

7 Presentation of officer reports

7.9 Organised Sport Seasonal Allocation Policy

Executive Summary

Purpose

This report presents the draft *Organised Sport Seasonal Allocation Policy* (draft Policy) (**Attachment 1**) for Council endorsement for community consultation.

Background

The draft Policy delivers on a key initiative of the Boroondara Sport and Recreation Strategy 2016 and associated Action Plan (Action 3.10) to:

'Develop a sportsground allocation policy to facilitate appropriate ground usage by sports club, schools and other stakeholders' (page 8).

This report outlines a draft Policy for the seasonal allocation of outdoor sportsgrounds to sports clubs, schools and other community groups. The draft Policy does not include the allocation of sporting assets used all year round, for example tennis and bowls clubs.

Council provides a total of 54 sportsgrounds and 39 community and sports pavilions, the community can access to be physically active. Having access to and participating in sport and recreation activities provides many physical, mental and social benefits for the community. Sportsgrounds (and associated pavilions) primarily support field-based sports; including athletics, Australian rules football, baseball, cricket, lacrosse, rugby, soccer, and ultimate frisbee.

Sports clubs and schools can apply for a seasonal allocation to use sportsgrounds and pavilions during the summer (1 October - 31 March) or winter (1 April - 30 September) seasons.

Where a seasonal allocation request is approved, the user group is issued a seasonal licence agreement which incurs a fee for use.

This report acknowledges other community members and stakeholders also use Council's sportsgrounds and pavilions. The scope of this policy and associated report relates to the governance required to support seasonal allocation arrangements.

Key Issues

There are a number of issues identified with the current seasonal allocation process, which include:

- There is currently no policy to guide allocation of sportsgrounds and associated pavilions
- Clubs currently request an 'allocation' to a sportsground for entire evenings or days even if they don't require all hours (blanket bookings)
- There are historical practices or operating arrangements that prevent allocation of sportsgrounds in some instances, such as not allowing night matches.

The development of the draft Policy allows Council to:

- to provide a consistent and transparent approach to seasonal allocations to Council's sportsgrounds and pavilions for local/community sports clubs who provide health and wellbeing benefits to the Boroondara community
- deliver on the Boroondara Sport and Recreation Strategy's Action 3.10 outlined above, and
- deliver opportunities outlined in the Sportsground Provision Project including expanding hours of sportsground use and allowing night matches as well as encouraging clubs to only request hours required. (Council's Sportsground Provision Project is an initiative to address increased demand on sportsgrounds for organised sport use).

Scope

The draft Policy:

- covers seasonal allocations to Council sporting assets that facilitate organised sport on a regular basis via a seasonal allocation licence agreement with Council
- outlines when casual bookings are required
- excludes non-sporting users of Council's sportsgrounds and pavilions (including fitness groups/personal trainers, neighbourhood houses and dog trainers). Non-sporting users of Council's sportsgrounds will be managed under a separate policy which is currently being developed, we anticipate seeking feedback on this policy early in 2025
- excludes specialised sporting assets, where Council provides year-round access to sports clubs and user groups via lease and licence agreements (such as tennis facilities).

Consultation

Two seasonal sports club forums were conducted in November and December 2023 where officers presented draft Policy key elements and next steps. Following the two club forums, seasonal sports clubs were sent a survey in December 2023 outlining the draft Policy key elements to understand sports club initial thoughts and issues.

This engagement indicated general support of the draft Policy key elements. As a result of feedback, officers made one minor change to the draft Policy, which is outlined in the body of the report.

Officers' recommendation

That Council resolve to:

1. Endorse the draft Organised Sport Seasonal Allocation Policy (**Attachment 1**) to be released for community consultation in February 2024.
2. Receive a further report, outlining community consultation feedback, consideration of changes and presentation of the final Organised Sport Seasonal Allocation Policy for adoption.

Responsible director: **Kate McCaughey, Director Community Support**

1. Purpose

This report presents the draft *Organised Sport Seasonal Allocation Policy* (draft Policy) (**Attachment 1**) for Council endorsement for community consultation.

2. Policy implications and relevance to community plan and council plan

Documents referenced in the development of the draft *Organised Sport Seasonal Allocation Policy* include:

- *Boroondara Community Plan 2021-2031*
- *Boroondara Sport and Recreation Strategy 2016 (and associated Action Plan)*
- *Boroondara Open Space Strategy 2013*
- *Council Assets - Leasing and Licensing Policy 2017*
- *Development and Funding of Community Pavilions - Sport and Recreation 2019*
- *Victorian Government Fair Access Policy Roadmap*.

