

Council Policy

Community & Recreation Facilities



COUNCIL POLICY

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|  <p>Adelaide Hills COUNCIL</p> | COMMUNITY & RECREATION FACILITIES |
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| Policy Number: | COM-18 |
| Responsible Department(s): | Corporate Services |
| Relevant Delegations: | As per the Delegations Register and as detailed in this Policy |
| Other Relevant Policies: | <i>Asset Management Policy</i> <i>Procurement Policy</i> <i>Public Consultation Policy</i> <i>Risk Management Policy</i> <i>Play Space Policy</i> <i>Trails & Cycling Routes Policy</i> <i>Grant Giving Policy</i> <i>AHC By-law No 3 – Local Government Land</i> <i>AHC Community Land Management Plan</i> <i>Waste & Resource Management Strategy</i> |
| Relevant Procedure(s): | Community & Recreation Facilities Framework Carbon Management Plan Resilient Hills & Coats, Climate Change Adaptation Plan Water Management Plan |
| Relevant Legislation: | <i>Local Government Act 1999</i> <i>Volunteer Protection Act 2001</i> <i>Planning, Development and Infrastructure Act 2016</i> <i>National Parks and Wildlife Act 1972</i> <i>Natural Resources Management Act 2004</i> <i>Native Vegetation Act 1991</i> <i>Disability Inclusion Act 2018</i> |
| Policies and Procedures Superseded by this policy on its Adoption: | NIL - New Policy |
| Adoption Authority: | Council |
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| Next Review: | No later than December 2024 or as required by legislation or changed circumstances |

COMMUNITY & RECREATION FACILITIES POLICY

1. INTRODUCTION

1.1 Council recognises the positive contribution that community, recreation and sport facilities provide to the local community and visitors alike. Council understands it plays a pivotal role in providing facilities for community, recreation and sport purposes in the Council region. Council's *Strategic Plan 2020 – 2024 A brighter future* supports this position through two key goal areas; a Functional Built Environment and Community Wellbeing.

Council has a Community and Recreation Facilities Policy to:

- Demonstrate its commitment to and encourage participation in community, sport and recreation activities and the associated social, health and economic benefits that these activities provide.
- Facilitate planning and development of strategic, high quality community, sport and recreation facilities across the Adelaide Hills Council region.
- Ensure that facilities are managed in a sustainable manner.
- Support the unique nature community recreation and sport facilities within the Adelaide Hills Council area.
- Support clubs to maintain facilities and deliver opportunities to the community in an equitable manner.

There are a number of community, recreation and sport sites within the Council boundary that are not owned by Council however Council rely on these community owned facilities to service the demand for a portion of Council population. This Policy addresses the management and support of these sites throughout Council's region, despite ownership.

1.2 This Policy is part of a number of documents that form the Community and Recreation Facilities Framework. The Policy should also be read in conjunction with relevant Council policies and other Framework components, including but not limited to:

- Guidelines for Maintenance and Upgrades of existing Community, Sport & Recreation Facilities
- Service Levels for Community, Sport and Recreation
- Facility Maintenance Fund Guidelines
- Community & Recreation Facilities Grant Guidelines
- Relevant Asset Management Plans
- Other supporting documents and procedures

2. OBJECTIVES

The objective of this Policy is to ensure that community, recreation and sport facilities are appropriately planned, developed, managed, and valued by our community. The following statements will support this to occur:

