

# SPORT FIELD ALLOCATION POLICY

November 2024

PREPARED BY:  
SPORT SERVICES DIVISION



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SUTHERLANDSHIRE

## 1. PURPOSE

The Sport Field Allocation Policy represents Council's management of the demands from sport clubs/associations and the wider community to access Sutherland Shire Council's sport fields. The intended outcomes of the Policy are to:

- Ensure fair and equitable access to sport fields for all user groups within the community;
- Optimise the utilisation of sports fields to accommodate the increasing demand;
- Enhance communication and collaboration between Council and users by providing transparent and consistent rules for allocation and usage of sports fields.

## 2. APPLICATION

This Policy applies to all formalised use of Council sport fields by any sport club/association, school, community group or organisation that applies for allocation. This Policy does not apply to special or one-off events, personal fitness trainers, tennis court hire, private coaching operators, casual field hire and leased facilities.

## 3. PRINCIPLES

### 3.1 Application of Principles

No one principle should be applied to the detriment of another. Principles must be collectively considered and applied to the extent that is reasonable and practicable in the circumstances.

### 3.2 Equity of Access

To ensure equitable access to sport fields for all user groups, expressions of interest (EOI) will be invited twice yearly in line with the winter and summer seasons. Council will use the Hierarchy of Use model to prioritise sport field allocation.

The conduct of night games will not be suited to every sport field site. New applications will be assessed against the conditions of hire and night game allocation criteria.

(Refer to Schedule A for full conditions of usage, EOI and Allocation process).

### **3.3 Optimal Usage of Sports Fields**

To accommodate the increasing usage demand on sports fields, Council reserves the right to co-locate hirers to a sport field to ensure optimal usage. Pre and post season EOI may be considered if ground conditions are acceptable, field is available, and no maintenance is scheduled.

Council has the right to allocate sport fields to schools outside the times allocated to clubs/associations seasonal allocation times.

Hirers are responsible for utility charges associated with their allocation/s and are not permitted to sublet allocated sports fields.

(Refer to Schedule B for full conditions of usage).

### **3.4 Minimising Impact on Surrounding Residents**

To minimise the impact on the local community, hirers are responsible to be good neighbours within the community.

(Refer to Schedule C for full conditions of usage).

### **3.5 Protect Public Infrastructure**

To minimise the impact on and protect public infrastructure, hirers must adhere to Council wet weather closures. Council reserves the right to close any sport field or reduce hours of use for safety concerns.

Hirers are liable for damages caused through misuse.

(Refer to Schedule D for full conditions of usage).

### **3.6 Insurance and Liability**

All hirers of Council's sport fields must provide a copy of their Public Liability Insurance Policy. Council will accept no responsibility for loss or damage to a hirer's equipment or goods stored in, or otherwise situated upon, sport fields and/or adjoining sport fields.

(Refer to Schedule E for full conditions of usage).

## **4. RESPONSIBILITIES**

### **4.1 Responsible Officer**

The Senior Manager Sport and Leisure is responsible for this Policy and for keeping the Policy current.

### **4.2 Chief Executive Officer**

Council has delegated the Chief Executive Officer the authority to exercise the responsibilities detailed in this Policy.

## 4.3 Directors

Directors are responsible for ensuring their Directorate adheres to the requirements of this Policy and providing guidance within their Directorate and the Organisation.

## 4.4 Employees

Employees must adhere to the requirements of this Policy and operate within its authorities.

## 5. POLICY COMPLIANCE

The Senior Manager Sport and Leisure will monitor, review and report on the effectiveness of the Policy.

## 6. RECORD KEEPING, CONFIDENTIALITY AND PRIVACY

Council adheres to and complies with the *NSW State Records Act 1998* and *Privacy and Personal Information Protection Act 1998* through its Access to Information Policy and Privacy Management Plan.

## 7. BREACHES OF POLICY

Breaches of this Policy will be dealt with in accordance with normal disciplinary procedures and will be advised to the Chief Executive Officer and / or Director Community, via the Senior Manager Sport and Leisure, where appropriate.