2.1 Boroondara Community Plan 2021- 2031 (BCP)

Specific strategies from the BCP that relate to participation in sport include:

Strategy 1.1 Neighbourhoods and community spaces facilitate social connections and belonging by providing, maintaining and activating places for people to meet, organise activities and celebrate events.

Strategy 1.2 Health and wellbeing is improved through delivering, facilitating and advocating for services and programs that are accessible and affordable.

Strategy 1.4 Facilities and sports precincts encourage equal access through social planning, delivery, asset maintenance and renewal activities.

Strategy 2.1 Parks and green spaces enable sport and recreation opportunities by maintaining and improving recreation spaces and equipment.

2.2 Boroondara Sport and Recreation Strategy 2016 (BSRS)

The draft Policy delivers on a key initiative of the Boroondara Sport and Recreation Strategy and associated Action Plan (Action 3.10) to:

‘Develop a sportsground allocation policy to facilitate appropriate ground usage by sports club, schools and other stakeholders’ (page 8).

The priority area from the BSRS directly relating to organised sport is *Priority Area 3 - Participation* - ‘Incorporating a focus on getting more people active more often and achieving a balance in the use of open space, sportsgrounds and facilities for structured and unstructured recreation’.

2.3 Boroondara Open Space Strategy 2013 (BOSS)

The BOSS principle of 'Recreational', states that open space should encourage the community to be outside, play sport, exercise and/or keep fit to improve their health and wellbeing.

The BOSS also outlines open space character classifications, which indicate the intent of use for different types of open space. The majority of Boroondara's sporting reserves/precincts have the primary character classification of 'Sporting', which states that the space is to be primarily used for organised club-based sport, with the facilities made available for general public use when no organised sport is in progress.

2.4 Council Assets - Leasing and Licensing Policy 2017

Detail on the types of Council agreement and the requirements for each agreement from the Council Assets - Leasing and Licensing Policy informed the development of this policy.

One of the objectives of the Leasing and Licensing Policy is to optimise use by the Boroondara community of Council assets, encouraging multi use to maximise capacity of existing facilities before constructing new facilities (page 5).

3. Background

Some 54 sportsgrounds and 39 community and sport associated pavilions are provided by Council to support the community to be physically active. Sportsgrounds (and associated pavilions) are primarily used for organised field-based sports including athletics, Australian rules football, baseball, cricket, lacrosse, rugby, soccer, and ultimate frisbee. Outside of organised sport use, sportsgrounds are also highly utilised by the community for informal recreational activities, such as running, walking and dog walking.

Sports clubs and schools can apply for a seasonal allocation to use sportsgrounds and pavilions during the summer (1 October - 31 March) or winter (1 April - 30 September) seasons.

Where a seasonal allocation request is approved, the user group is issued a seasonal licence agreement which incurs a fee for use.

Council currently provides a range of groups with a seasonal allocation to sportsgrounds which includes dog training groups, fitness groups, personal trainers, schools and sports clubs.

Specialised sporting assets, where Council provides year-round access to sports clubs and user groups via lease and licence agreements are not considered seasonal tenants nor managed via the seasonal allocation process. This includes, but is not limited to bowls, croquet, hockey, pétanque and tennis facilities.

In 2022, the Victorian Government introduced the *Fair Access Policy Roadmap*, which includes the mandate for all Victorian councils to have gender equitable access and use policies in place by 1 July 2024 to be eligible for State Government community sport infrastructure funding programs.

The *Fair Access Policy* aims to develop a statewide foundation to improve access to, and use of, community sports infrastructure for women and girls. The City of Boroondara has been successful in securing Victorian Government community sport infrastructure funding over the last 5 years. Examples of Victorian Government supported projects include Victoria Park, Balwyn Park, Lewin pavilion renewals and Warner Reserve and Rathmines sportsground lighting projects. Embedding the *Fair Access Policy Roadmap* principles within the Organised Sport Seasonal Allocation Policy ensures the City of Boroondara remains eligible for Victorian Government funding and aligns with the *Gender Equality Act 2020*. It will also promote a wider culture of gender equity and considers a more even spread of scheduling, access and use of facilities.

The City of Boroondara is one of the most physically active municipalities in the state with residents participating in sport and recreation at much higher rates than the Victorian and Australian averages¹. In 2019, 93.8% of City of Boroondara residents participated in sport and recreation, this is higher than Victorian (88.4%) and National (87.8%) participation rates.

