

# Development and Funding of Community Pavilions - Sport and Recreation

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## 1. Introduction

This policy provides a framework on a range of aspects related to sports and recreation pavilions. The framework includes the allocation of capital works funding by Council for sporting pavilion development and redevelopment and capital investment in sporting pavilions by community sporting clubs, community groups and organisations. This policy sets out Council's and sporting clubs' roles and responsibilities as well as the guidelines and procedures to enable officers, sporting clubs, community groups and organisations to plan for the future and address the ongoing community needs in the provision of sporting pavilions.

The policy sets out a number of standards for pavilions. These standards are in response to the growing and changing needs of the various sports undertaken in Boroondara that utilise a pavilion. Sporting pavilions are also becoming increasingly used for non-sporting activities through casual hire by community groups. Sport and recreation pavilions are generally available for community use when not used by sport and recreation clubs, usually during the day. Consideration needs to be given to pavilion components which cater for sport and recreation clubs primarily, but also other users of the facility.

The standards are categorised by sport and have been developed through benchmarking with neighbouring municipalities and the consideration of State Sporting Association guidelines. Community outcomes from the implementation of the standards include additional space for community groups and effective use of Council assets.

The policy also sets out the approach to develop a prioritised listing of renewal needs for all Council sport and recreation pavilions by developing a score for each pavilion. The score provides Council with a list of the pavilions that most require renewal or upgrade based on need as well as condition. The prioritisation of pavilion renewal, upgrade and new building need is based on:

- Building Condition Audit
- Functionality
- Service Assessment.

These three components are combined together to create a score for each pavilion, as detailed later in this policy.

The Development and Funding of Community Pavilions - Sport and Recreation Policy supersedes the Development and Funding of Sporting Pavilion Policy 2010 (amended 2013) and integrates the Sporting Capital Investment Policy (2013).

## 1.1. Purpose

The purpose of this policy is to establish a framework for the future renewal, upgrade and new building of sporting pavilions within the City of Boroondara. This policy also outlines capital investment responsibilities for Council, sporting clubs, community groups and organisations when renewals, upgrades and new building of sporting pavilions occur.

The objectives of the policy are to:

- Ensure renewals, upgrades or new building of sporting pavilion infrastructure takes place within financial constraints and supports the needs of community groups and sport and recreation clubs.
- Optimise use by the Boroondara community of Council assets, encouraging multi-use to maximise capacity of existing facilities before constructing new facilities and considering multiuse during renewals and upgrades.
- Ensure a consistent, systematic and equitable approach to Council's funding of renewal, upgrade and new building of sport and recreation pavilions.
- Ensure the development and funding of sport and recreation pavilions is responsive to changing community needs, both within sports and the community more generally.
- Ensure pavilions are able to be multi-functional in operation to support both sporting and non-sporting related activities.
- Enhance community participation, health and well-being through provision of appropriate and accessible community assets.
- Ensure Council-owned facilities are used to meet demonstrated community needs consistent with Council's Vision, policies and the Boroondara Community Plan.
- Ensure pavilions support participation of all people interested in sport through accessible design.
- Increase community access to activities and services, particularly access by disadvantaged and socially isolated groups.
- To ensure responsible and equitable use of financial resources.
- To ensure renewals, upgrades and new building of sporting pavilions are sustainable and reflect the Sustainable Council Building Buildings Policy.

## 1.2. Scope

This policy applies to all renewals, upgrades and new building of sport and recreation pavilions within the City of Boroondara. The policy will ensure a clear direction for Council, sporting clubs, community groups and organisations in relation to the renewal, upgrade or new building of sport and recreation pavilions.

This policy considers renewals and upgrades of Council owned facilities only.

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

## 1.3. Corporate framework

This policy is aligned with Council's Corporate Planning Framework as outlined below.

### **Boroondara Community Plan**

In 2017, Council adopted the Boroondara Community Plan. The Plan sets the vision for Boroondara's future as a vibrant and inclusive city, meeting the needs and aspirations of its community.

This policy framework aligns closely with the Priority Theme 1: Your Community, Services and Facilities, Theme 3: The Environment and Theme 7: Civic Leadership and Governance.

Relevant strategies under these themes include:

- Strategy 1:1: Plan, maintain and renew multipurpose facilities and sports precincts to meet broad, intergenerational needs of the community now and into the future.
- Strategy 3.5 - Reduce the environmental impact of Council facilities and assets through continued greenhouse gas saving initiatives and storm water treatment and re-use.
- Strategy 3.7 - Lead our community through advocacy and action to mitigate against and adapt to impacts of climate change to minimise adverse impacts on community health and wellbeing, our natural environment and facilities and services.
- Strategy 7.5 - Ensure sound financial management while allocating resources to deliver strategic infrastructure and services that meet community needs.