- Council's contribution towards the maintenance or upgrade of community, recreation and sport facilities should facilitate a consistent quality and standard of facility, appropriate for community use.
- That community, recreation and sport facilities in our region reflect the Adelaide Hills community and its built and natural form.
- Upgrades and development should reflect the local user needs and consider long term sustainability (including financial).
- Upgrades and developments should ensure that diverse opportunities, inclusion, and accessibility are provided and facilitate participation from a wide variety of users. Facilities that receive funding from Council towards operational or capital expenses should be open or available to the general community for casual use when not being used for organised sport or community activities.
- Spaces should be attractive, well-maintained and inviting that the community are connected to and feel proud of. Sites should be managed and maintained to a level that enables both community use and organised activities.
- Ensure Council has a network and hierarchy of quality destinations spread across the Council region. Facilities should provide an appropriate level of recreational opportunity and amenity, according to a site's classification and reflecting the needs of the community. Upgrades or developments should consider the hierarchy and classifications in place.
- The asset management and maintenance of all sites must be planned and programmed, with obligations reflected in management agreements, leases and licences or funding agreements where applicable. Council funding contributions for the management and maintenance of sites should have appropriate agreements in place.
- The Policy should assist in guiding decisions relating to the acquisition and sale of land, the reclassification of land, service levels and allocation of funds for maintenance, renewal and replacement and planning for future service delivery.
- To provide guiding principles and statements that will form the minimum negotiating position of Council as new leases are entered into for all organisations who occupy Council owned facilities. The policy and associated Framework documents will clearly outline both Council responsibilities and Club obligations and should facilitate a clear process for clubs to obtain support.
- To facilitate a clear position and process for community owned sites to access support from Council.

- To facilitate clear relationships with Clubs and users of facilities. To communicate Council's capacity and commitment to community, sport and recreation facilities with peak bodies, government agencies and other relevant stakeholders.
- To ensure that engagement and consultation with relevant stakeholders and the community occur during the development of community, recreation and sport facilities.
- Council resourcing and funding for the maintenance or development or upgrade of community, recreation and sport facilities must be allocated and delivered with equity and transparency. The level of resourcing and funding allocated should be evidence based and consider the following factors:
 - Leasing arrangements
 - Facility hierarchy and classification
 - Site usage & or club participation
 - Local demographics
 - Asset management plans and considerations
 - Relevant facility guidelines
 - Engagement and consultation outcomes

3. DEFINITIONS

"Council Owned" refers to land and assets on said land that is owned or under the care and control and management of Council. This land may also be under a lease / licence arrangement.

"Community Owned" refers to community, sports and recreation sites that are not owned by Council.

"Club" is defined as a group combining for a common purpose and is normally a not-for-profit Incorporated Association under the *Associations Incorporation Act 1985*. The club may have a focus on sporting, recreation, social, educational, environmental, arts, cultural and / or health and wellbeing activities provided for the benefit of the community. Clubs are the most common type of tenants occupying community facilities owned and managed by Councils. For the purpose of this policy, Club includes not-for-profit Incorporated Associations whose defined purpose is to provide services, facilities and benefit to the general community.

"Classification" categorises open spaces from local to state levels to indicate user catchments, guide equitable distribution and standards for the provision of facilities such as play spaces, sporting facilities, public amenities, pathways, public toilets, etc.

"Community Hall" is a building or group of buildings that provide facilities for not-for-profit community groups to meet and undertake activities and that is owned or managed by a Club whose defined purpose is to provide services to the community of which there is no paid membership or purpose other than to provide/manage a facility on behalf of the community for the purpose of the community.

“Community Standard” a standard, determined by Council, that is appropriate for general community use.

“Emergency Services” refers to service providers that respond to emergencies and provide other safety-related services either as part of their on-the-job duties or as part of the main mission of their business (e.g. Country Fire Service, SA Ambulance, State Emergency Service)

“Exclusive Use Facility” means a building or group of buildings that is tenanted by a Club whose purpose is to provide a facility for a specific group of the community by way of membership and defined purpose and is not readily accessible by the general public for hire and use (e.g. RSL, Childcare Centres, Kindergartens)

“Lease” means an agreement by which exclusive use of land (or part of) owned by Council or under Council’s care, control and management is granted to another party (the lessee) for a specified period of time in accordance with agreed conditions and to the exclusion of all others. This can be a ground lease only or inclusive of existing facilities on the site.

“Licence” means an agreement by which non-exclusive use of land (or part of) owned by Council or under Council’s care, control and management is granted to another party (the lessee) for a specified and limited term, in order for the licensees to do something particular or carry on a specific activity or business from the land which may have the effect of restricting or reasonably interfering with the general public’s access to that land during the licence term.

