

# SPORT AND RECREATION FACILITIES – LICENCE, LEASE AND HIRE AGREEMENTS POLICY SUMMARY

## PURPOSE

The Sport and Recreation Facilities – Licence, Lease and Hire Agreements Policy is being established as a framework to enter into occupancy agreements with eligible groups for the use of Council's sport and recreation facilities.

## THEMES

### Eligibility Criteria

The policy identifies the criteria that will be used to determine which groups are eligible to enter into an occupancy agreement.

#### Policy Directions:

- Groups must be incorporated, hold public liability insurance and have met their obligations under previous agreements.
- Sporting clubs must be affiliated with their State Sporting Association.
- Groups must not have an outstanding debt with Council or a history of substantiated complaints regarding its behaviour.

### Allocation of Sport & Recreation Facilities

The policy establishes a framework for Council to allocate sport and recreation facilities to eligible groups.

#### Policy Directions:

- Requests to use Council's sport and recreation facilities must be submitted through a formal application process.
- Facilities will be allocated in accordance with Council's strategic priorities and identified needs.
- Seasonal and annual allocations will be prioritised over pre-season and casual hire. Local community use will be prioritised over other use.

## Occupancy Agreements

The policy establishes a framework for determining the conditions under which an occupancy agreement will be offered.

The policy will be implemented in conjunction with standard occupancy agreements which detail the terms and conditions of use.

#### Policy Directions:

- Council will allocate access to sport and recreation facilities under licence, lease and hire agreements.
- A licence or lease agreement will be used when access to a facility is required by a club on a seasonal or annual basis.
- Licences are preferred over leases. Facilities operating under licences will be made available for hire to other groups.
- Requests for hire will be declined where a facility is unavailable or unsuitable for the intended use.
- Council reserves the right to suspend or terminate an occupancy agreement if it has good cause.

## IMPLEMENTATION

The policy will be implemented using Operational Guidelines. These will be developed once the policy has been finalised.



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