



Policy

Sportsfield User

2021

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Further Document Information and Relationships

Related Legislation	
Related Policies	Wet Weather Sporting Ground Closures Policy
Related Standards, Procedures,	DM1006378 – Byron Shire Council Wet Weather Ground Inspection Guide

Statements, documents	DM1000726 – Byron Shire Application for Casual Use of sporting fields DM1198502 – Seasonal/Regular User (Interim) Agreement DM1192166 – Pre Use Inspection Checklist for Open Space and Community Activities DM1201038 – Site Induction Checklist for Open Space and Community Activities DM1006390 – Instructions for Sports field message bank
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Note: Any reference to Legislation will be updated in the Policy as required. See website <http://www.legislation.nsw.gov.au/> for current Acts, Regulations and Environmental Planning Instruments.



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1. Objectives

- 1.1. To provide a fair and equitable system for allocating and charging for the use of sportsfields under the control and management of Byron Shire Council.
- 1.2. To promote a co-operative effort between local sporting organisations, schools, commercial operators, the wider community and Council in caring for and developing sportsfields and facilities in Byron Shire.
- 1.3. To ensure a clear communication line, and accepted principle of responsibility, in regard to the use of Council's sportsfields and facilities.
- 1.4. To allow Council to pro-actively manage sportsgrounds in order to prevent over-use and/or inappropriate uses, thereby ensuring the long-term sustainability of playing fields.
- 1.5. To allow Council to recover a proportion of facility costs from users and ensure that fees and charges reflect the standard of facilities being provided.

2. Definitions

Built facility – A Council owned and/or maintained building (amenities building; canteen facility; clubhouse or storage shed) located within a sporting ground.

Built facility cost – The insured replacement value of the building.

Casual hire – The nominated date or limited period of time (maximum of 2 consecutive days) for specific events or recreation/sporting activities.

Commercial activities – Any activity undertaken by a corporate/business group (excluding personal trainers) with the intention to make money or profit from the activity directly or indirectly.

Community groups – Not for profit community based groups.

Seasonal allocation – A booking for a winter or summer sporting activity.

Sportsfields – An area of open space land provided specifically for the purpose of conducting formal sport or encouraging informal recreation activity.

Turf wicket – A grassed cricket pitch on raised table.

Usage fee – A fee applied for the use of a sportsfield.

3. Statement

3.1 Scope

This policy applies to fees and charges for the use of sportsgrounds, reserves and facilities where sport is played and/or which are utilised to support sporting activities within Byron Shire. (Refer to Appendix 1 for a listing of all Byron Shire Sportsfields.)



3.2 Equity

Byron Shire Council wishes to encourage the utilisation of sportsgrounds, reserves and facilities from groups which encourage the local community to participate in sporting activities.

3.3 Partnership

Byron Shire Council acknowledges that an opportunity to develop partnerships with clubs to improve or develop facilities is essential to the long-term viability of clubs and facilities.

3.4 Diversity

Byron Shire Council maintains and encourages diverse and multiple use of Council's sportsgrounds and facilities.

4. User agreements

Council proposes to allocate the use of sporting fields and facilities utilising three types of agreements:

4.1 Licences

A licence agreement provides a local Byron Shire based sporting club and/or association with a permit to use a sporting field and facilities for an agreed purpose for an agreed period of time.

Licences do not provide user groups with exclusive occupancy rights to a facility. Council however, recognises the historical home ground relationships at each sportsfield and will issue licenses accordingly.

Licence periods will be subject to negotiation although a maximum term of up to three years would be expected. (This is applicable only to Council owned land. Temporary Licenses on Crown land of up to one year only are permissible.) If clubs contribute towards capital improvements or upgrades to a facility, they may be awarded a 3 year license with the option to extend the licence by 3 + 3 years.

Under a Licence Agreement, clubs will agree where applicable to ensure the closure of individual fields for a two week period each year to allow for required restoration of fields to be undertaken. This will form part of the terms and conditions of the Licence Agreement and will be undertaken in consultation with the Licence holder.

Under a Licence Agreement the licensee pays sportsground and facility fees and charges as scheduled and utility charges incurred. Council is responsible for the majority of the costs associated with the built facilities (where applicable) and all costs associated with the delivery of the sportsground.

4.2 Seasonal allocations

Seasonal sports ground allocations will be determined each year by Council. Allocation of specific grounds is made for both training and match play purposes. All dates for such activities must be provided to Council for approval and along with relevant Application and



Insurance forms. All activities must be within the timeframes specified by the club via the Byron Shire Council Seasonal/Regular User Agreement.

Historical home ground relationships at each sportsfield located in Byron Shire will be recognised.

Seasonal allocations take into consideration the closure of sportsfields for a two week period each year to ensure that required restoration of fields is undertaken.

A Seasonal allocation will provide clubs with exclusive use of sports facilities, with regards to use of their venue on their chosen or preferred days.