## 8. RELATED DOCUMENTS

- Sport Strategy and Implementation Plan 2022-2037
- Plan of Management – Sportsgrounds 2009
- Open Space Strategy and Implementation Plan 2021-2031
- Use of Public Open Space by Commercial Sport and Commercial Fitness Trainers Policy

## 9. RELEVANT LEGISLATION AND REGULATIONS

- *Local Government Act 1993 (NSW)*
- *State Records Act 1998 (NSW)*
- *Privacy and Personal Information Protection Act 1998 (NSW)*
- *Government Information (Public Access) Act 2009 (NSW)*

## 10. DEFINITION OF TERMS

Term	Meaning
Allocation	Short term seasonal agreement between Council and a hirer to utilise a sport field during approved days and times.

# SPORT FIELD ALLOCATION POLICY



<b>Term</b>	<b>Meaning</b>
Applicant	A sport club/association, school, community organisation, commercial organisation or other group that applies for seasonal hire.
Casual Hirer	A club, group or organisation that is approved to hire a sport field on a one-off basis.
Change of Season	Two-week period between seasons assigned for sport field repairs and preparation for the upcoming season.
Club/Association	A group of people organised into a recognised body to administer the playing of a sport.
Co-location	Where two compatible hirers utilise a sport field cooperatively to optimise usage.
Facilities	The buildings adjacent to sporting grounds, including toilets, canteens, storerooms and change rooms.
Hirer	A club, association, school, group or organisation that uses a sport field on a seasonal basis (excludes personal trainers).
Historical Hirer	A club recognised by Council as having an established usage pattern at a Sport facility.
In Season Allocation	Approved hirer during the defined summer or winter season.
Leased Facilities	A contractual agreement enabling exclusive use over a particular piece of land for a specified term and purpose.
Neighbour	Private residents living in close proximity to the sport field.
Night Game	A scheduled match that requires sport field lighting (to Australian Standards) to complete.
Personal Fitness Trainers	Individuals owning, managing, teaching or instructing mental wellbeing and physical fitness training for the purposes of conducting a business for exchange, reward, fee or payment.
Pre-season Allocation	Hire of a sport field for the purpose of training and preparation prior to the commencement of a new season, subject to availability.
Private Coaching Operators	The teaching, coaching, or instructing of sport, for the purposes of conducting a business and to assist participants in the improvement of physical fitness and mental wellbeing. Engaging in such business involves the exchange of fee, reward or payment.
Seasonal Allocation	A regular weekly booking at a Sport field for the duration of the Sport season.

# SPORT FIELD ALLOCATION POLICY



Term	Meaning
Special or One-Off Events	Council events and events formally endorsed by Council on a one-off basis.
Sport Field	Areas of public open space where organised sport is approved by Council to be played.
Substantial Increase	An allocation increasing greater than ten hours or greater than 10% from previous corresponding seasonal allocation AND/OR greater than twenty hours or greater than 20% from previous corresponding seasonal allocation over five years.

End of Document

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<b>Document Name:</b> Sport Field Allocation Policy		<b>Policy Accountability:</b> Senior Manager Sport and Leisure	
<b>Version:</b> 1.0	<b>Approved by:</b> Council (COR077-24)	<b>Minute No:</b> <a href="#">261</a>	<b>Date approved:</b> 11/11/2024
<b>Original:</b> November 2024	<b>Last Revision:</b> November 2024	<b>Next Revision:</b> November 2028	



## SCHEDULE A - PRINCIPLE 3.2 – EQUITY OF ACCESS

- Expressions of Interest (EOI) will be invited for the hire of sport field twice a year in line with the winter and summer season.**

### Summer Season

Generally, commencing in September and ending in March of the following calendar year, with a total duration of 27 weekends, the season dates will be confirmed annually by Council.

### Winter Season

Generally, commencing in March and ending in August of the same calendar year, with a total duration of 23 weekends, the season dates will be confirmed annually by Council.

### Turf Cricket Wickets

Council is responsible for the preparation of turf cricket wickets at Sutherland Oval 1, Glenn McGrath Oval (Caringbah Oval) and Tonkin Oval.

Turf wicket preparation works will be undertaken 5 weeks before the commencement of the grade cricket season and turf wicket Field will be made available 3 weeks after the conclusion of the grade cricket season to winter codes.

### EOI Schedule

Season	EOI Open	EOI Close	EOI Outcome Advised
Summer Season	1 May	31 May	30 June
Winter Season	1 November	30 November	20 December

- EOI's are to be completed in full and received by the cut-off date. Late or no submission made will not be considered and/or given lower priority, this includes historical hirers.**

### Required Supporting Documentation

- Previous corresponding season registration data.
- Previous corresponding match schedules as required by Council.
- Previous corresponding training schedules as required by Council.
- Public liability insurance (minimum \$20 million).
- Wet weather procedures.



