

# Sports Pavilion

## Design and Development Policy



This page is intentionally blank.

## Table of Contents

Acknowledgements.....	4
Introduction.....	4
Purpose.....	5
Governance Principles.....	6
Definitions.....	7
Scope.....	9
Legislative Context.....	9
Gender Impact Assessment.....	9
Environmental Sustainability Strategy.....	9
Related Policies and Documents.....	9
Policy Principles.....	10
Policy Detail.....	11
Development Guidelines.....	11
Pavilion Component Funding.....	12
Non-Core/Optional Pavilion Components.....	12
Provision of Community (Social) Spaces.....	12
External Private Sector or alternative funding opportunities.....	13
Pavilion Prioritisation.....	13
Temporary Facilities/Decanting.....	14
Fixtures and Fittings.....	15
Sponsorship Signage and Branding.....	15
Memorabilia items.....	15
Pavilion Development Process.....	16
Revision History.....	16

## Acknowledgements

Baw Baw Shire Council would like to acknowledge and extend sincere appreciation to Whitehorse City Council and Boroondara City Council who have generously shared their frameworks to assist with guiding the development of this policy.

## Introduction

Baw Baw Shire is located approximately 100 kilometres east of Melbourne in the heart of West Gippsland and is bordered by South Gippsland, Cardinia, Yarra Ranges, Mansfield, and Wellington Shires, with the City of Latrobe completing the cohort of neighbours.

The municipality is experiencing rapid residential growth with a projected population of 62,042 in 2024. Population modelling has predicted the shire will continue growing at an average annual rate of 2.1 per cent to reach 87,281 by 2041.

Baw Baw Shire faces the challenge of managing population growth and increasing expectations of the Shire's population, especially those who have migrated from Melbourne, as well as a considerable number of commuter families. This population growth is creating significant demand on existing open space and recreation facilities and for the provision of new spaces.

Sporting pavilions play a vital role in promoting physical activity, fostering community engagement, and supporting local sports clubs and organisations. To effectively support the growing community, it is essential to establish a policy to guide Council's investments in sporting pavilions.

This policy will ensure that Council's investments are well-planned and in alignment with the community's needs and expectations, promoting transparency, accountability, and a systematic approach to meeting the increasing demand for improved sporting pavilions.

## Purpose

The purpose of the Sports Pavilion Design and Development Policy is to provide a framework and guidelines that outline Council's approach when considering the design, development, upgrade, and future renewal of sporting pavilions within Baw Baw Shire.

The objectives of the policy are to:

- **Promote Community Health and Well-being:** Encourage and support the use of sporting pavilions to promote physical activity and well-being among residents, thereby contributing to a healthier and more active community.
- **Facilitate Community Engagement:** Create welcoming and inclusive environments within sporting pavilions that foster community interaction and engagement, strengthening the social fabric of the municipality.
- **Support Local Sports Clubs and Organisations:** Provide a framework that supports collaboration between local sports clubs and organisations through the utilisation of sports pavilions, thereby enhancing their ability to deliver high-quality programs and events for residents.
- **Ensure Equitable Access:** Ensure that sporting pavilions are accessible to all members of the community, regardless of age, gender, ability, or socioeconomic status.
- **Optimise Facility Use:** Maximize the utilisation of sporting pavilions through effective design, development, scheduling, programming, and efficient management, ensuring that the facilities meet the diverse needs of our community.
- **Support Infrastructure Maintenance:** Establish guidelines that support and consider the ease of regular maintenance, repair, and, where necessary, upgrade of sporting pavilion components, fixtures and fittings.
- **Sustainable Practices:** Encourage sustainable practices in the design and operation of sporting pavilions, focusing on energy efficiency, waste reduction, and environmentally responsible choices.
- **Compliance and Safety:** Ensure that all sporting pavilions comply with relevant regulations, safety standards and sporting code facilities minimum requirements, providing a safe, compliant, and secure environment for all users.
- **Financial Responsibility:** Define financial strategies for the responsible management of funds allocated for sporting pavilions, including revenue generation, contributions and cost-effective initiative.
- **Consistent, Repeatable and Transparent:** Provide a framework that supports a consistent, repeatable, and transparent baseline for the design and development of sports pavilions throughout the municipality.

## Governance Principles

Section 9 of the Local Government Act 2020 (the Act) specifies the overarching governance principles and supporting principles that Council must adhere to in the performance of its role and functions.

