



## **Purpose**

The purpose of this plan is to;

- list schedules of fees for all categories of pricing
- provide direction for the invoicing and collection of fees
- include a financial summary for each fee category

## **Ownership**

The responsibility for management of this schedule lies with the Property Management Coordinator

## **Definitions**

**Casual Hire** – a situation where an organisation or individual uses a Council owned or managed facility, on a one-off basis without ongoing tenancy of the facility.

**Change Room** – a facility which Council provides and maintains for use of tenanted teams at Recreation Reserves.

**Community Good Quotient** – a rental subsidy framework that Council provides to community organisations that provide benefits to the wider community.

**Council Asset** – Land or Buildings which are owned by Council.

**Council Managed Asset** – a building or land which is not owned by Council, but which Council manages through delegation or a lease. Examples are recreation reserves which are owned by DELWP and where Council is delegated as the manager of the reserve.

**Grass Playing Field** – a field which is developed and maintained for the purpose of playing sport. Examples include, Football, Soccer, Cricket fields.

**GST** – all fees in this schedule are GST Inclusive

**Hard Court Surface** – a non-grass surface which is developed and maintained for the purpose of playing sport. Examples include Tennis Courts, Netball Courts, Badminton Courts.

**Junior Sporting Club** – a club which only fields teams in a recognised junior competition.

**Land Lease** – a situation where Council owns land and allows an organisation to occupy the land and construct improvements on the land.

**Non Council Asset** – land or buildings which Council does not own or manage.

**Not-for-Profit Organisation** – an organisation which is Incorporated and registered as a Not-for-Profit organisation and does not fit the definition of a community organisation.

**Recreation Reserve** – an area specifically developed for sporting use. It may have grass playing fields, hard courts or a combination of both.

**Social Club Building** – a building, or part of a building, which is used for club social functions and can be hired out. Facilities may include, kitchen, canteen, dining and bar.

**Synthetic Sports Fields** – a sports field with an alternative surface to grass. Typically used for hockey or soccer.

## **Recreation Reserves**

### ***Grass Playing Fields***

- Clubs tenanted at grounds maintained by Committees of Management will be required to pay this fee to the CoM.
- Clubs tenanted at facilities maintained by Council will pay the fee to Council.
- Council will annually determine a maintenance contribution to assist Committees who maintain reserves. Council will not provide a maintenance allowance to Committees where Council maintains a reserve.
- Where clubs share a joint tenancy in the same season, the fee will be shared, including deducting any junior sporting club fee from a senior club.
- Sports grounds have been classified so that a higher standard of ground is charged at a higher rate than a ground of a lower standard. Category 1 and 2 Reserves usually require a greater level of maintenance and support features such as spectator areas, fencing, quality change rooms, event car parking etc. Categories 3 and 4 on the other hand usually require basic amenities and playing areas and reduced spectator zones due to their lower standard competition needs.

### ***Preseason Fee (only applies to alternate venues):***

- Training (per team) – fee to be determined annually in Council's Budget Process
- Match (per game) – fee to be determined annually in Council's Budget Process

### ***Finals Fee (Grand Finals) (applies to the organisation which is hiring the venue):***

- Refer to Pricing Strategy, to be reviewed with no fee introduced before 2017/18

### ***Ground misuse penalty***

- 1<sup>st</sup> offence written warning
- 2<sup>nd</sup> offence 1 night training ban (club)
- 3<sup>rd</sup> offence weekly training ban and Pecuniary Penalty \$500

### ***Buildings on Recreation Reserves***

- Clubs will not be required to pay a fee to access change rooms and social clubs on recreation reserves that are maintained by Council.
- Clubs will be required to pay the cost of utilities. Wherever possible, buildings will be separately metered, or check meters installed, so that clubs pay direct costs of the utilities which they use. Where this is not possible, or there are multiple tenants of a building, costs will be based on a percentage.