Increases in sport and recreation participation has resulted in an increased demand for sportsground organised sport use. Council has identified some opportunities to address these challenges through the Sportsground Provision Project, with the following opportunities identified through this initiative and also included in the draft Policy:

- Involve leagues and associations as part of the seasonal allocation process to determine training requirements and frequency
- Increased hours of ground use (balanced with ground condition and carrying capacity)
- Ongoing data collection, including allowing clubs to adjust their booking a few weeks into the season when they have more certainty of the number of teams they will have for the season. This will ensure allocations reflect the time required, reduce blanket bookings and enable Council to have a more accurate understanding of hours of use on sportsgrounds
- Consideration of night matches.

There are a number of key drivers which have led to the development of the draft *Organised Sport Seasonal Allocation Policy*, these include:

- Deliver action 3.10 from the Sport and Recreation Strategy
- There is currently no policy to guide allocation of sportsgrounds and associated pavilions
- There are issues with the current seasonal allocation approach, which are outlined in **Table 1**, Section 4
- Realisation of opportunities identified in the Sportsground Provision Project, including expanding hours of sportsground use and the provision of night matches.

The draft *Organised Sport Seasonal Allocation Policy* (**Attachment 1**) provides a governance framework for how sportsground and pavilion seasonal allocations will be assessed and applied.

¹ Sport and Recreation Household survey 2019, City of Boroondara

4. Outline of key issues/options

There are several issues with the current allocation process which are outlined in **Table 1**.

Table 1: Issues with the current allocation process

Issue	Implications
1. There is no written policy to guide the allocation of sportsgrounds and pavilions	<ul style="list-style-type: none"> • Lack of consistency or clarity around which user groups receive an allocation • Challenge for officers to determine and justify why one user group received allocation over another • Issues are created when groups other than sports clubs are managed as a seasonal tenant as the seasonal licence agreement isn't always appropriate or aligned to these activities.
2. Clubs request 'blanket bookings' of sportsground for entire evenings or days	<ul style="list-style-type: none"> • Council is unable to provide an allocation to other user groups when a club isn't using all hours of their allocated 'time block'.
3. Allocations to Council sportsgrounds are given to schools who have access to their own sportsgrounds	<ul style="list-style-type: none"> • Limits the ability to allocate these grounds to other local/community sports clubs with demonstrated need or for community use.
4. There are Council historical practices that prevent allocation of grounds in some circumstances e.g., no night matches	<ul style="list-style-type: none"> • Officers are unable to optimise allocation/use of sportsgrounds to accommodate increased demand in winter.

The draft Policy aims to address the above issues and includes a number of key elements:

- Policy principles
- Scope
- School use
- Allocation process
- Hours of use
- Night matches
- Pre-season and practice matches.

Policy principles

Policy principles have been developed and included in the draft Policy. The principles reflect information gathered during the research phase of policy development. They consider the following key inputs:

- (i) the Boroondara strategic context
- (ii) current issues and implications, and

(iii) benchmarking of neighbouring Councils.

Principles outlined in the draft policy are:

- Community Access
- Fairness and Consistency
- Sustainable Participation
- Fit for Purpose
- Equity
- Clarity and Simplicity.

Scope

The City of Boroondara acknowledges participation in organised sport and recreation occurs at different levels, from local/community level through to elite, as shown in **Figure 1** below. Consistent with the Boroondara Sport and Recreation Strategy, Council's primary commitment is to local/community level participation (also refer to *Policy Statement* section 4 of the draft Policy).

