

Community Facilities and Reserves Allocation Policy

December 2014

Major Policy

1.0 Major Policy Aims And Objectives

2.0 Definition Of Terms Being Used

3.0 Major Policy Statement And Principles

4.0 Specific Requirements

5.0 Policy Implementation

6.0 Related Council Policy

1.0 Major Policy Aims And Objectives

- 1.1 To provide direction for the allocation of available community facilities and reserves in Brimbank.
- 1.2 To ensure the fair and equitable allocation of available community facilities and reserves to sports clubs and community groups within Brimbank.
- 1.3 To ensure optimal use of community facilities to meet community needs.

2.0 Definition Of Terms Being Used

- 2.1. A community facility and/or reserve is defined to mean any built facility or active sporting reserve that is used by the community as a meeting place for a formal activity to occur and covers.
 - a. Sporting pavilions
 - b. Sporting grounds, courts and active participation areas.
 - c. Community Halls.
- 2.2. This policy is not intended to apply to Council facilities and/ or reserves:
 - a. that are directly managed by Council staff.
 - b. that are used as a service outlet for licensed children's services.
 - c. where a user group or club has an existing legal agreement with Council i.e. lease or licence) that has an ongoing option to renew subject to the terms of the agreement being adhered to.

3.0 Major Policy Statement And Principles

Major Policy - Purpose

This policy is a Major Policy, in accordance with the Governance (Major Policy Consultation) Local Law No.3. Council considers this policy to be of major significance, and has committed to a public and transparent consultation process that provides an opportunity for people affected, to address the Council.

Major Policy - Mandatory Consultation

Council, before creating, amending, modifying or revoking this Major Policy, will undertake a community consultation process as set out in the Governance (Major Policy Consultation) Local Law No.3.

Major Policy - Additional Consultation

Council may, in addition to the mandatory process, consult individually with any person or group whose interests are likely to be materially affected by this policy.

- 3.1. The provision of Council community facilities and reserves to community groups and clubs is a key part of local government's role in meeting the community's needs through sport, recreation, health and wellbeing activities.
- 3.2. The provision, allocation and management of these community facilities and reserves must be consistent with Council's Vision, Mission and Values and in line with the Community and Council Plans.
- 3.3. The following themes derived from the Brimbank Community Plan and Council Plan underpin this Community Facilities and Reserves Allocation Policy:
 - a. **Collaboration and Consultation** to determine the community's needs and priorities in accordance with Council expectations and capacity to support.
 - b. **Optimal utilisation** of community facilities and reserves to meet a broad array of community needs that are sustainable and afford desirable physical and mental health, social and economic benefits.
 - c. **Mutually agreeable relationships** between Council, community groups and external stakeholders.
 - d. **Social Justice** where Brimbank individuals and groups are afforded fair treatment and a just share of the benefits of living in the municipality.
 - e. **Priority of Access** where the allocation processes give priority to local community use above other users.
 - f. **Participation** where the allocation processes recognise user groups that are involved in community building and development activities and/ or engage people from disadvantaged or marginalised communities including females, people with a disability and newly arrived and culturally diverse communities.
 - g. **Clarity** where the processes in the policy are easily understood by users and Council Officers.
 - h. **Consistency** where the allocation process are consistently applied.
 - i. **Efficiency** where the policy is easy to administer.

4.0 Specific Requirements

- 4.1. A Council facility and/ or reserve may become available to allocate for community use as a result of:
 - a. **Vacancy** by the existing occupant
 - b. **Acquisition** by Council and / or
 - c. **New** capital work (e.g. building, sporting reserve).
- 4.2. Allocation of Council venues to community groups and clubs will be based on a transparent and administratively accountable decision making process. The allocation of Council facilities and reserves to the community will be based on achieving benefit to the Brimbank community.
- 4.3. The Director Community Wellbeing will determine if this policy is to be implemented at a facility or reserve based on a report provided by the Leisure Services Department on the best use of the facility and/ or reserve to meet community needs.

- 4.4. The Director Community Wellbeing will approve the establishment of the Expression of Interest (EOI) Assessment Panel and determine if an external assessment body such as a probity auditor will be required for the process.
- 4.5. The Assessment Criteria will be determined by the EOI Assessment Panel and include as a minimum
 - a. Ability of the club/ group to meet Council's aims for the facility as determined by the Manager Leisure Services or designated Council Officer.
 - b. A demonstrated record of sound club/ group administration.
 - c. Future club/ group plans in line with Council expectations.
 - d. Capacity to meet responsibilities of managing a Council facility.
- 4.6. The Expression of Interest process will be advertised in one or more of the following: relevant newspapers, Council website and by direct mail as appropriate to community groups and/or sports clubs / industry bodies over a period not less than 20 days.
- 4.7. Groups will be required to formally notify Council of their interest in being allocated a facility and/or reserve by completing an Expression of Interest Application Form and submitting it by the closing date.
- 4.8. The EOI Assessment Panel will assess all applications against the established criteria and make a recommendation to the Director Community Wellbeing for approval.
- 4.9. Council will be advised of the outcome of the allocation process via a Governance report at the first available Council meeting.

5.0 Policy Implementation

- 5.1. This policy will be implemented using the Community Facilities and Reserves Allocation Policy Operational Guidelines as approved by the Chief Executive Officer, which may be reviewed from time to time.

6.0 Related Council Policy

Sports Facility Hire, Licences and Leases Agreement Policy
Community Consultation Policy

Amendment of Major Policy

This Major Policy can only be made, amended, modified or revoked, in accordance with the requirements of the Governance Major Policy Consultation Local Law No. 3

Date Designated by Council as Major Policy: 9 December 2014

Brimbank
Language link



9209 0140

Local call costs apply

*This policy is designated as a Major Policy,
and is subject to the provisions of the
Governance (Major Policy Consultation)
Local Law No.3.*

Brimbank City Council

Sunshine Office

Alexandra Avenue, Sunshine, Victoria 3020

T 9249 4000

F 9249 4351

W brimbank.vic.gov.au