### ***Social Clubs***

- Wherever a club has exclusive use of a social club area on a Council owned or managed reserve, they will not be required to pay a license fee. Clubs will be responsible for all maintenance and capital costs of the building/room.
- Where a social club and change room are under one roofline, Council will not be responsible for any maintenance or renewal of the social club part of the building.

### ***Outdoor Hard Court Playing Surfaces (Netball & Tennis)***

- Clubs will be offered the option of a fee which covers the annual court cleaning or a smaller fee and sharing of court cleaning costs 50/50 with Council.

Classification for each sports field/surface is as follows:

<b>FACILITY NAME</b>	<b>FACILITY ADDRESS</b>	<b>Playing Field Grading Level</b>
Bellbird Park Synthetic Facility	Lampards Road, Drouin	1
Trafalgar Rec Reserve Soccer	Waterloo Road, Trafalgar	1
Western Park Rec Reserve	Tarwin Street, Warragul	1
Downton Park Tennis/Netball	61 Market Street, Yarragon	2
Downton Park Main Oval	61 Market Street, Yarragon	2
Drouin Recreation Reserve	28 Sinclair Street, Drouin	2
Bellbird Park Rec Reserve	271 Settlement Road, Drouin	2
Burke St Netball Courts	Burke Street, Warragul	2
Drouin Tennis Courts	Bennett Street, Drouin (Balmoral Park Reserve)	2
Eastern Park	Stoffers Street, Warragul	2
Baxter Park Reserve	Burke Street, Warragul	3
Buln Buln Rec Reserve	Station Street, Buln Buln	3
Neerim South Rec Reserve	Main Neerim East Road, Neerim South	3
Trafalgar Rec Reserve - Football/Cricket /Netball	Waterloo Road, Trafalgar	3
Bellbird Park Rec Reserve - Soccer Facilities	91 Lampard Road, Drouin	3
Bellbird Park Playing Fields - Former Hockey fields	91 Lampard Road, Drouin	3
Burke St Tennis Courts	Burke Street, Warragul	3
Ellinbank Recreation Reserve	3283 Warragul - Korumburra Road, Ellinbank	3
Geoff Watt Track	Burke Street, Warragul	3
Logan Park Reserve – Oval #1	19 Howitt Street Warragul	4
Logan Park Reserve – Oval #2		3
Warragul Nth Tennis Courts	63A Charles Street, Warragul North	3
Dunstan Oval	Knotts Siding Rd, Rawson	4
Warragul Velodrome	120 Alfred Street, Warragul	4
Kydd Park Rec Reserve	1120 Jacksons Track, Jindivick	4
Lardner Rec Reserve	Burnt Store Road	4
Athlone Recreation Reserve	Drouin Poowong Road, Athlone	4
Lillico Tennis Courts	375 Lillico Road, Lillico	n/a

## SPORTSGROUNDS PRICING SCHEDULE

<i>Fees based on Snr Football 2/3 Cricket, Soccer 1/3   Junior Sport Fixed Fee</i>							
Category	Maintenance Cost	% Recovery	Fee Recovery	Snr Football	Cricket	Jnr Football	Soccer
1	40,000	20%	\$8,000	\$5,333	\$2,667	\$750	\$2,667
2	25,000	20%	\$5,000	\$3,333	\$1,667	\$750	\$1,667
3	20,000	20%	\$4,000	\$2,666	\$1,333	\$750	\$1,333
4	10,000	20%	\$2,000	\$1,333	\$667	\$750	\$666

<b>Netball Tennis Badminton Playing Court/Surface</b>	
Fee	\$500

### **Synthetic Playing Surfaces**

Fees and charges for the synthetic playing surface at Bellbird Park in Drouin are set in consultation with the Committee of Management and currently published in Council's annual budget.

