes	
Sports field irrigation	Automated, efficient	Automated, efficient	Automated, efficient	

* As per relevant Australian Standards. Should the Australian Standard change, Council will align upgrades/new infrastructure with the amended standard.

Hockey – Pavilion Standards

Area	Regional	Municipal	District	Local
Change rooms	2 x 25m ²	N/A	N/A	N/A
Accessible change room	Refer to code			
Amenities	2 x 20m ²			
Umpires room	20m ²			
Medical/trainers room	15m ²			
Gymnasium	Case by case			
Social rooms	100m ²			
Social room toilets	Refer to code			
Toilets - accessible	Refer to code			
Public toilet	Case by case			
Kitchen/canteen	30m ²			
Office	15m ²			
Storage rooms (per tenant)	20m ²			
Cleaners storage	5m ²			
Time keepers box	10m ²			
External covered viewing area	75m ²			
Rubbish bin cage	10m ²			

Hockey – Sports Field Standards

Area	Regional	Municipal	District	Local
Size	91.4m (L) x 55m (W)	N/A	N/A	N/A
Run off	5m each end, 3m each side			
Profile	Synthetic			
Irrigation	Automated, efficient			
Reserve fencing	Case by case			
Sports field fencing	1.1m black powder coated mesh			
Car parking surface (sealed or unsealed)	Case by case			
Floodlighting	250 lux (LED)*			
Scoreboard	LED electronic			
Coaches box (each)	4.8m x 1.2m			
Technical bench	3m x 6m			
Goal Posts	2.14m (H) x 3.66m (W)			
PA systems	Case by case			

* As per relevant Australian Standards. Should the Australian Standard change, Council will align upgrades/new infrastructure with the amended standard.

Policy Register

Outdoor Sports Infrastructure and Allocations Policy



Lawn Bowls – Pavilion Standards

Area	Regional	Municipal	District	Local
Change rooms	2 x 25m2	N/A	2 x 15m2	N/A
Change room amenities	2 x 7.5m2		2 x 7.5m2	
Accessible change room	Refer to code		Refer to code	
Social room toilets	Refer to code		Refer to code	
Toilets - accessible	Refer to code		Refer to code	
Public toilet	Case by case		Case by case	
Social room	150m2		100m2	
Storage (per tenant)	20m2		20m2	
Cleaners store	5m2		5m2	
Kitchen/canteen	30m2		30m2	
External covered viewing area	100m2		75m2	
Office	20m2		15m2	
Rubbish bin cage	10m2		10m2	
Maintenance Shed	Case by case		Case by case	

Lawn Bowls – Sports Field Standards

Area	Regional	Municipal	District	Local
Size	40m x 40m	N/A	40m x 40m	N/A
Greens	2+ Greens		1-2 Greens	
Covered Dome over bowling green	Maximum 1 green cover		N/A	
Ditch	380mm (W) and 50mm-200mm (D)		380mm (W) and 50mm-200mm (D)	
Profile	Perched water table		Perched water table	
Turf	Tifdwarf couch		Tifdwarf couch	
Synthetic surface	Case by case		Case by case	
Irrigation (turf only)	Automated, efficient		Automated, efficient	
Drainage	Subsurface		Subsurface	
Reserve fencing	3m black powder coated mesh		3m black powder coated mesh	
Car parking surface (sealed or unsealed)	Case by case		Case by case	
PA System	Case by case		Case by case	
Floodlighting	200 lux* (main green only)		100 lux*	
Scoring stands	1 per lane	1 per rink		
Player shelter	3m x 1.2m (3 per green)	3m x 1.2m (3 per green)		

* As per relevant Australian Standards. Should the Australian Standard change, Council will align upgrades/new infrastructure with the amended standard.