## 1.4. Principles

The principles relating to this policy are consistent with Council's vision and objectives outlined in the Boroondara Community Plan 2017-27. The principles also align with Council's Sport and Recreation Strategy. The principles are outlined below:

1. The capital cost of renewal, upgrade or building of existing facilities should be met through Council, sporting club, community group and external funding contributions to ensure responsible use of available resources.
2. Council will only support the renewal, upgrade or building of pavilions for which there is an identified and substantiated current and future demand that is consistent with Council's Sport and Recreation Strategy.
3. Sport and recreation clubs that utilise the pavilion being proposed for renewal, upgrade or rebuilding must demonstrate their ability to fulfil their maintenance obligations and operational commitments. The sport and recreation clubs must also demonstrate a willingness to support the multi-use of the pavilion.
4. Council requires sporting groups and community groups, whether formal or informal, to share facilities to meet the wide range of community need. This aims to maximise the use of sport and recreation and community facilities to ensure they are a valuable and useful community asset with a sustainable social, environmental and financial benefit. Further detail is provided in the Council Assets - Leasing and Licensing Policy 2017.
5. The principles of Universal Design, Environmentally Sustainable Design (ESD) and Crime Prevention through Environmental Design (CPTED) guidelines will apply to the renewal, upgrade or new building of all sport and recreation pavilions.
6. Council will give priority to supporting the renewal and upgrade of existing facilities to achieve optimum use and development to meet community need, before supporting development of similar new facilities.
7. Sport and recreation pavilions will be developed to respond to the sport and recreation participation requirements of the community, while minimising the impact on open space and public amenity.

Projects foreshadowed for funding through Council's Capital Works Program must demonstrate their ability to meet and satisfy the above seven principles.

Foreshadowed expenditure is indicative and based on the best information available at the time. Council considers projects on an annual basis and there is no guarantee sporting pavilion renewal and upgrades or new builds will be regularly funded. The number of projects funded each year depends on the total financial resources available and other Council priorities which may be part of Council's Capital Works Budget.



The total available funds for sporting pavilion projects will therefore vary from year to year.

## 2. Background

### 2.1. Policy context

Over the past decade, the needs and functions of sporting clubs, community groups and organisations have increased, as have sporting clubs and the community's expectations of the quality and type of infrastructure provided. Sporting clubs' desire for social facilities and Council's support for pavilions to be accessible for all people as well as retaining maximum flexibility are all placing the capacity of existing infrastructure under pressure.

Council policies, strategies and plans specifically related to the policy include:

- Boroondara Community Plan 2017-27
- Buildings Asset Management Plan - Part D - Buildings - 2017
- Council Assets - Leasing and Licensing Policy 2017
- Asset Management Policy
- Asset Management Strategy 2018- 23
- Access and Inclusion Plan 2013 - 2017
- Boroondara Open Space Strategy 2013 - 2026
- Boroondara Sport and Recreation Strategy 2016
- Our Low Carbon Future Strategy 2017 - 2020
- Sustainable Council Buildings Policy 2016.

Refer to section 1.3 for Boroondara Community Plan 2017 policy alignment.

The Buildings Asset Management Plan outlines the activities, programs, and resources required to provide Council's defined levels of service for building assets over their lifecycle.

The Council Assets - Leasing and Licensing Policy sets out Council's framework for community groups and other organisations entering into tenancy agreements to occupy Council buildings and facilities. It links to this policy by providing a framework for the management of buildings once they are renewed, upgraded or built. It also supports the intention of this policy to ensure pavilions are fit for multi-purpose use, with an objective

that states council should *‘optimise use by the Boroondara community of Council assets, encouraging multi use to maximise capacity of existing facilities before constructing new facilities’*.

The Asset Management Policy defines the key principles for sustainable and cost-effective management of Council's physical assets to support the required service delivery. Service assessments completed as part of this policy align closely with the Asset Management Policy.

The Asset Management Strategy sets an action plan for delivery of the key principles contained in the Asset Management Policy and Council's commitment to further advance the maturity of asset management within the organisation. This policy supports the Asset Management Strategy by prioritising pavilion renewal or upgrade of existing facilities to achieve the community's optimum use and development, before supporting development of similar new facilities.

The Access and Inclusion Plan sets out Council's objectives to increase inclusion and quality of life of people with a disability by improving access and reducing barriers to participation in social, built, economic and natural places, service and activities. This policy achieves access and inclusion objectives by assessing a pavilion's functionality which highlights areas which may require improved accessibility during renewals, upgrades or new buildings.