This policy gives effect to the following overarching governance principles outlined in Section 9(2) of the Act:

1. Council decisions are to be made and actions taken in accordance with the relevant law.
2. Priority is to be given to achieving the best outcomes for the municipal community, including future generations.
3. The economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted.
4. The municipal community is to be engaged in strategic planning and strategic decision making.
5. Innovation and continuous improvement is to be pursued.
6. Collaboration with other Councils and Governments and statutory bodies is to be sought.
7. The ongoing financial viability of the Council is to be ensured.
8. Regional, state and national plans and policies are to be taken into account in making strategic planning and decision making; and,
9. The transparency of Council decisions, actions and information is to be ensured.

This policy also takes into account the following supporting principles defined in Section 9(3) of the Act

- The community engagement principles (Community Engagement Policy).
- The public transparency principles (Public Transparency Policy).
- The strategic planning principles.
- The financial management principles; and,
- The service performance principles.

## Definitions

The following table defines the terms used in this policy.

Component/Term	Definition
Amenities	Shower and toilet facilities located within the pavilion.
Club/s	Refers to sporting or recreation club/s who are allocated use of a pavilion via an agreement with Council.
Council	Municipal body of the Baw Baw Shire Council and any officer or Councillor representing Council.
Council owned and managed	A building and/or land that Council owns and managed either directly or by delegation.
Council Non-owned Managed Asset	A building or land that is not owned by Council, but which Council manages through via delegation or a lease. Examples are recreation reserves which are owned by the Department of Energy, Environment and Climate Action (DEECA) and where Council is delegated as the manager of the reserve.
Development	The renewal, upgrade or new construction any new or existing building.
Multi Use	Intended or suitable for more than one sport, activity or use.
Minimum components	<p>Minimum components, refers to the use of the lower/smaller size of a space or area when a range (usually in square meters) is used in a State Sporting Association Preferred Facility Guideline.</p> <p>Council will use the lower end (or minimum) of a range when it is listed.</p> <p>For example.</p> <p>The AFL Preferred Facility Guidelines 2024 provides a range of 45m<sup>2</sup> – 55m<sup>2</sup> for a player change room.</p> <p>In this case the 'minimum' is 45m<sup>2</sup>.</p>
Non-Council Asset	Land or buildings that Council does not own or manage.
Recreation Reserve	Large open space parks incorporating sporting facilities such as playing fields, courts, and pavilions.
Renewal	Activities that involve the repair or reworking of a building and the supporting infrastructure that will result in maintaining a building's expected useful life.
Pavilion	A building generally located in a sport and recreation reserve, providing shelter, change and toilet facilities, indoor meeting, and social areas, kitchen/kiosk, first aid, and food/beverage serveries.
Community (Social) Spaces	Refers to an area located within a pavilion that facilitates social interactions between sporting clubs and the wider community. The space usually hosts seated events with meals and presentations.

User Groups	<p>Refers to a community group (usually non-profit) whose purpose/function is not sports or recreational related and who is allocated use of a pavilion via an agreement with Council.</p> <p>Examples of user groups include Scouts, Lions clubs, and dog obedience clubs.</p>
-------------	---



## Scope

The policy applies to and will ensure a clear direction concerning the design, development, upgrade and future renewal of sport and recreation pavilions within Baw Baw Shire.

This policy specifically pertains to pavilions identified for renewal, upgrade or new construction in relevant Council endorsed Recreation Reserve Masterplans.

This policy does not apply retrospectively to pavilions already constructed or currently under construction at the date of the policy's adoption.

## Legislative Context

- Building Act 1993
- Building Regulations 2018
- National Construction Code
- Gender Equity Act 2020

## Gender Impact Assessment

*A gender impact assessment (GIA) has been completed and utilised to inform the development of this policy.*

## Environmental Sustainability Strategy

Environmentally Sustainable Design (ESD) principles will be followed in the development of each pavilion's design documentation. ESD can reduce operating costs and environmental impacts while increasing building resilience. Ensuring ESD principles are considered during the design phase aligns with Council's Environmental Sustainability Strategy 2022–2030.

Council has developed an ESD matrix tool to improve the sustainability of new, renewed or upgraded Council buildings. The ESD matrix will be utilised to assess pavilion designs for ESD initiatives and improvements as part of the design process.

## Related Policies and Documents

- Council Plan 2021 – 2025
- Baw Baw Recreation Strategy 2017 – 2027
- Baw Baw Shire Council Gender Equality Action Plan 2021 – 2025
- Warragul Outdoor Recreation Plan Review 2019
- Drouin Outdoor Recreation Plan Review 2019
- Downton Park Master Plan Review 2019
- Trafalgar Recreation Precinct Master Plan Review 2019

- Rural Recreation Reserve Master Plans Stage 1 Review 2019
- Rural Recreation Reserve Master Plans Stage 2 – 2016
- Lardner Equestrian Master Plan Review 2019
- Sporting Reserve Concept Masterplans within PSP areas Baw Baw Shire Council Environmental Sustainability Strategy 2022 – 2030
- Baw Baw Shire Council Pricing Policy – 2016
- Baw Baw Shire Council Good Practice Guide: Committees of Management, Pavilions, Public Halls and Sporting Grounds
- Maintenance Allocation Matrix

## Policy Principles

The principles relating to this policy are consistent with those that are outlined in the Baw Baw Recreation Strategy 2017 – 2027.