“Management Agreement” means an agreement under which a Club manages land (or part of) owned by Council or under Council’s care, control and management for the purpose of managing a Community Hall.

“Operating Expenses” means the day to day costs of operating a facility or activity including but not limited to electricity, water, phone and internet connection.

“Peppercorn Rent” means a nominal dollar value for rent (if demanded).

“Play Space” in the Adelaide Hills Council region is an area including play equipment, fitness equipment, half court, skate and/or bike facilities. These facilities are covered under Council’s Play Space Policy.

“Sporting and Recreation Building” is a building or group of buildings/structures that provide facilities for a defined group of participants for a defined sport/s where access and utilisation is for the membership of that Club and it is managed for that purpose.

“STARCLUB” is a State Government Club Development program that facilitates improved club governance for active recreation clubs.

“Sub-lease” is an agreement by the head tenant to another organisation which stipulates the negotiated fees/charges/conditions and times of use for the period of the agreement.

4. POLICY STATEMENT

Community, sport and recreation facility provision is unique in the Adelaide Hills Council, with a relatively equal number of assets that are Council Owned and Community Owned. Also unique is the number of community, sport and recreation facilities in the Adelaide Hills Council area due to

the township nature of the district, which provides challenges for the funding of maintenance, renewal, upgrade and new facilities.

Considering the large number of facilities within the region, Council will, through various means contribute resources towards playing surfaces and facilities that facilitate community participation (ie. ovals, courts). Buildings and associated structures required for activities (ie. tennis, soccer) are the responsibility of the Clubs to provide and upgrade, unless otherwise resolved by Council

This policy aims to facilitate equitable support for all facilities, despite ownership, and also outline our approach to leasing.

In receiving support from Council, there is an understanding that such facilities will be open and available (where appropriate) to the general community for their use. Participation at and utilisation of the facility, and current demographics will also be a factor in receiving support from Council.

The Policy provides principles that guide the Adelaide Hills Council's planning, development and management of community, sport and recreation facilities in our Council region. Fulfilment of the outlined principles will contribute to the Council delivering a hierarchy of quality destinations throughout the region, and contributing to social, cultural and economic development in our region.

The overarching framework approach ensures that planning, budgeting, design, procurement and maintenance processes are aligned with Council's Strategic Objectives and that clubs, the community and relevant stakeholders are engaged in the process along the way, and understand any relevant obligations.

A community, sport or recreation facility in the Adelaide Hills Council is a space that can be utilised for the purposes of formal, informal, active and passive play as well as the provision of any associated facilities and amenities. Sites could include, assets like ovals, pitches, courts, clubrooms, change rooms, canteens, halls and community spaces. Linkages to play spaces, trails or other community facilities should also be considered.

In preparation of this Policy and the associated Framework documents, research identified that there are a variety of different policies, fee structures and services that contribute to leasing models used by Local Governments throughout the state.

Adelaide Hills Council's position takes into account that Council has an obligation to provide informal recreation facilities, sport playing surfaces and community halls, but that building assets that are for exclusive use or purpose, and their maintenance and renewal will be the responsibility of the tenant. The Policy position also acknowledges the importance of community owned sites to our Council region and the subsequent support for these sites.

Council Owned sites will have the following type of occupation arrangement put in place as follows:

- Sport and Recreation sites – Lease / Ground lease
- Community Halls – Management Agreement
- Exclusive Use Facility – Lease / Ground Lease

The *Guidelines for Maintenance and Upgrades of existing Community, Sport and Recreation Facilities* document details obligations for each type of arrangement further.

The following facilities are excluded and not eligible for Council contribution under this Policy and Framework on the basis that they do not provide open community spaces for the community to enjoy informal recreation and sport, however clubs may apply for relevant Council grant programs.

- Aquatic facilities
- Golf courses
- Emergency Services occupation
- Exclusive Use Facility
- Other single use facilities that are not open to the general public

The management of bike tracks, skate parks and playgrounds is addressed in Council's Play Space Policy and Framework. Play Spaces that are approved by Council will and will be the responsibility of Council to maintain and renew and this will be documented in an appropriate manner by lease or licence.