The Boroondara Open Space Strategy (BOSS) classifies each public open space by its primary and secondary functions. This policy will help achieve the BOSS outcomes by:

- Justifying expansion where there is demonstrated sporting and/or community need only
- Limiting the expansion of buildings into existing public open space and or natural open space by considering the addition of a second story to an existing building to reduce building footprint
- Measuring appropriate standard sizing against future sporting facility demand.

The Sport and Recreation Strategy sets out Council's actions to further develop sport and recreation across the municipality to enable all people to be more active more often. Six priority areas for action have been established, these include:

- Health, Wellbeing, Social Cohesion
- Diversity and Inclusion
- Participation



- Partnerships
- Sustainability
- Infrastructure and Safety.

This policy supports the above priority areas by considering multiuse, accessibility, current and future demand and sustainable allocation of resources when renewals, upgrades and new buildings occur.

Our Low Carbon Future Strategy sets the direction for Council's climate change mitigation response to 2020. The strategy objectives are to:

1. Reduce Council's own greenhouse gas emissions
2. Reduce aggregate emissions for Australia
3. Reduce the impact of increasing energy prices on Council's budget
4. Reduce the impact of increasing energy prices on vulnerable sectors of the community
5. Support the Australian Government to introduce ambitious greenhouse gas reduction targets
6. Increase local energy security through investment in renewable energy sources.

This policy supports the above objectives by considering climate change mitigation during renewal, upgrade and new building of sporting pavilions.

The Sustainable Council Buildings Policy (2016) sets out Council's commitment to continuing to embed sustainability in the way we plan for, design, build, maintain and use Council buildings.

Improving the environmental sustainability of our buildings is not just about building design, but requires a holistic approach and an organisational culture that supports the redevelopment and operation of sustainable buildings.

This policy will help achieve this by:

- Promoting the renewal or upgrade of existing facilities before the creation of new spaces e.g. improving the flexibility and multipurpose nature of current pavilions to facilitate use by both sporting and other community needs
- Facilitating optimal and sustainable use of our existing buildings

- Ensuring components are sized to meet community need with a defined maximum size
- Ensuring the upgrade, renewal and new building of pavilions is influenced by community need.

### 3. Policy Implementation

#### 3.1. Pavilion ordering

The order in which existing pavilions will be renewed, upgraded or newly built is informed by assessing each pavilion using the building condition audit, functionality assessment and service assessment, and applying the seven principles of this policy.

This document is a planning tool which is used to inform decisions on the renewal, upgrade and new building of sport and recreation pavilions. There are a number of elements that can influence the renewal, upgrade and new building of facilities however there are three broad triggers which can be considered to have the greatest influence. These triggers are as follows:

- The building condition audit assesses each pavilion on a number of criteria related to the structural quality of the asset. The building condition audit provides an overall score based on asset condition.
- The functionality assessment involves an assessment of the pavilion in regards to its usability for the tenant group rather than its physical condition. The functionality assessment also reviews whether components in the facility meet the standard dimensions for that component, e.g. social space size.
- The service assessment involves a review of the associated service that the sporting club/s and community group delivers to the community from that pavilion, based on the current and/or planned use of the site.

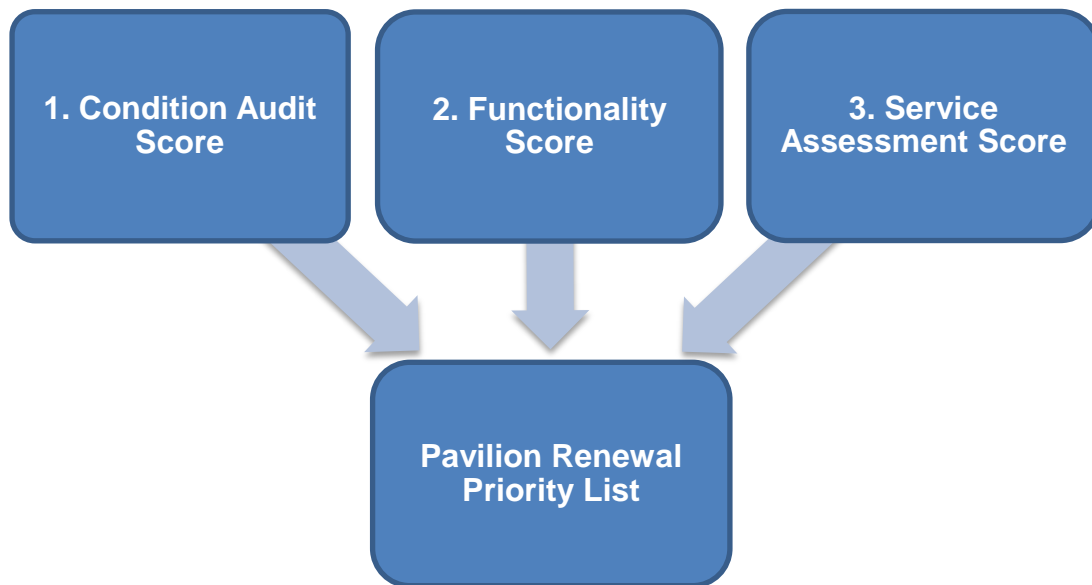
These three key components each have different weighting which contribute to a priority list of pavilion renewals. The condition audit is weighted higher than functionality and service assessment scores. Additionally, the functionality assessment is weighted slightly higher than the service assessment score as the condition audit and functionality assessments are directly related to the asset conditions, whereas the service assessment relates to the pavilion's current use and demand.