Policy Register

Outdoor Sports Infrastructure and Allocations Policy



Netball (Outdoor) – Pavilion Standards

Area	Regional	Municipal	District	Local
Change rooms	2 x 25m ²	N/A	N/A	N/A
Accessible change room	Refer to code		N/A	N/A
Change room amenities	2 x 15m ²		N/A	N/A
Umpires change room	20m ²		N/A	N/A
Medical/trainer's room	20m ²		N/A	N/A
Gymnasium	Case by case		N/A	N/A
Social room	100m ²		N/A	N/A
Social room toilets	Refer to code		N/A	N/A
Toilets - accessible	Refer to code		N/A	N/A
Public toilet	Case by case		N/A	Case by case
Kitchen/canteen	30m ²		N/A	N/A
Office	s25m ²		N/A	N/A
Storage room (per tenant)	20m ²		N/A	10m ²
Rubbish storage	10m ²		N/A	N/A
External covered viewing area (per court)	Case by case		N/A	N/A

Netball (Outdoor) – Sports Field Standards

Area	Regional	Municipal	District	Local
Courts	8+	N/A	4-7	1-3
Floodlights (training)	100 lux (LED)*		100 lux (LED)*	100 lux (LED)* - case by case
Floodlights (match)	200 lux (LED)*		N/A	N/A
Court size	30.5m (L) x 15.25m (W)		30.5m (L) x 15.25m (W)	30.5m (L) x 15.25m (W)
Run off	3.05m (3.65m between courts)		3.05m (3.65m between courts)	3.05m (3.65m between courts)
Reserve fencing	Case by case		N/A	N/A
Sports field fencing	Case by case		Case by case	Case by case
Sealed car parking	Case by case		Case by case	Case by case
Unsealed car parking	Case by case		Case by case	Case by case
Scoreboard	Optional		Case by case	Case by case
Coach/team bench	Case by case		Case by case	Case by case
Siren	Optional		Optional	N/A
PA system	Case by case		N/A	N/A
Surface	As per Netball Victoria standards		As per NV standards	As per NV standards
Goal ring	60-100mm diameter		60-100mm diameter	60-100mm diameter
Goal posts	3.05m (H)		3.05m (H)	3.05m (H)

* As per relevant Australian Standards. Should the Australian Standard change, Council will align upgrades/new infrastructure with the amended standard.

Tennis – Pavilion Standards

Area	Regional	Municipal	District	Local
Change rooms	N/A	N/A	Incorporated within amenities	N/A
Accessible change room			As per code	N/A
Change room amenities			Refer to code	N/A
Gymnasium			Case by case	N/A
Social rooms			100m ²	N/A
Social room toilets			Incorporated within amenities	N/A
Toilets - accessible			Refer to code	N/A
Kitchen/canteen			30m ²	N/A
Office			15m ²	N/A
Storage rooms (per tenant)			20m ²	N/A
Cleaners storage room			5m ²	N/A
Rubbish storage			10m ²	N/A
External covered viewing area			75m ²	N/A

Tennis – Sport Field Standards

Area	Regional	Municipal	District	Local
Total court area	N/A	N/A	34.77m x 17.07m (total area) and 23.77m x 10.97m (principle playing area)	34.77m x 17.07m (total area) and 23.77m x 10.97m (principle playing area)
Run off distance - back			5.49m	5.49m
Run off distance - side			3.05m	3.05m
Distance between courts			3.66m	3.66m
Net posts			2 x 1.07m (H), Max 15cm Diameter, 0.914m outside of court.	2 x 1.07m (H), Max 15cm Diameter, 0.914m outside of court.
Floodlights (LED)			350 lux - Principle playing area 250 lux – Total playing area*	350 lux - Principle Playing Area 250 lux – Total Playing Area*
Court/reserve fencing			3.6m or 3m along baseline. Half side fence considered case by case.	3.6m or 3m along baseline. Half side fence considered case by case.
Sealed car parks			Case by case	Case by case
Unsealed (overflow)			Case by case	Case by case
Public toilet			Case by case	Case by case
Moveable scoreboards			1 per court	N/A
PA system			Case by case	N/A
Surface and base			Varies, as per TA standards.	Varies, as per TA standards.
Irrigation (en tous cas only)			Automated, efficient	N/A
Dedicated Hot Shot Courts (Red)			Case by case	N/A

* As per relevant Australian Standards. Should the Australian Standard change, Council will align upgrades/new infrastructure with the amended standard.