### **3. Council will use the Hierarchy of Use model to prioritise sport field allocation.**

#### **Hierarchy of Use Model**

1. Sutherland Shire community sport clubs/association matches.
2. Sutherland Shire community sport club/association training.
3. Sutherland Shire Council events and events endorsed by Council.
4. Sutherland Shire public schools.
5. Sutherland Shire private schools.
6. Sutherland Shire community organisations (not for profit).
7. Sutherland Shire commercial organisations.
8. Other groups.

### **4. EOIs will be reviewed utilising the allocation criteria.**

#### **Allocation Criteria**

1. Utilise the Hierarchy of Use Model.
2. Where Council only receives one EOI for a sport field, where the hirer is deemed suitable, seasonal allocation will be granted.
3. Council will not unreasonably refuse an EOI that is consistent with the previous corresponding season and where the hirer continues to demonstrate need through registration and match fixtures data.
4. To ensure diversity in sports available to the community, Council generally will not approve a substantial increase to an EOI request in relation to the previous corresponding season allocation.
5. Council encourages cooperation among hirers. Council will strongly consider proposals where two or more hirers propose co-location arrangements of a sport field.
6. If conflicting EOI's arise, Council will attempt to resolve through mutual agreement.
7. If the conflict is unresolved, competing EOI's will be assessed through the weighted criteria score.



# SCHEDULE TO SPORT FIELD ALLOCATION POLICY



## Weighted Criteria Scoring

	Criteria	Principles	Scoring	Assessment Guide
A	Historical Hirer	Due to the high demand for sport fields in the Sutherland Shire, Council will prioritise historical hirer data to ensure fair and equitable allocation of sport fields, where need is demonstrated.	10	Historical home ground for Sutherland Shire Association/Club 10+ years
			5	Historical home ground for Sutherland Shire Association/Club less than 10 years
			0	No previous allocation
B	Community Based	Council will prioritise applicants that demonstrate initiatives to foster inclusivity and support grass roots participation.	20	Not-for-profit sporting association/club with demonstrated strong ties to the local community
			10	Not-for-profit sporting association/club with no demonstrated links to the local community
			0	Commercial Operators
C	Membership Numbers	Council will prioritise applicants that demonstrate steady or increasing participation rates. If an applicant has declining numbers, they may be relocated to an alternative venue or co-located.	10	Membership numbers are steady or increasing
			5	Membership numbers are declining over the past 3 years
			0	No information provided
D	Good Neighbour	Adherence to a good neighbour guideline ensures hirers consider the impact on the surrounding community and foster positive relationships.	10	No impacts to neighbours or breaches in previous 5 years
			5	No impacts or breaches recorded in the previous two years.
			0	Breach within the previous two years

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	Criteria	Principles	Scoring	Assessment Guide
E	Equity of Access and Usage	Applicants demonstrate they have an action plan in place that details how they intend to ensure equitable access of sport fields.	10	Action plan in place and adhered to
			5	Action plan in development
			0	No action plan
F	Protect and Maintain Public Infrastructure	Demonstrates care for fields and supporting infrastructure.	10	Complies with field closures
			5	Damage causing closure from use during wet weather
			0	Does not comply with field closures
G	Diversity of Sports	Council will endeavour to accommodate the needs of new and emerging sports that can demonstrate an ongoing plan for success over their current membership numbers.	5	New or emerging sport that can demonstrate a plan for ongoing success
			0	New or emerging sport that cannot demonstrate a plan for ongoing success
H	Traditional Seasonal Allocations	Due to increased demands on sport fields, Council will prioritise traditional seasonal allocations.	5	Traditional summer sport requests allocation in the summer season or traditional winter sport requests allocation in the winter season
			0	Traditional summer sport requests allocation in the winter season or traditional winter sport requests allocation in the summer season
I	Applicant Development	Applicants that demonstrate they have good policies and procedures in place to ensure safety and inclusivity of all individuals.	10	Policies and procedures are in place and adhered to
			5	Policies and procedures are in development
			0	No documents in place
J	Financial History	Applicants who are financial with Council will be prioritised. This includes but is not limited to utility expenses, lease agreements and any outstanding fees owed to Council.	5	No outstanding debt with Council
			2	Outstanding debt with Council within the previous 5 years
			0	Current outstanding debt with Council

## 5. Hirers will be notified by Council on their EOI outcome.

### Notification Process

- Council receives notification of EOI received through the online booking portal. EOI's are assessed against the above Allocation Criteria and the field carrying capacity.
- In line with the EOI Schedule, applicants will receive notification via the booking system for approved EOIs.
- Council will contact applicants directly if their EOI is declined.
- The seasonal EOI process does not include sporting club presentation days. All clubs are required to complete an Event Application form.