The management of trails and cycling routes is addressed in Council's Trails and Cycling Routes Policy and Framework.

Reserves and general open space including passive recreation reserves and native bushland will be the responsibility of Council to manage and maintain and this will be documented in an appropriate manner by lease or licence.

Classification

Council owned sport and recreation sites throughout the region are classified in a hierarchy. This hierarchy can assist in determining the type of facility that will meet the needs of the catchment it serves and to assist in creating an approach that limits facility duplication. Council's *Sport and Recreation Strategy* refers to four classifications:

- State/National
- Regional
- Neighbourhood
- Local

These classifications do not apply to halls, other community facilities or facilities owned by the community, however, principles from the classification could be applied and utilised to assist planning or development stages at such sites.

Service Levels and Guidelines for Maintenance

A level of service and maintenance guidelines for Community, Sport and Recreation Facility assets has been developed that reflects Council's commitment to providing facilities that are appropriate for community use.

In general, Council will provide and maintain informal sport and recreation spaces for the benefit of the community on Council Owned sites to an appropriate community standard.

Where a Club requires built facilities and a higher standard of playing surface for formal sport and recreation activities, the Club is responsible for the provision, maintenance and management of assets that they require for their activity.

Where a Club requires a higher standard of playing surface, they can engage Council to undertake those additional works on their behalf and full cost recovery will be applied for the additional services provided or alternatively, the Club can apply to Council to undertake works themselves.

Eligible Clubs on Community Owned land will receive funding to maintain and manage their site to the same standard appropriate for community use.

These service levels and guidelines are outlined in the broader Framework documents and consider the following asset classes:

- Playing Surface / Sportsground (Turf)
- Playing Surface / Sportsground Irrigation
- Playing Surface / Sportsground (Acrylic Courts)
- Sports Amenity
- Sports Lighting
- Cricket Wickets and Nets
- Amenity Lighting
- Driveway, Carpark, Site Drainage and Traffic Management
- Signage
- Recreation and Sport Fencing and Gates
- Recreation and Sport Buildings (inc. sheds, change rooms, clubrooms, club toilets, canteens)
- Community Halls
- Exclusive Use Facility
- History Groups & Societies
- Public Toilets
- Vegetation
- Waste Management
- Insurance
- Utilities

These guidelines reflect Council's commitment to equitable resource distribution and appropriate standard of maintenance for facilities. It will also facilitate Council resources and expertise being utilised where they are most effective, (ie. project management, addressing urgent or high risk maintenance requirements).

The following policy statements are in reference to Council owned sites, unless stated otherwise.

Facility Planning & Upgrading

Sport & Recreation Buildings

Buildings and associated structures are the responsibility of the Clubs to provide and upgrade, unless otherwise resolved by Council. Where a building facility upgrade is proposed by a Club, the Club can apply to Council for funding towards the project through the Council's Community & Recreation Facility Grant or by separate submission to be considered in Council's Annual Business

Plan and Budget process. Larger scale projects that seek contribution from Council should be thoroughly planned in partnership with Council and considered in Council's Long Term Final Planning processes. Council may consider a contribution to a building upgrade that results in:

- A facility that reflects the Adelaide Hills community and its built and natural form
- A structure that reflects the local user needs, current demographics and considers long term sustainability
- A facility that considers diverse opportunities, inclusion, and accessibility and facilitates increased participation from a wide variety of users
- An upgrade that has been linked with an approved master planning process
- The consolidation of assets, or higher usage levels of fewer assets
- Meeting current legislation compliance or requirements
- Facilities that are genuine 'multiple use' facilities
- An increased range of activities, services, programs being offered
- A facility that meets relevant peak body guidelines
- Consideration of Council's commitment to energy efficiency and sustainability
- A facility its associated management that has considered governance and financial sustainability.

Council's funding contribution to building or facility upgrades will be targeted at those projects that are of a strategic nature to the region. In such instances, Council will consider partnering with clubs to plan, seek funding and deliver projects.

