



## SUMMIT SPORT AND RECREATION PARK HIRING POLICY

REFERENCE NUMBER:	DOC/22/68807
RESPONSIBLE OFFICER/ DEPARTMENT:	Manager, Community Property and Facilities
APPLICABLE LEGISLATION:	Local Government Act 1999
MOUNT BARKER 2035 – DISTRICT STRATEGIC PLAN:	Governance and Leadership GL 4.3 Strive for efficiencies, collaboration and partnerships to reduce the costs of delivering services
RELATED POLICIES AND CONTRACTS:	<ul style="list-style-type: none"><li>• SSRP Sponsorship Policy</li><li>• Fees and Charges Set By Delegation Policy</li><li>• Commercial Policy</li><li>• SSRP Licence Agreements</li></ul>
SUPPORTING PROCEDURES:	Summit Sport and Recreation Park – Information for Hirers
PREVIOUS REVIEW DATES:	Nil
ADOPTED BY COUNCIL:	4 July 2022
MINUTE RESOLUTION NUMBER:	OM20220704.09
NEXT REVIEW DATE:	July 2023

### 1. PURPOSE

The purpose of this Policy is to define the principles related to licensing, hiring and booking Summit Sport and Recreation Park (SSRP) facilities on behalf of the SSRP Board ('the Board').

### 2. SCOPE

The Board has been established as a Committee of Council pursuant to Section 41 of the Local Government Act 1999.

The Board's reviewed Terms of Reference were endorsed by Council on 5 July 2021 and includes an objective (2.1.6) - *The Board will consider commercial arrangements to optimise returns to the SSRP.*

Hiring of the facilities provides both the Board and sporting clubs and associations (through a licence agreement) with an important source of income that can support the cost-effective delivery of recreation and sport that benefits the local community.

It is important that any intent and purposes associated with hiring of the facilities are considerate of all people who access those facilities, are age and culturally appropriate and are consistent with the values and integrity of the Mount Barker District Council.

It is important that any casual external hiring is complementary to, and recognises the rights of, Licensees, as documented in their Licence Agreements.

This Policy provides guidance to community members, businesses, sport and leisure clubs/associations that have, or intend to have, hiring or licensing/sub-licensing arrangements in place with the Board or its Licensees.

### **3. DEFINITIONS**

**Booking Platform** means an online portal that allows Licensees, Sub-licensees, regular users and potential casual hirers to search for and book a SSRP facility.

**Fees and Charges** means the fees charged for facility hire as approved by Council annually.

**Casual Hirer** means a party that hires a SSRP facility on a one-off basis for a sport or non-sport related purpose and which has been accepted by Council's Venue Coordinator.

**Licensees** means the parties who have an executed Licence Agreement with the SSRP Board.

**Regular Users** means parties who have a regular booking of a SSRP facility which has been agreed and accepted both by the relevant Licensee (if within the Licensee's Scheduling Plan hours of use) and Council's Venue Coordinator.

**Scheduling Plan** means the annual schedule of games, training sessions, room bookings and sport related events for each season to be provided by the relevant Licensee to the Board prior to the commencement of that season in accordance with their relevant Licence Agreement.

**Sub-licensees** means the parties who have a formal Sub-licence Agreement with a Licensee which complies with the terms and conditions of the relevant Licence Agreement.

**SSRP facilities** - means and comprises

- Building/Venue A associated with the football (soccer) facility
- Building A change rooms

- Soccer Pitch 1
- Soccer Pitch 1 Sports Lights
- Soccer Pitch 2
- Soccer Pitch 2 Sports Lights
- Building/Venue B associated with the Australian Rules football/cricket facility
- Building B change rooms
- Premier Oval
- Premier Oval Sports Lights and potentially parts of the above at the SSRP.

#### **4. ROLES & RESPONSIBILITIES**

##### **Council:**

- Responsible for adopting this policy.
- Responsible for providing other appropriate approvals associated with the development and strategic plans associated with the SSRP facilities and broader precinct.

##### **Board**

- Responsible for applying this policy and monitoring its commercial and community outcomes.

##### **Chief Executive Officer:**

- Responsible for applying resources to ensure the application of this policy.

##### **Manager, Community Property and Facilities:**

- Responsible for implementing this policy.
- Delegated responsibility for approving, denying or varying fees in accordance with the *Fees and Charges Set by Delegation Policy*.

##### **Venue Coordinator**

- Responsible for administering the booking platform and accepting bookings in accordance with this policy.
- Responsible for customer service associated with hiring of the SSRP facilities.

#### **5. POLICY STATEMENT**

1. The Board has an objective in its Terms of Reference to maximise use of the facilities and to minimise the cost.
2. The Board has a dual commitment to
  - a. strongly supporting the development of sports utilising the SSRP facilities coupled with
  - b. increasing the breadth and variety of use.
3. SSRP facilities should not be used to conduct or promote the following:
  - Promotion of tobacco products, smoking or gambling;
  - any form of adult entertainment; or

- activities that will potentially damage the SSRP facilities including the pitch/oval surfaces.
4. Any Licensee, Sub-licensee, user or hirer must comply with the *SSRP Sponsorship Policy*.
  5. Requests for waiving or varying approved fees will be addressed utilising Council's *Fees and Charges Set By Delegation Policy*.
  6. Fees and charges approved by Council will be reflective of the standard of the facilities and the relative position the SSRP facilities 'sit' within the competitive marketplace.
  7. Hiring requests that fall within Licensee Scheduling Plan hours will not be accepted without the concurrence of the relevant Licensee.
  8. Hiring requests that abut Licensee Scheduling Plan hours will also require liaison with the Licensee prior to acceptance.
  9. The Board recognises that Licensees may charge the Board a nominal amount per hour for outgoings associated with casual hiring or regular use.
  10. The Board and Licensees will make every endeavour to ensure the facilities are kept in excellent condition for all users e.g. cleaning.
  11. There will be a single 'source of truth' for bookings and that will be the SSRP Booking Platform administered by the Venue Coordinator.
  12. Licensees, sub-licensees, regular users and casual hirers should seek individual advice regarding liquor licence requirements from Consumer & Business Services <https://www.sa.gov.au/topics/business-and-trade/liquor/apply>
  13. The hirer must provide to the Council prior to using SSRP Facilities or commencing the activity a copy of all permits, certificates and any other authorisations which may be required from the Council or some other governmental, civic, or municipal authority to undertake the activity.

## **6. TRAINING / EDUCATION**

Council staff will organise appropriate information and training opportunities for users of the facility and other relevant individuals and groups to understand and implement the intent of this policy for the betterment of the facility, users and the wider community.

## **7. REVIEW**

This Policy will be reviewed:

- in 12 months and then every three years, or
- earlier in the event of changes to legislation or related Policies and Procedures or ;  
if deemed necessary by the Board, Executive Officer or Manager, Community Property and Facilities.

## **8. ACCESS TO THE POLICY**

The Policy is available for public inspection at the Customer Service Centre, at the Local Government Centre, 6 Dutton Road, Mount Barker, South Australia and on the Council's website [www.mountbarker.sa.gov.au](http://www.mountbarker.sa.gov.au)

## **9. FURTHER INFORMATION**

For further information on this Policy, please contact:

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