## 6. Allocation of night games on sport fields will be based on a case-by-case assessment by Council to ensure suitability.

### Conditions of Hire

The conduct of night games will not be suited to every sport field site. Each site will be assessed on a case-by-case basis to ensure suitability and to minimise the impact on the local community.

Council will assess the suitability of sport fields for night games based on the following criteria:

- Existing DA conditions associated with the site, that is, hours and days of floodlight operation.
- Proposed day and time of night games.
- Proposed frequency of night games.
- Proposed structure of night games – number of games per night, proposed timing of games, age groups, for example junior's, men's or women's.
- Policy on the sale of alcohol.
- Any existing issues associated with the playing field.
- Existing floodlight levels and compliance with Australian Standards for night competition.
- Proximity of residents to site, existing use of the site (i.e. levels of training and competition).
- Adequate security and crowd control is provided by the sporting group conducting the night competition game.

Based on the individual site assessment the following conditions may be applied before permission to conduct night games is granted:

- Upgrade of floodlights to meet Australian Standards for night competition.
- Conduct a trial night game.

If the above criteria are met, approval will be granted and seasonal field allocation for night games will proceed.

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7. Applicants may seek EOI for long-term licence agreement at designated sport fields, subject to Council's determination of suitability.

## Application Process

Council will advertise for EOI opportunities, inviting prospective parties to apply for long-term licence agreements at designated sport fields. Utilising the allocation criteria, Council will evaluate received EOIs to ensure their alignment to the principles. Applicants will be required to provide comprehensive proposals.

Council will engage with successful applicant/s to finalise the terms of the long-term licence agreement for sport fields.

End of Document

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<b>Version:</b> 1.0	<b>Approved by:</b> Council (COR077-24)	<b>Minute No:</b> <a href="#">261</a>	<b>Date approved:</b> 11/11/2024
<b>Original:</b> November 2024	<b>Last Revision:</b> November 2024	<b>Next Revision:</b> November 2028	



## SCHEDULE B - PRINCIPLE 3.3 – OPTIMAL USAGE OF SPORTS FIELDS

### 1. Approved allocated hirers have preferential access to sport field.

#### Conditions of Hire

A hirer has preference over all other field users, including personal fitness trainers, private coaching operators, and the general public, in their approved allocated time of sport field use when actively using the site. Reasonable care must be taken regarding removing another field user. The hirer is to contact Council if they have issues removing unauthorised persons.

### 2. Council has the right to allocate sport fields to schools outside the times allocated to clubs/associations seasonal allocation times.

#### Conditions of Hire

- Schools may be allocated between 9am and 3pm, Monday – Friday, within school terms (excluding public holidays) for organised school sport activities.
- School groups may only request actual usage (maximum of 4 hours per field per day).
- Blanket bookings of sport fields will not be accepted.
- Council will utilise the Hierarchy of Use Model to prioritise allocation.
- In line with the EOI Schedule, applicants will receive notification via the booking system for approved EOIs.
- Council will contact applicants directly if their EOI is declined.

#### EOI Schedule for Schools

Season	EOI Open	EOI Close	EOI Outcome Advised
Term 1 & 4 (Summer)	June	July	July
Term 2 & 3 (Winter)	February	March	March

**3. Pre and post season EOI may be considered if; ground conditions are acceptable, field is available, and no maintenance is scheduled.**

**Conditions of Hire**

- Council may consider pre-season and post season EOI for training and trial matches if the ground conditions are acceptable, the 'in season' sport does not require the use of the facility and maintenance activities are not programmed.
- EOI for pre and post season allocation is to be directed through the online booking portal.
- Change of Season period occurs in the two weeks between seasons. Fields may be closed for repair or maintenance works in preparation for the new season. Use of sport fields during the change of season period is by approval only.
- The association/club will be liable for any accidents or damage caused to a field due to unauthorised out of season use.
- Unauthorised out of season use by associations/clubs may result in forfeiting in season field allocations.

