

Council Policy CP050 Ground Management Committees			
<b>Officer</b>	Manager Community Development	<b>Owner</b>	Director Creative Communities
<b>Review frequency</b>	Biannually	<b>Next review</b>	2014
<b>Council resolution number and date</b>			
<b>Mayor</b>		<b>Chief Executive Officer</b>	

## OBJECTIVE

To reduce the workload on stakeholders and volunteers and to avoid ad-hoc systems of operation of sporting facilities/precincts.

## SCOPE

To outline the requirements and associated fee structure / cost recovery for the management of sporting facilities and/or precincts,

To provide a framework for Ground Management Committees to enable:

- Reduced workload on club volunteers;
- Stakeholders to retain priority access to facilities;
- Clubs to better able to manage cash flow requirements and budget for upcoming seasons;
- Reduce pressure on clubs to meet unforeseen 'extraordinary' expenses that may occur at their facility; and
- Reduce the risk of ground booking conflict.

## DEFINITIONS

**City** means the City of Greater Geraldton.

**Council** means the council of the City of Greater Geraldton.

**Councillor** means a person who holds the office of councillor on the Council.

**Mayor** means the mayor elected by electors of the district of the City of Greater Geraldton.

**CEO** means the chief executive officer of the City.

**Asset** - A physical component of a facility which has value, enables a service to be provided and has an economic life of greater than 12 months.

**Asset Management Plan** - A plan developed for one or more assets that combines technical and financial management processes to provide a specified level of service.

**Employee** means a person employed by the City under section 5.36 of the LGA.

**Local government property** means anything, whether land or not, that belongs to, or is vested in, or under the care, control or management of the City.

**Maintenance** - All actions necessary for retaining an asset as near as practicable to its original condition, but excluding rehabilitation or renewal.

**Strategic Community Plan** means the Strategic Community Plan adopted by the Council.

**Act or LGA** means the *Local Government Act 1995*.

**Association** includes society, club, institution or body.

**Incorporated association** means an association incorporated under the *Associations Incorporation Act 1957*.

**Ground Management Committee** means the representative group of all the users of a sporting facility and/or precinct.

## **POLICY**

### ***Management of Sporting Precincts***

1. The City prefers that all sporting facilities and/or precincts are managed through a Ground Management Committee which represents all the users of those facilities;
2. The Ground Management Committee is to be the primary point of contact for all matters relating the maintenance, management and future planning of the facility/precinct. All correspondence is to be through the City's Recreational Planner; AND
3. Where there is no Ground Management Committee, or the facility is a single purpose facility, the relevant Club, Association or User will be deemed to be the Ground Management Committee.

### ***Ground Management Committees have the following roles:***

- Meet as a group to discuss ground bookings of a particular facility and then send booking requests through for combined stakeholder usage at beginning of each season – all stakeholders to meet and go through booking request prior to submission to the City; and
- prepare maintenance and capital requests as a committee and submit to City of Greater Geraldton as being from the Ground Management Committee, not individual clubs.

### ***The City has the following roles:***

- absorb the function of taking sporting club ground bookings twice a year (summer – bookings to be submitted to the City by the end of September - winter to be submitted by end of March);
- outside bookings (i.e. non stakeholders) to be made to the City Grounds Booking Officer;
- if the club pays fees for use at another ground there is no charge and booking is subject to availability;
- if non club user, fees are chargeable by the particular Ground Management Committee and are retained by them; and
- all bookings are subject to Ground Management Committee consent and clearance from the City of Greater Geraldton's Parks and Gardens Team.

Naming rights sponsorship is to remain the domain of the Ground Management Committee in charge of the particular facility.

Stakeholders have priority and finals (end of season) take priority over pre-season training.

### ***Fees:***

- charged on an individual or per team basis, based on estimated number of players in that team (i.e. 25 football, 13 soccer); or
- clubs to submit members' register for fee calculation at the time of booking request; and

- charged individually as per club records.

#### *Year 2011/12 & 2012/13*

- Charges - \$8 per junior (9 -17)
- \$20 per senior (>17)

#### *Year 2013/14*

- Charges - \$10 per junior (9 - 17)
- \$25 per senior (>17)

#### *Subsequent Years*

- As determined by Council by resolution.

#### **Exemptions for fees**

- Participants under the age of 8 are not charged; and
- Schools that have a team that participates in a community association and make their facilities available for training are also exempt.

#### **Non City of Greater Geraldton users**

Out of town clubs that play in the local competition (i.e. Northampton, Chapman Valley & Irwin);

- Exempt if only play games in town as part of regular competition; and
- Charged 100% of costs if playing games and practicing on City of Greater Geraldton's facilities.

If clubs don't submit a members register, then City will make an estimate based on the number of players in a team plus reasonable reserves (if a person plays more than one game, they are charged again). Incentive is for clubs to submit members' register which is currently provided to their respective State Sporting Associations for insurance purposes.

Any changes will be made known at booking session and there will be quarterly instalments (or two times per season).

#### **Key Performance Indicators**

Binding Key Performance Indicators are to be enforced as part of the Ground Management Agreement. These KPI's are to include:

1. a Business Plan to the City of Greater Geraldton on a yearly basis which includes the following:
  - a. member numbers and expected numbers for the next 5 years;
  - b. youth development programs being offered;
  - c. audited financial statements;
  - d. proof of a percentage of funds set aside in bank account for asset maintenance/renewal (or funds spent in that period).
2. Maintenance schedule and provide updated data of what has been completed (CGG will audit facilities once per year to ascertain schedule of maintenance required);
3. Policy Manual which includes:-

- a. anti-discrimination policy, anti-vilification, disability access policy, OS&H policy and
  - b. any other policy that Dept of Sport & Recreation recommend for good governance of sporting clubs.
4. Public liability insurance cover to be in place at the City's required level as well as satisfactory building and asset insurance coverage.

Note the City, through the Club Development Office, will provide templates and support for all Sporting Users lessees in order to facilitate compliance with these KPI's.

Where any Sporting User Ground Management Committee fails to comply or take reasonable measures to comply the Agreement may be terminated by Council irrespective of the remaining tenure.

### **WORKPLACE INFORMATION/REFERENCES**

This Policy should be read in conjunction with Council Policy CP048 Sporting Futures.

### **ROLES AND RESPONSIBILITIES**

The Director Creative Communities is responsible for implementing this Policy.

It is the responsibility of all employees that they observe the highest standards of ethics and integrity and act in an honest and professional manner that supports the standing of the City of Greater Geraldton.