Council will consider partnering with clubs to undertake master planning processes for key sites in the region. Masterplans should consider the above principles (like consolidation of assets, and multiple use facilities) during the process.

Council must be aware of and provide relevant consent for clubs to apply for and receive external grant funding opportunities for building upgrades.

Community Halls

Buildings/structures on Council Owned land are the responsibility of the Council to undertake structural maintenance, renew and upgrade. Renewal works will be undertaken in-line with Council's Asset Management Plan and annual capital works program.

Where a building facility upgrade is proposed by a Club, the Club can apply to Council for funding towards the project through the Council's Community & Recreation Facility Grant or by separate submission to be considered in Council's Annual Business Plan and Budget process. Larger scale projects that seek contribution from Council should be thoroughly planned in partnership with Council and considered in Council's Long Term Final Planning processes. Council may consider a contribution to a building upgrade that results in:

- A facility that reflects the Adelaide Hills community and its built and natural form
- A structure that reflects the local user needs, current demographics and considers long term sustainability

- A facility that considers diverse opportunities, inclusion, and accessibility and facilitates increased participation from a wide variety of users
- The consolidation of assets, or higher usage levels of fewer assets
- Meeting current legislation compliance or requirements
- An increased range of activities, services, programs being offered
- A facility that meets relevant peak body guidelines
- Consideration of Council's commitment to energy efficiency and sustainability
- A facility its associated management that has considered governance and financial sustainability.

Project Management

All capital works undertaken on Council Owned land will be approved, project managed or overseen by Council.

Council can consider the provision of project management assistance or project oversight to sites that are Community Owned.

Facility Management Support

Sport & Recreation Buildings

Through the implementation of this Policy, facility and building management responsibilities will rest with clubs.

Council acknowledges that building management requirements for volunteer groups can be both complex and cost prohibitive. To aid this, Council will make available a list of preferred suppliers who can undertake required works, particularly high risk works. In addition, a Facility Maintenance Fund is available to assist with necessary high risk works where it can be demonstrated that the works are required to meet legislative requirements or there is a community danger, and the Club does not have the financial capacity to undertake the works.

Clubs who operate at both Council Owned and Community Owned sites are eligible to apply to the Facility Maintenance Fund.

Community Halls

Through the implementation of this policy, non-structural maintenance responsibilities will rest with the Club.

Council acknowledges that building management requirements for volunteer groups can be both complex and cost prohibitive. Council will make available a list of preferred suppliers who can undertake required works, particularly high risk works. In addition, a Facility Maintenance Fund is available to assist with necessary high risk works where it can be demonstrated that the works are required to meet legislative requirements or there is a community danger, and the Club does not have the financial capacity to undertake the works.

Clubs who manage both Council Owned and Community Owned facilities are eligible to apply to the fund.

Governance

Clubs operating on Council Owned land are expected to develop, implement and maintain a robust system of governance that suits their particular needs and circumstances, is in line with their constitution and reflects leasing obligations for the site they operate from.

Governance structures in clubs have a significant impact on their performance and how a site is managed.

Council's expectations around ethical culture, good leadership, sound decision making, reviewing performance, and appropriate financial controls will facilitate appropriate management of community, sport and recreation sites in the region.

Club Support and Development

Council has an expectation that Council owned sites will practice good governance, sound financial management, effective planning and administration and have appropriately maintained sites. Clubs are encouraged to be part of and follow the STARCLUB (or similar) good governance program to assist them in meeting these expectations.

To assist clubs with meeting governance and other administrative requirements, Council will offer training and development opportunities for clubs and their committees.

This policy and the wider framework also demonstrate Council's commitment to ensuring that community volunteers feel valued, supported, understand their role and are not subject to unnecessary risk.

Accessibility and Inclusion

Clubs occupying Council land will be expected to provide a safe and supportive environment for the community and their members.

Clubs are expected to adapt and evolve community, sport and recreation programs, services and approaches that provides everyone with an opportunity to participate.