**4. Additional use of sporting fields, outside of approved allocations.**

**Conditions of Hire**

- Hirers require additional approval from Council to utilise sport fields outside of their allocated times. Where such use is permitted, the casual hire charges may apply.
- Council has the right to book sport fields to casual hirers outside of seasonal allocations.

**5. Where a field becomes available, new applicants are required to complete the EOI process.**

**Conditions of Hire**

- When Council takes possession of a field, either due to a new construction or a previous hirer vacating the field, Council will advertise for new applicants through a public and open EOI process.
- Applicants will be required to complete the EOI in full and supply supporting documentation demonstrating their need for the sport field to be considered.
- The allocation criteria will be outlined in the Request for Allocation EOI process.
- The EOI process may not apply when a contribution has been made to the development or upgrade of a sport field by a State Sporting Organisation, Sutherland Shire Sport Association or Sutherland Shire Sport Club, that is deemed significant by Council.

- 6. Where Council constructs new synthetic playing surfaces, historical use of the facility may not be considered in the initial EOI process.**

#### **Conditions of Hire**

- Council may upgrade sport fields to synthetics, substantially increasing hours of use.
- Applicants will be required to complete the public and open EOI process in full, supply supporting documentation demonstrating their need for the sport field to be considered.
- The allocation criteria will be outlined in the Request for Allocation EOI process.
- The EOI process may not apply when a contribution has been made to the development of a new synthetic sport field by a State Sporting Organisation, Sutherland Shire Sport Association or Sutherland Shire Sport Club, that is deemed significant by Council.

- 7. Council reserves the right to co-locate hirers to a sport field to ensure optimal usage.**

#### **Conditions of Hire**

- The usage patterns of the previous season will be considered however, Council reserves the right to introduce a new user group to a venue to ensure optimal usage of a sport field.
- Council reserves the right to allocate two or more hirers to a sport field and associated infrastructure at any given time. All hirers are required to share areas including the sport field and bin enclosures. Optimal usage of buildings is to be applied wherever possible as per the Community Leasing Policy.
- It is the responsibility of hirers to co-exist amicably at a site. Should a situation arise where there is a disagreement between hirers, Council will attempt to mediate the situation. Should the situation continue allocations will be terminated with new EOIs assessed against the allocation weighted criteria.

- 8. Hirers are not permitted to sublet allocated sport fields.**

#### **Conditions of Hire**

- Approved allocated hirers are not permitted to sublet their sport fields to other user groups.
- Associations are permitted to allocate sport fields to their affiliated Sutherland Shire clubs.

- 9. Hirers are responsible for utility charges associated with their sport field allocation.**

#### **Conditions of Use**

- Hirers are responsible for the utility charges related to their seasonal use. Any outstanding utility bills may jeopardise future allocations.
- Where clubs share a sport field, each club will be responsible for the utility charge, and this should be negotiated between clubs. If clubs cannot come to an agreement regarding the shared costs, Council will make a judgement, and the decision will be final.

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- The hirer must manually turn floodlights on and off daily. Clubs who repeatedly leave floodlights on with no users on site may forfeit their hire status.
- Floodlight timers will be set to turn off at sport fields as per approved allocation. All players, spectators and officials must vacate the sport field and surrounds without causing disturbance to surrounding residents.

End of Document

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<b>Version:</b> 1.0	<b>Approved by:</b> Council (COR077-24)	<b>Minute No:</b> <a href="#">261</a>	<b>Date approved:</b> 11/11/2024
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## SCHEDULE C - PRINCIPLE 3.4 – MINIMISING IMPACT ON SURROUNDING RESIDENTS

### 1. Hirers are responsible to be good neighbours within their community.

#### Conditions of Hire

Sport fields, amenities and surrounds in Sutherland Shire are shared with and surrounded by residential properties. Excessive noise, offensive language, bad behaviour, parking inappropriately, floodlights being left on or any other activity likely to cause disturbance will not be tolerated.

Clubs should develop relationships and communicate with residents and their community. We recommend:

- appointing a Community Liaison Officer (CLO) or club committee member to develop and maintain good relationships. Circulate the name and contact details of the club's CLO to adjoining residents, asking them to contact him or her should they have any concerns or questions,
- circulating club contact details and yearly calendar to local residents, so they know when to expect major events,
- inviting local residents to attend activities, functions, open days, Come and Try days,
- keeping noise levels during late afternoon and night sessions to a minimum, and
- being considerate of neighbours when using clubrooms and when driving to and from sport fields.