Seasonal allocations apply generally to the following times in each year:

Winter: Commencement of School Term 2 to completion of School Term 3

Summer: Commencement of School Term 4 to completion of School Term 1

Codes that play before or beyond the school term seasonal cut off for winter or summer will need to specify to Council the season duration and final dates required.

In the case of seasonal allocations for use, acceptance will be based on the understanding that the fees and charges payable as set by Council are irrespective of weather conditions prevailing.

Council will not grant any concession in fees and charges should weather conditions hinder the holding of any sporting fixture or interrupt a season.

Sporting finals are considered part of a clubs seasonal allocation and therefore do not require a separate booking and charge.

Seasonal allocations are subject to sportsground fees and charges as scheduled, utility charges and costs relating to supporting infrastructure specific to their sport i.e. floodlighting; turf wickets etc.

4.3 Casual hire agreement

A casual hire agreement is generally issued to a school or casual user, or user groups, to confirm a particular sporting field and facilities for specified activities and times. This will entitle the casual hirer exclusive use of the venue for the casual hire period only. (Maximum of two consecutive days.)

All dates for such activities must be provided to Council for approval and along with relevant Application and Insurance forms. All activities must be within the timeframes specified by the club via the Casual Hire Application form.

Application for use of Council sporting fields and facilities for casual hire will be through the Application for Casual use of Sporting Fields and Facilities. Terms and conditions for use are detailed within the Application form.

Sporting field and facilities fees and charges will be determined annually by Council in conjunction with its fees and charges.



5. Pricing framework

In developing a pricing framework for this policy a number of variables have been considered, which include:

- i) Type of facility –Built facility (eg clubhouse, multipurpose building) and Sportsground
- ii) Benefits derived from the provision of this facility
- iii) Who pays for the facility’s ongoing maintenance and upgrades
- iv) Capital improvement costs to a built facility
- v) Ability for the facility to meet the use of groups
- vi) Cost of providing the facility, service or program
- vii) Practicality of administering and collecting the fees and charges

This pricing model incorporates the following:

- i) A rating system of sporting field and facilities which is based on the quality of the grounds, relevant facilities and amenities
- ii) Charges are applied for the use of a sportsground or built facility at a field per season rate which reflects accurate use of a facility.

The fees and charges policy has endeavoured to take these factors into account in the development of the following pricing strategies.

5.1 Sportsground fees and charges

Each sporting field has been categorised using a 1-4 rating in line with Byron Shire Council’s approach to asset management and levels of service. These ratings reflect the facility’s quality and its supporting infrastructure. “1” is the best quality and “4” is the lowest quality. The classification of sportsgrounds will be reviewed annually in order to take into consideration major improvements, upgrades, capital developments, or other changes that may influence the ongoing delivery requirements.

The fees and charges will be examined annually in conjunction with Council’s annual budget process with a view to ensuring a cost recovery percentage as determined by Council.

5.2 Percentage of costs

License holders and seasonal users will pay a percentage of the costs associated with the ongoing maintenance of each sporting field; this includes regular maintenance items such as mowing, irrigation, water usage and seasonal works such as top dressing, fertilisation, over sowing and aerating.

Each of the categories attracts a cost which is associated with the delivery of that ground. “1” rated facilities attract the highest delivery cost whilst “4” rated facilities attract the lowest costs.



License holders and seasonal users will also pay for the cost of utilities incurred associated with the use of the sporting field and facilities.

5.3 Methodology

Seasonal fees will be determined as follows:

- i) Determine Sporting Field Rating 1, 2, 3 or 4 as outlined in rating system
- ii) A percentage as determined by Council is recovered from users of sporting field and facilities
- iii) Charges are on a per field/per season basis and will be calculated as follows:

Sportsfield	Rating	% of Industry Standard*	Cost per Field	15% of Maintenance Cost per Year	15% of Maintenance Cost per Season
Nominate sports field	Apply rating as determined for each sports field	Apply % of Industry Standard per ha as per field rating	Multiply Industry Standard by % and field size**	Multiply Cost per field by 15% to derive yearly cost per field to users	Divide yearly cost by 2 to arrive at Seasonal cost per field to users

*The Industry Standard for sportsfield maintenance costs for a regional facility with similar demographics to the Byron Shire LGA as per the Department of Sport and Recreation

**The average field size has been established as 0.8ha

5.4 Application of methodology

A Licence agreement/seasonal allocation will attract costs as per the number of fields used per season as specified by each organisation and the percentage of maintenance costs assigned for each field as per the above table.

The occasional usage of an additional field by an existing licensed or seasonal allocation user will be permitted at no additional charge. Any additional usage dates will be provided for in the license or seasonal allocation agreement and will be capped at no more than 5 games/matches per season. The occasional usage at no additional charge will not extend to usage of the Cavanbah Centre.

There will be a provision of a 25% pro rata payment for sportsfield usage where usage for licence holders or seasonal allocation holders is capped at only one session per week.