The following diagram outlines the relationship between the three assessments which determine a priority list for renewals. This list is not intended to be a definitive guide to the

order of pavilion renewals, as other factors including available budget and the scale of projects will also need to be considered.

If a pavilion is submitted for consideration for capital works funding, an estimate of cost is developed based on the component standards set out later in this document.

Figure 1: Diagram of development of overall pavilion score



### 3.2. Component sizing

Pavilion Policy component standards outlined in Tables 1-3 below have been developed after consideration of community club requirements, State Sporting Association (SSA) guidelines and benchmarking with neighbouring municipalities. They also give consideration to projected facility demand from both sporting groups and the broader community's needs.

Pavilion components in the tables below are displayed as a range or maximum size Council will fund. To determine the appropriate size of a pavilion renewal, upgrade or new building, a number of aspects are considered. Whilst these considerations aim to provide a consistent approach to deciding the size of a pavilion component, officer judgment and discretion is still required particularly in relation to spatial constraints and impact on public open space and amenity. As an example a medium sized sporting club would be entitled to smaller components than a larger sporting club. Considerations will include:

- Current pavilion dimensions
- Club membership size and usage patterns

- Maximum ground capacity across the various sporting activities
- Number of playing surfaces (pitches/courts)
- Number of participants
- Number of junior participants
- Promotion of participation by under-represented groups
- Planned or expected future participants
- Demonstrated current and future demand for the activities
- Other uses of the facility e.g. sharing with community groups, casual bookings
- Capacity at other nearby venues
- Consideration of previously approved projects.

Council will fund 100% of renewal, upgrade and new building standard components within a range or up to the maximum sizes as listed in the tables below. Club contributions towards non-standard components can be found later in this policy. Irrespective of the tables below, existing sports pavilion component sizes will not be reduced during renewal or upgrade works.

## Field Sports Pavilion Component Sizing

The following table outlines the maximum size of standard components funded by Council for field sports such as football, cricket, soccer, rugby, lacrosse, baseball, hockey and like sports.

**Table 1**

COMPONENT	MAXIMUM SIZE OR RANGE
<b>CHANGE ROOMS</b>	
• Home Team	20 - 45m <sup>2</sup>
• Away Team	20 - 45m <sup>2</sup>
<b>AMENITIES (shower/toilets)</b>	
• Home Team	17.5 - 35m <sup>2</sup>
• Away Team	17.5 - 35m <sup>2</sup>
<b>UMPIRES ROOM</b>	10 - 20m <sup>2</sup>
<b>TOILETS</b>	
Internal	
• Male	10m <sup>2</sup>
• Female	10m <sup>2</sup>
• Accessible	11m <sup>2</sup>
<i>*Refer to AS 1428.1-2009 Standards</i>	
• Unisex	10m <sup>2</sup>
• Family	10m <sup>2</sup>
External	
• Unisex public toilets	10m <sup>2</sup>
<b>SOCIAL ROOMS including store area</b>	50 - 100m <sup>2</sup>
<b>STORAGE</b>	
• Tenant Clubs	10 - 20m <sup>2</sup>
• Community Groups	12m <sup>2</sup>
• Cleaner	2m <sup>2</sup>
<b>KIOSK / KITCHEN</b>	15 - 30m <sup>2</sup>
<b>FIRST AID (strapping / massage)</b>	15m <sup>2</sup>
<b>CURATOR SHED (on main grounds / turf wickets only)</b>	15m <sup>2</sup>
<b>BIN STORAGE AREA</b>	5m <sup>2</sup>
<b>SPECTATOR COVER</b>	Consider building size