Sports facilities on Council Owned land will be accessible to all residents of the Adelaide Hills Council area recognising that some sports surfaces (tennis courts, bowling greens etc) need to be protected by locked fencing. These facilities should be made available to the community by way of hire (for a nominal fee) or social membership to the Club.

Where Council Owned facilities are not made available to the community by way of hire (for a nominal fee) or by open membership, a commercial lease will apply and the Club will not be eligible for Council support and will be responsible for 100% costs of maintaining, renewing and replacing the playing surface and surrounds and commercial tenancy principles will apply in regard to the building and all other improvements.

Where Community Owned facilities are not made available to the community by way of hire (for a nominal fee) or by open membership, the Club will not be eligible for Council support and will be responsible for 100% costs of maintain, renewing and replacing the playing surface.

Naming Rights

It is acknowledged that Council holds the naming rights to all facilities on Council-owned land.

Insurance

It is important that all facilities and Clubs are appropriately insured.

Buildings

Recognising the responsibility for the asset, the responsibility for insuring the asset is determined as follows:

Sport and Recreation Buildings

Where a Club occupies a building/structure that has been constructed either fully or partially by the Club and is used for the furtherance of sport and recreation activities for that Club, the responsibility for insuring the building/structure and contents rests with the Club. Where the building/structure is located on a Council Owned site, the Council will insure the building/structure and seek reimbursement from the Club or will permit the Club to directly insure the building with their choice of insurer subject to annually submitting a copy of the certificate of currency for the insurance.

Community Halls

The Council will insure Council Owned Community Halls. The Clubs managing the Community Halls will be responsible for taking out and maintaining Contents Insurance for the items within the Community Hall. Where Council owns particular higher value assets within a Community Hall (i.e. art), Council may separately insure those items.

The Council will make a grant contribution to Community Owned Community Halls for operating expenses such as their building insurance. This will be a fixed annual amount as determined by the Council.

Association and Public Liability

Clubs are required to take out and maintain their own Association and Public Liability insurance. Those Clubs occupying Council Owned sites must provide evidence of this insurance to Council on an annual basis.

Historical Societies

Council will continue to support Historical Societies by reimbursing them for their Association and Public Liability insurance upon receipt of evidence of the paid premium and supporting documentation evidencing the insurance. This arrangement is on the basis that they work to digitise their records and make them available to the general community online.

WHS / Risk / Community Safety

The health and safety of the community, including any attendees on community spaces is paramount.

To occupy a Council Owned site or to receive Council support to manage and maintain a Community Owned site, Clubs must have the following in place (at a minimum):

- Workplace Health and Safety Policy
- Volunteer Management Policy
- Volunteers and Contractors Induction Policy
- Risk Management Policy
- Child Protection Policy
- Child Safety Code of Conduct

Where Clubs occupy a Council Owned Site, there may be a shared responsibility between the Club and the Council for the work health and safety of persons attending on that site and as such Council may require the Club to put in place additional policies and procedures to ensure obligations with the *Work Health and Safety Act 2012* are met.

Clubs who pay staff, volunteers or players should obtain advice so that they understand their obligations under the *Work Health and Safety Act 2012* as a person conducting a business or undertaking (PCBU).

Gaming/Poker Machines

Council does not support the introduction or provision of gaming machines in premises on Council Owned or Community Owned land.

Clubs that are associated with an organisation that holds a Gaming Machine Licence and derives a financial benefit from the association will be deemed commercial in nature and therefore will not be entitled to any Council support, including funding or community based leasing arrangements.

Subletting

The Licensee shall not sublet or sublicense any part of the premises without Council's written consent and any sublease or sublicense must be on terms and conditions satisfactory to Council.

Terms of agreement

Terms of agreement will not be greater than five years unless Council resolves to grant a longer term lease. In these circumstances, consideration will be given to developing a management plan in partnership with the organisation which seeks to develop the facility long term.

Where a lease or licence is to be granted for greater than five years and is located in Community Land, community consultation will be undertaken in line with the *Local Government Act 1999*.

Occupation Agreements

All lease agreements for Council Owned sites will have an annual peppercorn rent applied to them.