#### Car Parking

Car parking is restricted to designated car parks only. At no times are cars allowed on parks or sporting grounds without the approval of Council. Hirers are encouraged to promote responsible and compliant parking around sport fields ensuring that no-one drives or parks across residential driveways, parks, reserves, or sport fields. Hirers are encouraged to report any non-compliance issues or safety concerns immediately through Council's online reporting system.

Ambulance access gates must always remain free of obstruction.

#### Public Address System (PA)

No public address (PA) system or electronically operated sound equipment shall be used unless approved by Council. Sound levels must not exceed LAeq 15 minutes  $\leq$  65 dB(A) when measured at the nearest affected receiver (resident or business). It is the responsibility of the hirer to test sound levels to ensure they do not exceed this, prior to approval.

#### Liquor Licence

Hirers wishing to sell and consume alcohol on Council properties need to contact Liquor & Gaming NSW for information on how to obtain a liquor licence. Hirers can apply online on Liquor & Gaming NSW.

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The consumption and sale of alcohol at events (other than on game days) needs to be registered with NSW Police. Council reserves the right to prohibit the sale and consumption of alcohol at any event or impose special conditions on an event selling alcohol.

## **Banners, Signage & Advertising**

The placement of any advertising, banners and/or signs (permanent or temporary) on Council property must follow Council's Community and Sporting Banners Guidelines. Council may remove unauthorised signage. Hirers must submit a request through Councils Contact Us Online page.

## **Waste Management**

It is the responsibility of the hirer to leave the sport fields (and surrounding area) in a clean and tidy state, cleaning fees may be charged to the hirer. Hirers are responsible for placing bins out for bin collection on designated collection days. Bins are required be returned to cages/storage points after collection.

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<b>Version:</b> 1.0	<b>Approved by:</b> Council (COR077-24)	<b>Minute No:</b> <a href="#">261</a>	<b>Date approved:</b> 11/11/2024
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## SCHEDULE D - PRINCIPLE 3.5 – PROTECT PUBLIC INFRASTRUCTURE

### 1. Hirers must adhere to Council wet weather closures.

#### Conditions of Hire

- To protect playing surfaces from damage, Council will occasionally close sport fields due to wet weather.
- On weekdays, Council will communicate if sport fields are to be closed by 8:30am.
- For weekend use, it is the responsibility of the hirer to determine whether sport fields are to be closed over the course of the weekend, in line with their wet weather procedures.
- Council reserves the right to close sports fields during weekends in case of heavy rain or adverse weather conditions. Notification of such closures will be communicated to user groups by 3:00pm the Friday preceding the weekend. If the sports fields are closed, no hirers are permitted to use them for either playing or training.
- Council will advise all allocated users of sport field closures via email, advertising on Council website and through Council's wet weather phone line.
- It is the responsibility of the hirer to inform their members of field closures.

A hirer that uses sport fields which have been closed will be liable for the full cost of repairs and may forfeit their hirer status.

### 2. Council reserves the right to close any sport field or reduce hours of use for safety concerns.

#### Conditions of Hire

- Council reserves the right to close any sport field to protect the playing surface, reduce the risk to competitors and the public, to complete works, in poor weather conditions (including wet weather and draught) or to allow rehabilitation of the ground after damage.
- If, during the season, the condition of the sport field deteriorates, Council may, at its discretion, reduce the hours of use of a field for safety concerns.
- If, at the end of a season, the condition of the sport field is poor, Council may, at its discretion, reduce the hours of use of the sport field for the upcoming corresponding season.
- Council reserves the right to close a sporting field without notice should there be community safety concerns. Council will make every effort to relocate the hirer if this is to occur.
- Council reserves the right to close some or all sport fields because of a drought and/or water restrictions should there be community safety risks.