Flexible and accessible change rooms and amenities are a critical component to participation and coordination of sporting competitions. The size, position, number, design and mix should consider the relevant sporting codes and their standards, and the number of sporting facilities the pavilion services. When a reserve has multiple sporting fields or high usage, a pavilion extension or additional pavilion may be considered. Pavilion extensions or additional pavilions will only include change rooms, amenities and toilets. When a reserve has multiple sporting fields, it is preferred a pavilion extension or additional pavilion is located to have reasonable access to both sporting fields, subject to officer recommendations. Considerations for the inclusion of a pavilion extension or an additional pavilion include:

- Club membership size and usage patterns
- Number of participants
- Number of junior participants
- Promotion of participation by under-represented groups
- Planned or expected future participants
- Demonstrated demand for the activity
- Spatial constraints and impact on public open space and amenity
- Nature of fields and capacity to support sporting usage
- Demonstrated current and future community group(s) demand

#### Pavilion Extension (flexibility to allow maximum use)

Pavilion extensions are one way to support sporting clubs to cater for both male and female usage on game days. Developing a pavilion extension includes an additional set of change rooms and amenities to the existing pavilion. In the instance where a pavilion extension is not feasible a greater spatial entitlement for change rooms may be required to provide additional locker space, this would enable multiple user groups to lock their belongings while playing.

#### Additional Pavilion (occupied by the same club)

Where there are multiple sporting fields and the existing pavilion is not able to service all of these fields, an additional pavilion may be considered. An additional pavilion is an additional building, not attached to the main sports pavilion including only change rooms, toilets and amenities. An additional pavilion is not intended to duplicate all of the components of a standard pavilion. An additional pavilion will be designed on a case by case basis (but in line with the outlined spatial requirements) and located appropriately to service multiple sporting fields and have minimal impacts on open space.

## Tennis Pavilions Component Sizing

The following table outlines the maximum size of standard components funded by Council for tennis facilities with 3 or less courts. The maximum additional size per additional court is also provided.

**Table 2**

<b>COMPONENT</b>	<b>MAXIMUM SIZE OR RANGE (3 or less courts)</b>	<b>MAXIMUM ADDITIONAL SIZE PER ADDITIONAL COURT</b>
<b>CHANGE ROOMS (including showers / toilets)</b>		
• Male	10 - 15m <sup>2</sup>	1m <sup>2</sup> (up to 20m <sup>2</sup> )
• Female	10 - 15m <sup>2</sup>	1m <sup>2</sup> (up to 20m <sup>2</sup> )
<b>TOILETS</b>		2m <sup>2</sup> (up to 15m <sup>2</sup> )
• Accessible <small>*Refer to AS 1428.1-2009 Standards</small>	11m <sup>2</sup>	
• Unisex	10m <sup>2</sup>	
<b>SOCIAL ROOM / MEETING SPACE</b>	60m <sup>2</sup>	5m <sup>2</sup> (up to 80m <sup>2</sup> )
<b>STORAGE</b>		
• Tenant Club	15m <sup>2</sup>	2m <sup>2</sup> (up to 20m <sup>2</sup> )
• Cleaner	2m <sup>2</sup>	N/A
<b>KITCHEN</b>	15m <sup>2</sup>	2m <sup>2</sup> (up to 20m <sup>2</sup> )
<b>BIN STORAGE AREA</b>	5m <sup>2</sup>	1m <sup>2</sup> (up to 7m <sup>2</sup> )
<b>SPECTATOR COVER</b>	Consider building size	

### Lawn Bowls Pavilions Component Sizing

The following table outlines the maximum size of standard components funded by Council for lawn bowls or like sports (e.g. croquet), with two or less greens. The maximum additional size per additional green is also provided.