Tennis – Sports Field Standards (Cont'd)

Area	Regional	Municipal	District	Local
Hot shots (red) - Principle Playing Area	N/A	N/A	11m (L) x 5.5m (W)	N/A
Hot shots (red) - Total playing area			15m x 9.5m min.	N/A
Hot shots (red) - Run off - back			3.05m (2m min.)	N/A
Hot shots (red) - Run off - side			2.44m (2m min.)	N/A
Hot shots (red) - Run off – common side			2.44m+ (2m min.)	N/A
Hot shots (red) - Run off – common back			Fence required. 5m min.	N/A
Hot shots (red) - Net height			65cm-80cm	N/A
Dedicated Hot Shot Courts (orange)			Case by case	N/A
Hot shots (orange) – Principle playing area			18m (L) x 8.23m (W – doubles) or 6.5m (W – singles)	N/A
Hot shots (orange) – Total playing area			24m x 10.5	N/A
Hot shots (orange) - Run off - back			4.27m (2m min.)	N/A
Hot shots (orange) - Run off - side			3.05m (2m min.)	N/A
Hot shots (orange) - Run off - common side			3.05m+ (3m min.)	N/A
Hot shots (orange) - Run off – common back			Fence required. 7m min.	N/A
Hot shots (orange) - Net height			80cm	N/A
Book a court system			Case by case	Case by case

* As per relevant Australian Standards. Should the Australian Standard change, Council will align upgrades/new infrastructure with the amended standard.

Appendix 5 – Facility Standards cont'd

Scoreboards

LED electronic scoreboards for Regional, Municipal or District level facilities are to be fully customisable to display messaging or video for the desired sport. E.g. Football LED Scoreboards would have the capabilities to display the number of goals, behinds, total score, time clock and relevant quarter of play. The maximum scoreboard screen size is 15m².

Basic electronic scoreboards for Local level facilities are to be able to display basic score information for the desired sport. E.g. Cricket scoreboard would have the capabilities to display number of runs, wickets, overs. The maximum scoreboard screen size is 7.5m².

Storage

Maximum storage provided within each pavilion is 180m².

Shipping Containers

The use of shipping containers is not permitted on Council land for any purpose. Existing shipping containers will be phased out in collaboration with user groups.

Appendix 6 – Facility Fit-Out Items

The Council responsibilities outlined below are in line with the facility standards located below. User groups must fund 100% of the cost for fit out items that exceed those standards, which should be undertaken in consultation with Council. Items not listed below will be considered on a case-by-case basis.

Council Responsibility	User Group Responsibility (100% funding)
Baby change facilities	Bar facilities (including sinks and benches)
Bench style seating in change rooms	Crockery and cutlery
Change room toilet fixtures (hooks, mirrors, toilet roll holders, soap holders, paper towel dispenser)	Dishwashers
Curtains and blinds	Kitchen equipment (deep fryers, bain-maries, pie warmers etc.)
Essential safety equipment	Electronic equipment (sound systems, TVs etc.)
Extractor fans and range hoods. <i>Size determined by oven and cook top dimensions.</i>	Floor coverings, flooring and floor tiles for all 'optional' additions to the facility.
Floor coverings (social room carpet, non-slip surface in wet areas and change rooms)	Furniture (e.g. tables and chairs)
Grease trap installation (where appropriate)	Heating/cooling units (outside of social rooms)
Hard floor coverings (where appropriate)	Refrigerators/Freezers (including drinks fridges)
Heating/cooling units and fixed fans (social room only)	Sanitary bins
Hooks in change rooms	Security systems
Hot water service	Storage room shelving
Instant hot water unit (in kitchen/kiosk)	Telephone, NBN (excluding infrastructure to the building) and TV aerial connections
Kitchen benches and cabinets	All other items as required by the user group (subject to Council approval)
Light fittings	
Locks (excluding club locks)	
Ovens and hot plates: <ul style="list-style-type: none"> Regional: 6 burner, 100-120L Oven District and Municipal: 4-5 burner, 70-90L Local: Domestic 4 burner, 50-70L School: N/A 	
Plumbing fixture, shower fittings, toilets and sinks.	
Roller screen security doors (where appropriate)	
Security lighting	
Tiling	