Clubs and Associations who lease Council owned sites will be required to meet the following criteria as a condition of their lease:

Good Governance – the organisation can demonstrate:

- Compliance with conditions of current lease/licence conditions
- Provision of Annual General Meeting reports and minutes including financial reports (to be audited upon request)
- Financial viability, have not incurred an unauthorised debt with Council and have not defaulted on a loan from Council
- Quality Management is integrated into operations – capacity building, good governance and planning, evidenced through provision of an annual business plan, current constitution, policies & procedures, current accreditation with the STARClub or STARservice program (or similar).

Facility Utilisation – the organisation is able to:

- Provide evidence of membership/use/participant numbers and hours of use on an annual basis
- Provide evidence of activities and initiatives undertaken to increase utilisation of the facility
- Initiatives planned to increase use or participant numbers
- Evidence of shared use of the facility by the community and other community clubs and organisation to ensure optimal use of the facility

Facility Maintenance – the Club can demonstrate:

- There is a maintenance program for general maintenance for the site
- All buildings are maintained to a standard suitable for the activity it is being used for
- All buildings are maintained to a standard suitable to ensure community safety
- All buildings are maintained to meet legislative requirements

Social Inclusion – the Club can demonstrate:

- The activity or service they provide is non-discriminatory and is open to all residents who meet stated criteria for participation
- The use of the facility will increase social inclusion, increase community participation and/or will promote health and well-being in the community
- Activities support wider social inclusion targets which may include such groups as:
 - Low socio-economic background
 - Over 60's years of age

- Aboriginal and Torres Strait Islander
- Culturally and Linguistically Diverse (CALD)
- Children under 17yrs of age
- Physically and intellectually disabled
- Female participation in sport

Volunteer Management – the Club can demonstrate that it promoted, supports and develops volunteers and has appropriate policies and procedures in place to ensure the safety and wellbeing of its volunteers

Environmental Initiatives – the Club can demonstrate that it promotes and implements environmental initiatives like the reduction of single use plastics, waste reduction, recycling initiatives, or energy efficiently practices or investments like solar panels, stormwater collection

Clubs are responsible for their Operating Expenses except for water and power costs incurred for the irrigation of the turf oval/playing surface.

Expectation of Clubs occupying Council Owned land

Clubs occupying Council Owned land will be expected to promote their activities in a safe and supportive environment. Council Administration will endeavour to facilitate educational programs and opportunities assist Clubs.

In the event of a Club being found guilty of committing an action or offence considered significant, that results in a penalty being enforced by either a State or National Association or the South Australian Police, the Club will be given a formal warning from Council.

If a total of three formal warnings are received within any five year period, the Club may be required to relinquish their licence subject to Council consideration.

If an individual member of a Club is found guilty of an action or offence considered significant that results in a penalty being enforced by the Club, State or National Association or the South Australian Police, and where that action or offence relates to Club financial or administrative misconduct, or child, sex or assault offences, that individual is to be banned from membership of the Club and the committee of the Club and in the case of child, sex or assault offences, banned from attending at formal Club activities.

Professional and / or Commercial Clubs

Clubs are finding it increasingly difficult to attract volunteers to help with coaching, administration and maintenance. Council acknowledges that some amateur Clubs now offer players and volunteers some type of remuneration to cover expenses related to their services.

If the profits gained from a commercial activity are not reinvested into the Club facilities or activity then the Club may be deemed as being commercial in nature and a negotiated rent for the property occupied may apply.

In addition, the payment of players and / or volunteers may constitute employment and require the Club to submit payroll tax and comply with the requirements of the *Work Health and Safety Act 2012* as a person conducting a business or undertaking (PCBU).

5. DELEGATION

5.1 The Chief Executive Officer has the delegation to:

- i. Approve, amend and review any procedures that shall be consistent with this Policy; and
- ii. Make any formatting, nomenclature or other minor changes to the Policy during the period of its currency.

6. AVAILABILITY OF THE POLICY

6.1 This Policy will be available via the Council's website www.ahc.sa.gov.au.