**Table 3**

<b>COMPONENT</b>	<b>MAXIMUM SIZE (2 or less greens)</b>	<b>MAXIMUM ADDITIONAL SIZE PER ADDITIONAL GREEN</b>
<b>CHANGE ROOMS</b>		
• Male	15m <sup>2</sup>	5m <sup>2</sup> (up to 20m <sup>2</sup> )
• Female	15m <sup>2</sup>	5m <sup>2</sup> (up to 20m <sup>2</sup> )
<b>AMENITIES (shower and toilets)</b>	10m <sup>2</sup>	2m <sup>2</sup> (up to 12m <sup>2</sup> )
• Male	10m <sup>2</sup>	5m <sup>2</sup> (up to 15m <sup>2</sup> )
• Female	10m <sup>2</sup>	5m <sup>2</sup> (up to 20m <sup>2</sup> )
<b>TOILETS</b>	10m <sup>2</sup>	5m <sup>2</sup> (up to 20m <sup>2</sup> )
• Accessible <i>*Refer to AS 1428.1-2009 Standards</i>	11m <sup>2</sup>	
• Unisex	10m <sup>2</sup>	
<b>SOCIAL ROOM / MEETING SPACE</b>	80m <sup>2</sup>	20m <sup>2</sup> (up to 100m <sup>2</sup> )
<b>GAME DAY OFFICE</b>	10m <sup>2</sup>	3m <sup>2</sup> (up to 13m <sup>2</sup> )
<b>STORAGE</b>		
• Tenant Club	15m <sup>2</sup>	2m <sup>2</sup> (up to 20m <sup>2</sup> )
• Cleaner	5m <sup>2</sup>	N/A
<b>KIOSK / KITCHEN</b>	20m <sup>2</sup>	3m <sup>2</sup> (up to 23m <sup>2</sup> )
<b>CURATORS SHED AND EXTERNAL STORAGE</b>	20m <sup>2</sup>	5m <sup>2</sup> (up to 25m <sup>2</sup> )
<b>SPECTATOR COVER</b>	Consider building size	

### 3.3. Fixtures and fittings

Council will provide the standard fixtures and fittings for the safe and functional use of sporting pavilions as outlined below. Any items beyond the minimum shall fully be the responsibility of the sporting clubs, community groups and organisations and be purchased accordingly.

Council will provide the following fixtures:

- Plumbing fixtures and fittings for the provision of showers and toilets
- Bench style seating in change rooms
- Light fittings
- Hooks in change rooms
- Change rooms lockers (pavilion extensions)
- Kitchen benches
- Appropriate floor coverings
- Security lighting
- Roller screen doors where appropriate
- Shelving within storage areas
- Hot water service
- Dishwasher to a minimum 5-star energy rating (or 10% of best available)
- Oven to a minimum 5-star energy rating (or 10% of best available)
- Cooktop to a minimum 5-star energy rating (or 10% of best available)
- Heating and air conditioning to a minimum 5-star energy rating (or 10% of best available)
- Instant hot water units in kiosk/kitchen to a minimum 5-star energy rating (or best available)
- Range hood to a minimum 5-star energy rating (or best available)
- Hot / cold drinking fountains and water dispensers

The maintenance and renewal of these fixtures will be defined in the maintenance schedules in each club and/or community groups' agreement with Council.

### *Tenant Sporting Clubs, Community Groups and Organisations Provision*

Tenant sporting clubs, community groups and organisations will be responsible for the provision of the following:

- Tables
- Chairs
- Kitchen crockery
- Cutlery
- Refrigeration - to a minimum 5-star energy rating (or 10% of best available)
- Drink fridges - to a minimum 5-star energy rating (or 10% of best available)
- Telephone and television connections and fittings
- Microwave
- Any other items as required by the clubs - to a minimum 5-star energy rating (or 10% of best available).

Consideration of Council supplying the above will be given to pavilions where an agreement with multiple clubs or groups has been developed.

#### **3.4. Eligibility of clubs for non-standard components**

There are a range of non-standard sporting pavilion components which clubs may request. These components exceed Council funded maximum sizes and/or ranges of standard components and include, but are not limited to:

- Additional or expanded kitchen
- Enlarged social space
- Serving area
- Meeting room
- First aid/massage (standard for field sports clubs only)
- Gymnasium
- Timekeeper/scorer.

Non-standard components must be fully funded by the tenant(s), however consideration will be given to Council contributing to non-standard components to accommodate other user groups where demand can be demonstrated. The size of these components will need to take



into account the Sustainable Council Buildings Policy, and the Boroondara Open Space Strategy.

Not all facilities are suited to improvements beyond Council's standard. Some locations cannot support larger or enhanced facilities and any further development of a site or facility may negatively impact the overall amenity of the area. In addition, the need for large social areas for special events may be catered for by existing venues in the neighbouring area or by utilising temporary structures for particular events.

Proposals for non-standard components including expansions of existing facilities (or increasing the size of standard components) will be assessed by Council officers according to the following criteria and in accordance with Council policies and strategies. Assessment criteria will include but is not limited to:

#### Community need, demand and accessibility

Non-standard components will only be considered if there is proven demand for a facility to be accessed by the community and there is a commitment from the occupant(s) the facility will be accessible to the community.

The diverse range of facility types and sizes across Boroondara may better service the needs of the community, rather than all pavilions being extended to meet individual club or group expectations.

