

Responsible Directorate	Community Development
Responsible Business Unit/s	Recreation and Leisure Services Parks and Sustainability
Responsible Officer	Manager Recreation and Leisure Services Manager Parks and Sustainability
Affected Business Unit/s	Recreation and Leisure Services Parks and Sustainability

Objective

This policy ensures the City's active reserves are managed in a sustainable manner with consideration of the impact of demand on condition, management and cost to maintain these assets.

Scope

This policy applies to all sport and recreation clubs, schools and community groups that seek approval to use active reserves out of season, excluding informal and/or unorganised use.

Policy

Out of Season Use

User groups requiring use of an area outside the dates of their seasonal allocation must obtain approval from the City. The allocation of reserves for this purpose is at the sole discretion of the City. User groups who use an area without approval risks losing their regular seasonal allocation.

Approval Terms and Conditions

Where approval is issued for the out of season use of any active reserve area the following terms and conditions may be applied as deemed appropriate:

1. The applicant is to state their reserve requirements in writing;
2. Activities are restricted to passive use (i.e. fitness and skills training) only, and are to be rotated within the reserve to avoid uneven wear and tear;
3. Soft sole foot wear is to be worn at all times;
4. Activities may be conducted at specified times between 9am and 9pm each day, subject to the availability and condition of the area;
5. A fee will be required payable prior to the commencement date, and a bond may also be required, in accordance with the Annual Fees and Charges Schedule;
6. Seasonal sporting equipment (e.g. goal posts/nets and cricket wickets) are not available for use during out of season;
7. User groups are responsible for meeting the cost of relevant utility charges related to their use of the area;
8. User groups must obtain written permission from the allocated seasonal club prior to City approval being given to another out of season sporting club to use the same area;

9. The user group must ensure that their presence does not cause any undue interference or conflict to the current seasonal sporting club or their parking facilities; and
10. Approval for out of season use shall be terminated upon a user groups failure to adhere to these terms and conditions, and the City shall have the right to impose a penalty for such breaches including cost recovery for any resultant damage caused to the reserve.

The applicability of these conditions, and the need for any further area specific conditions, will be assessed on a case-by-case basis in accordance with the intent and objective of this policy.

Pre-season Use

Pre-season activities are not included within out of season use and may be conducted five (5) weeks prior to the commencement of regular season, subject to the availability and condition of the area. A maximum of two scratch matches per sporting club is allowed during pre-season with fees applicable in accordance with the Council's Annual Fees and Charges Schedule.

School Use

Schools within the City may be allocated areas upon application providing this does not result in overuse of the immediate area or be of detriment to seasonal user groups. The terms and conditions of use will be based on the criteria used in determining user group and school use.

Public Liability Insurance

All user groups which utilise the City's reserves must have public liability insurance cover with a minimum of \$10million against all actions, costs, claims, charges and damages whatsoever which may be brought or made or claimed against them. A copy of the certificates of currency must be attached to the application. All clubs must be incorporated to utilise City reserves.

Temporary Closure of Area

The City reserves the right to close the area or relocate a club to complete capital works, maintenance and/or urgent works. All attempts will be made to provide clubs with at least seven (7) days notice.

Definitions

Active Reserve means reserves or parks where sporting activities take place within the defined fields of play.

Area means the out of season allocated active reserve or an area within an active reserve as determined by the City.

Club means an incorporated sporting and recreational body that has approval to use the area on a season basis.

Informal and/or unorganised use means the participation in unstructured recreational activities which do not require supporting infrastructure or personnel (such as goals, lights, umpires, coaches and line marking). This can include activities such as kick to kick, running and dog walking.

Out of Season means the use of the City's active reserves by user groups outside their regular seasonal and/or pre-season use. Winter out of season is generally during October, November, December, January and February while summer out of season is generally during April, May, June, July and August. These months are subject to scheduled maintenance and finals fixtures.

User and/or User Group means a sport and recreation club, school or other community group that seeks allocation of the City's active reserves during an out of season, pre-season regular season or finals period.

Relevant management practices/documents

Active Reserve Capacity – Issues and Recommendations Report
Club Information Kit
Annual Fees and Charges Schedule

Legislation/local law requirements

Local Government Act 1995
City of Stirling Thoroughfares and Public Places Local Law 2009

Office use only			
Relevant delegations	Not applicable		
Initial Council adoption	Date 3 June 2014	Resolution #	0614/007
Last reviewed	Date 26 May 2020	Resolution #	0520/027
Next review due	Date 2021		