Licensees/seasonal/regular will pay the full cost of any services consumed such as general electricity, and gas.

For fields with multiple users, sportsfield lighting will be managed by telemetry monitoring systems. Seasonal users and casual hire will be provided unique codes to access sportsfield lights and will be charged as incurred.



A standard administrative fee associated with establishment of a license may be charged to the application group as per Council's fees and charges.

For those sporting organisations seeking assistance with the payment of user fees and charges may apply for assistance through Council's Policy - Community Initiatives Program (Section 356).

6. Determining charges for school use of sportsgrounds

Byron Shire Council recognises the importance of childrens participation in sport and recreation activities. As such, the following will apply to school use of sporting facilities:

- 6.1 Byron Shire schools will be exempt from sporting field and facilities charges for physical education classes and weekly school sport programmed during the normal course of a school day/term. Bookings for use will still need to be made through the Application for Casual Use of Sporting Fields and Facilities.
- 6.2 Byron Shire schools will be charged a flat session rate as per Council's fees and charges per student for the use of sporting field and facilities for competition purposes. E.g. inter school football matches; athletics carnivals.
- 6.3 Schools located outside the Local Government Area will be required to pay the full Community Rate as specified in Council's fees and charges.
- 6.4 Application for use of Council sportsgrounds for school purposes will be through the Application for Casual Use of Sporting Fields and Facilities. Terms and conditions for use are detailed within the Application Form.

7. Determining charges for commercial use of sportsgrounds/built facilities

Fees for determining commercial use shall be determined using the methodology as outlined in 4.3 of this document in which Council would apply a recovery rate of 100% for a sessional rate.

The provider will be responsible for meeting the full cost of preparing and maintaining the facility during the hiring period.

Additional fees may or may not apply and are subject to negotiation depending on fee per head, derived community benefit, impact on surrounding amenity and exclusive use of public.

8. Determining charges for casual use of sportsgrounds/built facilities

Charges for casual users will be applied as per Council's Schedule of Fees and Charges as determined through Council's annual budget process. Suitability of use will be in consideration of the nature of the intended use, potential community benefit, and the resultant impact on the seasonal use and/or the community.



9. Determining charges for sport specific infrastructure

9.1 Floodlighting

There are a number of sportsgrounds which provide floodlighting in order for sporting clubs to train after dark. Electricity costs relating to the delivery of floodlighting is considered to be the responsibility of clubs which benefit from this infrastructure.

Council will provide the initial infrastructure where appropriate, however seasonal maintenance costs, such as lamp replacement and safety checks will be apportioned to clubs which utilise floodlighting.

For fields with multiple users, sportsfield lighting will be managed by telemetry monitoring systems. Seasonal allocation users and casual hire will be provided unique codes to access sportsfield lights and charged as per timeframe used.

Costs for sportsfield lighting will be assessed in conjunction with Essential Energy and all costs will be charged as incurred.

9.2 Turf wicket maintenance

There are a number of sportsgrounds which provide turf wickets. These facilities provide benefits for a select group of clubs and/or individuals.

Council will provide the initial maintenance works required at the end of each winter season (part of the normal changeover ground renovations) at no cost. Once this has been completed, clubs thereafter are responsible for all costs associated with the curation and maintenance of their turf wicket table.

9.3 Canteen facilities located at the Cavanbah Centre

Canteen fees of \$200.00 per season will apply for a seasonal allocation user with exclusive use of one of the canteens situated within the Northern Amenities Building at the Cavanbah Centre.

10. Security bond

A Security Bond may be required for high risk activities and is subject to determination by Council.

11. Review of fees and charges

The fees and charges as documented in this Policy will be reviewed on an annual basis.

12. Delegation and authority

In the event of any dispute or difference arising as to the interpretation of the Policy, the decision of the General Manager shall be final and conclusive.



Appendix 1 – Byron Shire Sporting Fields

Location	Sporting Ground	Name of Field	
Bangalow	Bangalow Sports Fields	Shultz Oval	
		Bangalow Field #2	
		Bangalow Field #3	
		Bangalow Field #4 (Junior Field)	
Brunswick Heads	Brunswick Heads Sports Fields	Stan Thompson Oval	
		Alby Lofts Oval	
		Hockey Field	
		Top Field	
Byron Bay	Byron Bay Memorial and Recreation Grounds	Field #1	
		Field #2	
		Rugby Field	
		The Cavanbah Centre	Herb Elliott Athletics/Hockey Field
			Cornell Family Fields (North/West)
			Field #2 (South/West)
			General Purpose
		Suffolk Park Playing Fields	Cricket Field
	Mullumbimby	Pine Avenue Soccer Fields	Field #1
			Field #2
Field #3 (Junior Field)			
		Mullumbimby Recreation Ground	Barry Lomath Oval
New Brighton	New Brighton Soccer Field	Tom Kendall Oval	
Ocean Shores	Bob Belleair Sports Field		



Appendix 2 – Site map The Cavanbah Centre built facilities