Appendix 7 – Financial Contributions

Pavilions

Component	Council	User Group	Comments
Accessible change rooms	100%	0%	In accordance with the Building Code.
Amenities - showers / toilets	100%	0%	As per facility standards.
Bar facilities	0%	100%	
Canteen / kitchen	100%	0%	As per facility standards.
Change rooms	100%	0%	As per facility standards.
Cleaner's storage	100%	0%	
Grounds keeper / maintenance shed	100%	0%	Provision and size determined on a case by case basis.
Gymnasium	0%	100%	Council contribution considered on a case by case basis
Heating/Cooling	100%	0%	In social room only.
Medical/Trainer's room	100%	0%	As per facility standards.
Office space	100%	0%	As per facility standards.
Rubbish bin storage	100%	0%	
Social room/Multi-purpose room	100%	0%	As per facility standards.
Storage	100%	0%	As per facility standards.
Timekeepers / media / scorers room	100%	0%	As per facility standards.
Umpires/Officials Change Room	100%	0%	As per facility standards.
Veranda/spectator's shelter	100%	0%	
Works exceeding Council's Facility Standards	0%	100%	As per facility standards.

Funding ratios are based on Council's Facility Standards. Where exceeding the standards has been approved by Council, user groups must fund 100% in excess of standards.

Policy Register

Outdoor Sports Infrastructure and Allocations Policy



Sports Facilities

Component	Council	User Group	Comments
Book a Court	50%	50%	Infrastructure hardware only
Coaches boxes/Dugouts/Player shelters	100%	0%	In accordance with Council's Facility Standards.
Covered Dome over bowling green	50%	50%	In accordance with Council's Facility Standards and allowing for community access **
Cricket centre wicket (synthetic and turf)	100%	0%	As per Council's maintenance and replacement program.
Cricket sight screens	0%	100%	
Cricket wicket winter cover	100%	0%	
Cricket nets or batting cages	100%	0%	In accordance with Council's Facility Standards.
Cricket net floodlight (training standard)	0%	100%	Council contribution may be considered on a case-by-case basis. Subject to evaluation.
Floodlighting (training standard)	100%	0%	In accordance with Council's Facility Standards.
Floodlighting (match standard)	100%	0%	In accordance with Council's Facility Standards.
Floodlighting (where training & match standard is the same)(Tennis, Hockey, Lawn Bowls)	100%	0%	For facilities with public access ***
	50%	50%	For facilities with limited public access***
Goal posts (fixed and portable)	100%	0%	In accordance with Council's Facility Standards.
Goal post padding	0%	100%	
Interchange steward/Umpire/ Officials' box	0%	100%	In accordance with Council's Facility Standards.
Netball courts	100%	0%	
PA System (Regional facilities only)	100%	0%	In accordance with Council's Facility Standards.
Protective netting	100%	0%	Where a safety risk is identified.
	0%	100%	Where there is no safety risk.
Reserve fencing	100%	0%	In accordance with Council's Facility Standards.
Scoreboards	50%	50%	In accordance with Council's Facility Standards.
Sports fields (turf)^	100%	0%	^ See below

Policy Register

Outdoor Sports Infrastructure and Allocations Policy



Specialised surfaces (hockey, tennis and lawn bowls, including ditches around bowling greens)	50%	50%	In accordance with Council's Facility Standards.
Sports field fencing	100%	0%	In accordance with Council's Facility Standards.
Ticket booth	0%	100%	
Works exceeding Council's Facility Standards	0%	100%	

Any additional items not listed within the tables above will be considered on a case-by-case basis.

^ Synthetic surfaces for sports where synthetic is not traditionally the preferred surface (e.g. football) will be considered on a case-by-case basis.

** This funding is conditional on broader community access being available i.e. for non-members of the tenant user group.

*** This funding is conditional upon the implementation of a public access program or pay-as-you-go booking system that does not require membership to participate. The aim is to facilitate community access through casual hire or social programs that are open to the general public. For example, programs like Tennis Australia's Book a Court or social activities such as barefoot bowls. Note that access to this funding will not apply to programs considered as private or membership-based, e.g including midweek tennis competition.

Funding ratios are based on Council's Facility Standards. Where exceeding the standards has been approved by Council, user groups must fund 100% in excess of standards.

User group contributions towards facility developments will be based on Quantity Surveyor (QS) estimates. Council will fund any difference between the QS estimate and the final project cost. User groups will however fund any requested changes to the project scope in line with the funding ratios within the Policy.

Council will not retrospectively finance previous projects / existing infrastructure and will not retrospectively undertake works to existing facilities to comply with this Policy. The Policy will be applied in accordance with Council's capital works process.

Hard court resurfacing

Unforeseen costs arising from site condition assessments such as a requirement for subsurface upgrades, will be funded 100% by Council.