#### Impact on open space

Council reserves the right to refuse any proposed non-standard component or increases in standard component size if it is deemed unsuitable/unsustainable or has an impact on the surrounding open space or other areas of interest.

#### Impact on amenity

Impact of the proposed improvements on the amenity of the reserve, park users and local residents needs to be considered.

Proposals must identify and take into consideration the direct and indirect impacts (benefits or otherwise) attributable to the works and longer term implications of the improvements on community amenity.

#### Investment

Contributors will be required to enter into a formal agreement with Council prior to project commencement (or earlier if required by Council) that stipulates the details and timing of all payments which will be linked to key project milestones.

Council actively encourages groups to seek external funding from other sources including state and federal government agencies, state-sporting bodies, philanthropic trusts and sponsors donation.

Groups are encouraged to contact Council prior to any application being made to state or federal governments or other external funding agencies. A coordinated approach between all Council Departments will be taken in supporting any funding submissions.

All funding sources must be clearly identified in the funding submission, and sporting clubs, community groups and organisations must familiarise themselves with Council policies in respect to sponsorship. Sporting Clubs, community groups and organisations must ensure that funding sources are secure, with all funds to be deposited with Council prior to the commencement of any works or a timeframe outlined by Council in an appropriate agreement.

Council must approve all sponsorship proposals, bequests or donations to which conditions or requirements apply (e.g. naming rights).

### *Tenure*

Council will grant occupancy rights of Council owned facilities subject to the extent it is not inconsistent with Council's Asset - Leasing and Licensing Policy 2017.

Occupancy arrangements for clubs that have made a financial contribution to the development of a facility will be considered in the context of the following:

- Financial contribution will not guarantee occupancy of a facility beyond the scope of the Council Assets - Leasing and Licensing Policy
- Where a tenancy vacancy exists, the prospective club would be required to satisfy the tenancy requirements and be suited to the location/facility type
- Financial contribution to facility upgrades will not guarantee renewal of tenure where conditions as per the current agreement have not been met. Furthermore, financial contribution to facility upgrades will not guarantee a right to long term tenure at the pavilion
- Where a facility has multiple clubs, this policy will not operate to disadvantage or exclude a club with a history of use on the basis of their inability to contribute financially to capital improvements regardless of the contribution of co-clubs to facility redevelopments
- Occupancy fees, including those outlined in Council's annual budgeting process, would still be payable by occupants that have made a contribution to capital improvements

- Any improvements erected on, or made to, Council land with funds provided by an occupant will vest in Council's ownership and shall remain on the premises at the end of the tenant's occupancy
- An occupant will not be entitled to claim compensation from Council for the value of the improvements at the end of the agreement (regardless of whether the occupancy is terminated earlier than the date on which the agreement is due to expire)
- An occupant will not be entitled to claim compensation or special considerations during the occupancy period (e.g. more storage space, additional usage, more wall space for honour boards, more kitchen space, free access to facility outside of tenancy times, etc.)
- As identified in the Council Assets - Leasing and Licensing Policy, as a general rule the term offered will not exceed five (5) years and will be renewed if there remains a strong demand for the continuation of the occupant's services to the community
- If in the instance an occupant who wishes to make a financial contribution to capital improvements requires a greater length of tenure beyond the standard length to secure finance, the following considerations will be used to inform Council officers' decision on the term of the tenure to be granted:
  - The level of investment
  - The loan period required to secure the funds required for the project
  - The tenant's financial and business plan to support loan repayments and length of tenure
  - No retrospective granting of additional tenure for financial contribution
  - Compliance with Council's Assets - Leasing and Licensing Policy 2017
  - Preparedness of the tenant to enter into new tenure arrangements.

The grant of any proposed agreement is subject to assessment against the Local Government Act 1989 (LGA) and where applicable, Council is required to give public notice of the proposal under section 190, considering submissions under section 223 of the LGA and then resolving whether or not to grant the agreement (applicable to leases only).

A greater length of tenure beyond that standard length would only be considered to ensure the tenant club can repay the loan. Any offer of a greater length of tenure is not in response to providing financial contributions to the facility.

### 3.5. Consultation

This policy was developed based on consultation undertaken for the Sport and Recreation Strategy 2016, with sporting associations, sporting clubs and Council staff. This consultation identified the need to develop a consistent set of standards and plan for renewal of sport and recreation facilities.

Benchmarking with other local municipalities also took place and sporting clubs were consulted to seek their views and feedback regarding this policy.

Information from the Boroondara Community Plan consultation has also informed the development of this policy with the community identifying the need for Council to plan, maintain and renew multi-purpose facilities.