### 3. Hirers are liable for damages caused through misuse.

#### Conditions of Hire

- A hirer whose participants are found to have caused damage to a playing field and/or adjoining facility, either through misuse or lack of maintenance, will be required to pay for such damage. This misuse includes overuse and use of sport field during a wet weather closure. Failure to pay will result in the hirer forfeiting their hire rights to all Council controlled sport fields as well as remaining liable for the repair/replacement cost.
- Council is responsible for maintaining grass to a suitable height and endeavours to maintain fences and amenities, except where these roles are taken on by the hirer under a licence agreement or lease. Hirers are to carry out certain maintenance of sport fields and adjoining amenity buildings from time to time.
- Council may provide topsoil in small quantities to hirers for use during the season for minor repairs to field surfaces.
- Council has the right to carry out maintenance to sport fields, as and when required, provided hirers are given reasonable notice of any major work that may close the playing field for hirer use.
- A hirer wishing to carry out seasonal maintenance should seek the approval of Council prior to the commencement of work.
- It is the responsibility of the hirer to inspect the sport field, including buildings, car parks and surrounds, prior to each use. Training must also be undertaken to ensure the safety of all patrons. The hirer must take all reasonable steps to ensure that the sport field is clear of obstacles and to satisfy themselves that there is no reasonable risk of injury from the sport field to any person participating in the hirer's activities.
- The hirer hereby agrees to indemnify Council against all injury sustained because of the hirer failing to carry out its responsibility, and where the hirer decides to utilise the sport field despite there being a risk to participants or spectators.
- The hirer hereby agrees to refrain or limit their use of heavy traffic areas during practice, regardless of weather, to assist in providing the best field conditions possible, e.g., goal areas, pitch areas etc.
- All damage to the sport field and/or the adjoining amenities either deliberate or accidental, should be reported to Council as soon as possible, outlining full details of the incident and the damage.
- Hirers are responsible for all line marking of sport fields in preparation for competition and it is essential that the only material to be used for line-marking is a water based non-toxic line marking paint.

# SCHEDULE TO SPORT FIELD ALLOCATION POLICY



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<b>Document Name:</b> Schedule D to Sport Field Allocation Policy		<b>Schedule Accountability:</b> Senior Manager Sport and Leisure Services	
<b>Version:</b> 1.0	<b>Approved by:</b> Council (COR077-24)	<b>Minute No:</b> <a href="#">261</a>	<b>Date approved:</b> 11/11/2024
<b>Original:</b> November 2024	<b>Last Revision:</b> November 2024		<b>Next Revision:</b> November 2028

## SCHEDULE E - PRINCIPLE 3.6 – INSURANCE & LIABILITY

### 1. All hirers of Council's sport fields must provide a copy of their Public Liability Insurance Policy.

#### Conditions of Hire

- All hirers of Council's sport fields must have a valid Public Liability Insurance Policy. This Public Liability Insurance Policy must be for a minimum of twenty million dollars (\$20,000,000) per claim.
- The hirer must produce evidence of cover for the period of the hire. If any policy of insurance expires during the hire or use period, it is the hirer's responsibility to ensure continuity of cover and provide Council with a certificate of currency for the new period of insurance cover within seven days of the policy renewal date. Use of the sport field will be suspended until a copy of the insurance is received.
- Proof of insurance must be presented to Council at the EOI stage. The policy must be endorsed to specifically acknowledge the use of Sutherland Shire Council sport fields.
- The Public Liability insurance cover is additional to any player or participant insurance that the hirer may affect to specially cover sporting or other injuries. It is recommended that hirers investigate and obtain the appropriate cover for participant injury.

### 2. Council will accept no responsibility for loss or damage to a hirer's equipment or goods stored in, or otherwise situated upon, sport fields and/or adjoining sport fields.

#### Conditions of Hire

- Sport equipment and/or canteen goods must be stored in appropriate storage areas as determined by Council.
- Hirers are required to appoint a Food Safety Supervisor when person/s are financially benefiting from the operation of the canteen such as canteen staff receiving a salary or wage, or canteen funds are used to pay registered players a salary or wage to represent the club.
- Council will accept no responsibility for loss or damage to a hirer's equipment or goods stored in, or otherwise situated upon, sport fields and/or adjoining sport fields.
- Council is not responsible for damage caused to vehicles, property, person, by any ball, equipment etc. used within the facility for any purpose.

#### Breaches to Conditions of Hire

- Where a hirer breaches their sport field allocation conditions of hire, Council will apply the following breach protocol:

# SCHEDULE TO SPORT FIELD ALLOCATION POLICY



Breach	Council Responsibility & Outcome
First	Council will investigate and assess the breach. Council will notify hirer of process.
Second	Council will investigate and assess the breach. If upheld, Council will notify the hirer and generate a first written warning.
Third	Council will investigate and assess the breach. If upheld, Council will notify the hirer and generate a second written warning.
Fourth	Council will investigate and assess the breach. If upheld, Council will notify the hirer and generate final written warning. Council may, at its discretion, cancel the hirers seasonal allocation.

End of Document

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