	Casual Use Hourly		Tenants Per Annum		School Use Per Annum	
	Half Field	Full Field	Half Field	Full Field	Primary	Secondary
Synthetic Field	\$31.00	\$60.00	\$13.00	\$24.50	\$122	\$242
Lights	\$18.00	\$24.50	\$18.00	\$24.50	n/a	n/a

## **Community Leases**

Typically a community organisation will be defined as an organisation that;

- does not charge a fee for service,
- does not employ staff,
- is governed by a volunteer committee,
- does not receive regular, ongoing funding

Wherever Council offers a community lease the lessee will be responsible for all;

- utility costs (fixed and use charges) insurance, rates, taxes, levies and garbage removal
- minor and routine maintenance and replacement costs as per maintenance schedule in tenancy agreement
- structural replacement costs, ESM audits and associated maintenance

## **Community Good Quotient (CGQ)**

A community good quotient can be used to measure the 'Community Good' that an organisation provides to the community of Baw Baw Shire. This can then be applied to provide a rental discount and measurable subsidy provided by Council. This quotient can be applied to Community and Not-for-Profit organisations with land or building leases.

In situations where there is shared use the rent will be calculated by multiplying the agreed percentage of use by the CGQ and the Total Rent.

(e.g: total rent \$5,500 x tenant use 60% x CGQ 25% = rent charged \$2,475)

## **Not-for-Profit Leases (non-sporting)**

Not-for-Profit organisations are defined as organisations which generally align with the principles below;

- Charge a fee for service
- Employ staff
- Receive funding for service provision
- May operate in several locations in a regional, state or national context

Not-for-Profit organisations will be charged a commercial rent for the facility which they use or land which they lease. A valuation is to be obtained from certified valuer to determine the rental regardless of the tenancy being for land or a building. In some instances, Council may wish to provide a discounted rent through applying the community good quotient.

## **Land Leases**

Rent on land lease situations is to be at market rates, established by a qualified valuer. Agreements are to have rent review periods and annual CPI increases. Peppercorn land leases are not seen as providing an appropriate outcome for Council or its rate payers. Appropriate Land Leases are to be used in all relevant situations.

## **Commercial Leases**

Commercial organisations will be charged a commercial rent for the facility which they use or land which they lease. A valuation is to be obtained from a certified valuer to determine the rental regardless of the tenancy being for land or a building.

## **Public Halls**

A pricing structure is needed to create some clarity and equity for the hire and use of public halls. This structure should include a bond for event or party hire. An accepted practice is to set a higher bond for events which include alcohol. Standard rates for use should be established for similar halls, rather than individual prices. This will create greater transparency and equity for people looking to hire a hall.

<b>BBSC Minimum Public Hall Hire Rates</b>		
<b>Bond:</b>	(all facilities)	
Alcohol	\$550	
No Alcohol	\$225	
<b>Hire Rates:</b>		
Community/Local	\$10	p/hr
Meeting Room	\$10	p/hr
	Full Day	Night
Community/Local Tier 1 Halls	\$60	\$90
Tier 2 Halls	\$50	\$70
Commercial/Private Tier 1 Halls	\$125	\$175
Tier 2 Halls	\$75	\$125
<b>Exhibition Hall</b>		
	Half Day	Full Day
Community	\$140	\$275
Govt/NFP	\$275	\$555
Commercial/Private	\$275	\$555

## **Grazing, Agistment and Road Reserves**

Council has a number of small road reserves, paddocks and other reserves which can often be used for Agistment or domestic purposes. Agistment of livestock or horses should be at a rate per head per week and set according to standard rates advised by local agents. Agistment rates are to be published in Council's annual schedule of fees and charges. This does not include the temporary roadside grazing permits which are issued by local laws.

A one off agreement preparation fee will be charged. For areas which are used for domestic purposes a fee using the land size and rating value will be applied.

\$120 Agreement Preparation Fee

\$4 - \$6 Cattle Agistment - per head per week

\$2 Sheep and Goat Agistment - per head per week

\$75 Horse Agistment - per week (max)

## Review

The schedule of fees will be reviewed annually in line with Council's budget process and included in the fees and charges schedule of Council's budget.

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1 July 2016

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Council Business – Property Management Coordinator

ADOPTED