- Support the development of shared multi-use facilities that comply with relevant sporting design standards.
- Maximise opportunities for shared use of sports facilities by clubs, community groups and individuals.
- Maximise opportunities for broader community use of recreation reserves by incorporating passive leisure facilities.
- Where appropriate, develop multi-sport community facilities and recreation areas at one location (i.e., precincts, rather than developing single-use or stand-alone facilities).
- Ensure universal design (including female-friendly), ESD and Crime Prevention Through Environmental Design (CPTED) principles are followed in the development of new facilities and redevelopment of existing facilities.

Buildings will:

- » be developed reflecting evidence-based research and with service levels defined;
- » be developed only after existing facilities are optimised.
- » be focused on local and municipal level needs.
- » be planned and designed for use by a number of groups.
- Support a hierarchy approach to provision (municipal, district and local level facilities)
- Seek grants and partnerships in order to help fund facility developments.

## Policy Detail

### Development Guidelines

The following principles and guidelines will be considered during the design, development, upgrade and future renewal of sporting pavilions.

- Sports Pavilions will be developed in accordance with relevant building regulations, peak sporting body preferred facility standards/guidelines and subject to necessary building and planning permit attainment.
- Under this policy, all current and existing pavilions are considered 'Local' level pavilions unless endorsed otherwise by Council.
- Council will provide the minimum core pavilion components as set out in the relevant peak sporting body preferred facility standards/guidelines.
  - An example of a peak sporting body preferred facility standard/guideline is the [AFL Preferred Community Facility Guidelines 2024](#)
  - Non-standard/Optional components will not be provided unless endorsed by Council.
- Replace redundant and functionally obsolete buildings/amenities with facilities that meet shared sport, community, and education objectives.
- The provision of sports pavilions shall maximise shared usage and flexibility to meet changing community needs and aspirations.
- Sports Pavilions shall provide safe and supportive environments for participants and an emphasis on the provision of new (unstructured) recreational pursuits and open space should be considered.
- Universal and Healthy by Design® Principles along with Environmentally Sustainable best practices will underpin the planning and design of future sports pavilion developments. Refer to the following links for further guidance.
  - [Healthy by Design](#)
  - [Design for everyone: A guide to Sport and Recreation Settings](#)

## **Pavilion Component Funding**

### **Core/minimum Pavilion Components**

Council will allocate the funding required for the core/minimum pavilion components as outlined in the relevant peak sporting body preferred facility standards/guidelines, and/or relevant building legislation for any future renewal, upgrade, and construction of new sports pavilions.

### **Non-Core/Optional Pavilion Components**

While the core/minimum pavilion components will be funded by Council, clubs may seek unique needs or preferences that go beyond the norm. In such instances, clubs must independently cover the gap between the funding provided by Council and the costs associated with non-core components. This may include specialised equipment, customised interior fixtures and fittings, requests for larger room sizes or any enhancements that deviate from the established baseline.

Club's will be required to enter into a funding agreement with Council that will be determined through the initial design and scoping phase of the project. This agreement is essential to ensure that adequate budget for the project is developed.

### **Provision of Community (Social) Spaces**

For any Sports Pavilion project (renewal, upgrade or new construction), Council will complete a needs assessment to assist in determining the area and component provisions for Community (Social) Spaces.

The needs assessment will include the following as a minimum.

- Review of the existing social space (if applicable).
- Possible alternative spaces already available.
- Review of the current/future occupancy permit.
- Consideration of the peak sporting body preferred facility standards/guidelines.
- Club and/or user group, current and future usage.
- Proposed future community use (if applicable).
- Impacts to overall project budget and affordability.

Following the needs assessment any Club/user group seeking larger Community (Social) spaces to accommodate their specific needs, will be required to proactively secure the necessary funds to cover any additional costs that may arise during the construction process.

Club's will be required to enter into a funding agreement with Council that will be determined through the initial design and scoping phase of the project. This agreement is essential to ensure that adequate budget for the project is developed.

## **External Private Sector or alternative funding opportunities**

Council will consider Private Sector or alternative funding opportunities over and above the historical norm (Council funds and Grants Funds) when finalising a budget for a sports pavilion development project.

Some examples of private sector or alternative funding opportunities may include but are not limited to the following.