## 4. Evaluation and monitoring

### 4.1. Evaluation

Full pavilion assessments will be completed every three years. Additionally a review of the pavilion renewal priority list will also occur annually, allowing for the impact of changing service demand to be considered.

### 4.2. Accountabilities

For all queries or feedback regarding this policy, please use the contact details for the responsible department below.

Contact Department	Contact number	Contact email
Family, Youth and Recreation	9278 4797	<a href="mailto:Recreation.Officer@boroondara.vic.gov.au">Recreation.Officer@boroondara.vic.gov.au</a>

## 5. References

### 5.1. Related documents

This policy updates the Development and Funding of Sporting Pavilion Policy (Amended 2013) and integrates the Sporting Facilities Capital Investment Policy thus making that policy obsolete.

Additional related documents are outlined in the Policy Context section of this document.

## 5.2. Definitions

Component/Term	Definition
Agreement	Refers to both a lease and a licence which defines the use of a pavilion by a sporting club.
Amenities	Includes the showers and toilet facilities within the pavilion for the use by sporting clubs.
Change rooms	Refers to the area within the pavilion used for the purpose of changing into sporting apparel.
Club	An organisation occupying a pavilion via an agreement with Council.
Condition Audit	This is an audit undertaken by Projects and Strategy team which assesses each Council facility on a number of criteria.
Community Group	A range of not-for-profit groups that provide activities and programs for the local community. Activities and programs include but are not limited to education, social, sport and recreation activities and community support.
Community	The term community includes people living, working, studying and frequently participating in community activities in Boroondara.
Community Use	Use of a facility by community members and clubs for the purpose of sport, recreation and/or programs e.g. U3A, playgroups.
Council	Refers to Boroondara City Council and any officer or Councillor representing the Council.
Council Equipment Shed	Refers to a dedicated area for storage of Council equipment such as turf wicket rollers, mowers, etc.
Core Components	Change rooms and wet areas.
Facility	The building/pavilion and /or playing surface located on Council owned or managed land.
First Aid	A separate room set up for the purpose of administering first aid.
Functionality	The functionality of a pavilion describes its usability for the tenant group rather than condition.
Gymnasium	A separate room to house weight training and other forms of gym equipment.
Kiosk	Refers to an area that provides external selling access, dedicated to the preparation of pre-packaged food and non-alcoholic beverages.
Kitchen	Refers to a room dedicated to the preparation and cooking of food with access to the social room.
LGA	LGA means the Local Government Act 1989 (Vic) and a reference to the LGA includes regulations under it and consolidations, amendments, re-enactments or replacements of any of them.
Meeting Room	A separate room set up for the purpose of club/community meetings.



<b>Component/Term</b>	<b>Definition</b>
New	Refers to the creation of a new asset to meet additional service level requirements
Non – standard Components	Structural components in addition to base level provided by Council e.g. serving areas, gym, extended social area, commercial kitchen, and score boards.
Office	Refers to a separate room set up for the administration of the sporting clubs activities.
Public Amenities	Includes male, female and accessible toilet facilities including public external toilet access.
Renewal	Refers to restoring, rehabilitating, replacing or enhancing asset to its original service capacity.
Seasonal Tenancy	Five month tenancy of sportsgrounds and associated pavilions normally associated with Council's field sports. Clubs are allocated use of the facility for two consecutive years, consisting of two five month tenancies (summer of winter).
Service Assessment	This assessment reviews each pavilion and the associated service that the sporting club delivers to the community.
Service area	Refers to a dedicated room with access to the social room for the purpose of providing both alcoholic and non-alcoholic beverages.
Social Rooms	Refers to an area within a pavilion dedicated for social activities/functions, meetings or programs.
Spectator Cover	Refers to the external covered area, which abuts the sporting pavilion for the purpose of weather protection whilst viewing the sports ground.
Sporting Club	A community managed not-for-profit sports club that may incorporate sub sections (junior, senior, male, female etc.).
Sporting Pavilion	Built infrastructure that is used for the purpose of supporting the use of the sporting field.
Standard Components	Standard structural components to enable activities to operate e.g. change rooms, kitchen, store, social room.
Storage	Separate areas for the storage of equipment, furniture, uniforms, stock, and cleaning equipment.
Tenancy	Allocation of a facility to a club, community group or organisation for the purposes of conducting the defined activity for a specific length of time.
Timekeeper/scorer	The area set aside for the scorers and timekeepers of the sporting competition.
Umpires Room	A separate change room area for the umpires of the sporting competition.
Upgrade	Enhancements to an existing asset to provide higher levels of service, where an option existed for renewal without the enhanced capability or functionality.