- Clubs or Leagues
- Community Banks
- Private Business
- Corporate Partnerships
- Developers
- Philanthropic organisations or individuals

Council will enter into a funding agreement with the relevant party/s that will be determined through the design phases and finalisation of a project budget. This agreement is essential to ensure that adequate budget for the project is developed.

## **Pavilion Prioritisation**

The order of prioritisation in which existing pavilions will be renewed, upgraded or newly developed is assessed through the use of the Facility Prioritisation Assessment Matrix, as documented in Appendix E of the Baw Baw Recreation Strategy 2017 – 2027 and applying the principles of this policy.

## Temporary Facilities/Decanting

During construction projects, Council's preferred approach is to facilitate the temporary relocation of clubs, known as "decanting". Council acknowledges that there is not a one size fits all approach to decanting. Decanting requirements are project, location/site, budget and club/user group specific.

Council will develop a decanting plan incorporating the impacted clubs and/or user groups during the initial design phase of any pavilion project. This plan will assist with the development of the overall project budget. The decanting plan will be reviewed prior to any construction works commencing.

Council will provide the minimum facilities require to facilitate the participation of the sport. For example, player and official changerooms, amenities, first aid and public toilets. These elements will be determined on a case-by-case basis.

Council will not provide 'Club operation' facilities such as canteens, social rooms, bars etc as part of the decanting plan. These elements will be the responsibility of the club/s and/or user groups.

Council will aim to prioritise the use of existing venues when developing the decanting plan with a view to minimise the impact on clubs during the construction phase. Where an existing facility cannot support decanting due to the need to maintain public safety, lack of facilities, size of the project etc, Council will relocate a club/s and/or user groups to another Council venue where achievable. Should Council be unable to Decant a club within the municipality, Council will seek decanting options outside of the municipality at Council's cost.

Council will not provide any loss of income to clubs and/or user groups as part of any decanting plan.

## **Fixtures and Fittings**

Council will provide the essential fixtures and fittings needed to ensure the safe and functional operation of sporting pavilions, for example bench seating in changerooms and fixed appliances in kitchens (e.g., oven). Any items exceeding the essential requirements will be entirely the responsibility of the sporting clubs and/or community groups and must be acquired accordingly. For example, loose furniture and loose appliances.

Council will comply with the relevant building design legislation and consideration at the design stage will be given to proposed fixtures/fittings and their ongoing maintenance requirements, accessibility, and maintenance costs.

## **Sponsorship Signage and Branding**

Council acknowledges that sponsorship plays an important role for the sustainability of local club's and user groups. Council also acknowledges that there is a historical imbalance and proliferation of sponsorship signage on many public facilities throughout the municipality.

For all recently completed, currently under construction or future sports pavilion developments, No external club sponsorship signage will be able to be placed on Council Sports Pavilion Assets following a redevelopment project.

Place naming signage (such as an existing or future pavilion name), Council branding and Council approved sponsorship signage will be considered during the detailed design phase of a project.

The Council corporate style guide will be utilised to inform decision making around colour palette choices in building design. Where not appropriate Council will utilise neutral tones ensuring building design considers the surrounding amenity.

## **Memorabilia items**

Council acknowledges the importance & significance that historical and/or new club memorabilia holds to clubs and club members. During the design and development of sports pavilions, Council may not be able to accommodate or reuse all existing club memorabilia in all recently completed, currently under construction or future sports pavilion redevelopments.

Council is also not responsible for ensuring that any recently completed, currently under construction or future sports pavilion redevelopments are equipped to accommodate any new memorabilia acquired over time, for example an empty trophy cabinet.

Club's will be asked to re-think, consolidate and in most cases consider modernising their memorabilia and/or approach to memorabilia to ensure facilities remain easy to maintain and visually appealing.

## Pavilion Development Process

Council will apply a staged approach to Sports Pavilion Development. Through all stages Council will ensure a Project reference Group including relevant stakeholder is established to assist in informing the overall project.

Stage 1 – Pre-project planning will generally include a due diligence assessment. This may include but is not limited to, a feasibility study if required, planning and building advice, soil tests, site surveys, title re-establishment, building conditions assessments, asbestos audits etc.

Stage 2 – Concept design will generally include the initial concept design, development of a decanting plan, high level project cost estimates.

Stage 3 – Detailed design will generally include the detailed design documents and tender preparation.

Stage 4 – Construction will only commence when a project budget is fully secured.

Approval date	5 June 2024
Approval authority	Council
Effective from	6 June 2024
Review term	Council term
Next review date	By Oct 2028
Responsible position	Manager Assets and Recreation, Coordinator Recreation
Responsible Director	Director Community Infrastructure
Version	1

## Revision History

Approval date	Version	Revision description
	1	Sport Pavilion Design and Development Policy - Original