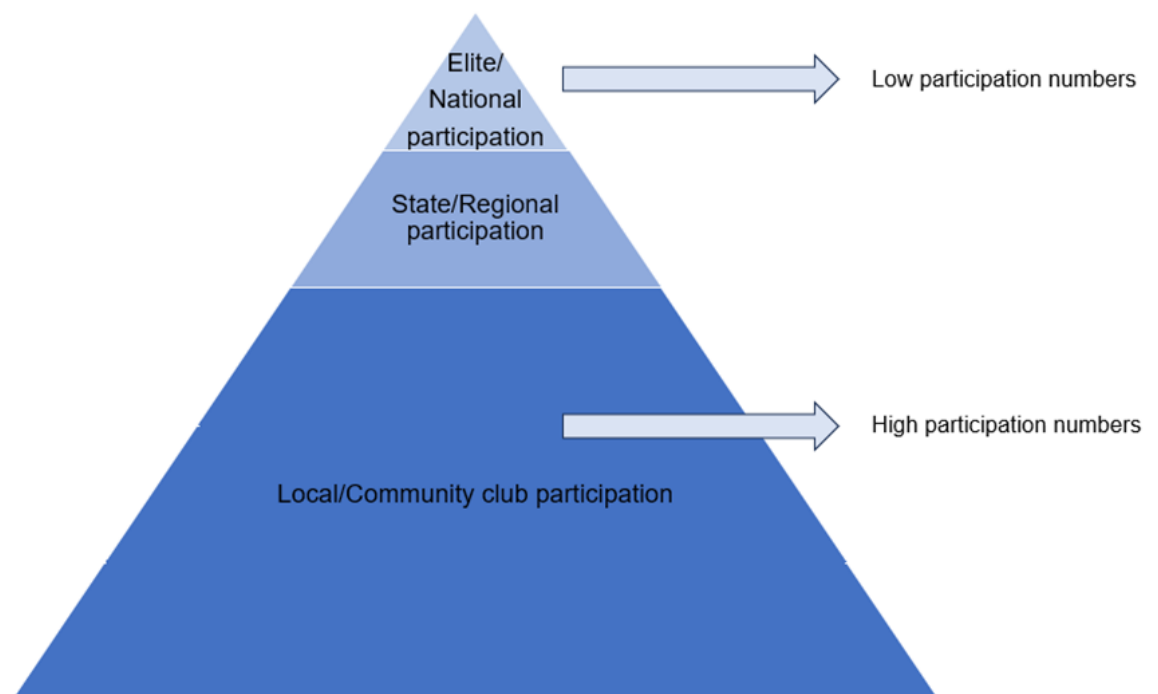


Figure 1: Organised Sport and Recreation Participation Model

The Organised Sport and Recreation Participation Model depicts high participation occurring at the local/community club level through to elite/national participation, which has lower participation numbers overall. It's acknowledged that some clubs may have teams that compete at different levels of competition, ranging from local/community to state/regional.

'Community Sport and Recreation: Resources for sport and recreation will be directed towards community level participation rather than for activities that are exclusively focused on elite participation.' (BSRS, page 34).

A focus on local/community club level sport also aligns with Council's existing level of service for sporting asset provision. i.e., state/regional participation and elite/national sport have different capital requirements which is above what Council provides.

The development of the participation model and definitions considered State Sporting Association (SSA) definitions. This approach identified SSA's typically use three common categories to define levels of participation within each sport, these include:

1. Local community level competition
2. State/Regional and
3. National/elite.

Eligible groups

Council currently provides a range of groups with a seasonal allocation to sportsgrounds which includes dog training groups, fitness groups, personal trainers, schools and sports clubs. This differs from neighbouring councils as most municipalities reserve seasonal allocations for sports clubs and provide access to other groups through different processes, such as permits and casual bookings. Four out of the five councils benchmarked manage personal trainers under a separate policy or guidelines document.

There have been several issues identified managing groups other than sports clubs under a Seasonal Allocation Policy, especially as a seasonal licence and associated guidelines for use isn't necessarily appropriate or aligned to the activities of other groups.

In order to address this, the draft Policy is recommending fitness groups/personal trainers and dog trainers to be managed under a separate policy which reflects the different nature of their activities and patterns of use. This policy is currently being developed and community consultation is expected to be undertaken in 2025. Policy implementation will assist Council to better manage the use of sportsgrounds.

School use

Ten independent (or private) schools currently receive a seasonal allocation to Council sportsgrounds and pavilions outside of school hours.

Government (or public) schools tend to apply for seasonal allocations during school hours.

Although school training is generally scheduled earlier than the preferred training time for clubs (allowing for grounds to be shared) this use by schools reduces the overall number of hours a ground can be used each week (due to carrying capacity), thus limiting how much sports club use can be programmed overall. School use on weekends also significantly impacts Council's ability to accommodate additional local/community sports clubs' use.

While some schools have limited open space to accommodate these activities, others have their own dedicated sportsgrounds, but elect to use Council's facilities.

Limiting school access to Council grounds outside of school hours will safeguard school use from impacting local/community sports club access to sportsgrounds. However, this approach may inhibit future opportunities for reciprocal access to school facilities. Council currently has joint use agreements in place with St Kevins College and Auburn High School to allow local/community sports club access to school sporting assets.

In addition to this, Council is aware of local/community sports club use of school sporting assets through private, club organised agreements. The draft Policy recommends allowing schools to apply for a seasonal allocation for both inside and outside school hours to help facilitate opportunities to unlock future access to school facilities for local/community sports club use. However, school requests will be considered following local/community sports club requests, as outlined in the allocation approach (**Table 2** below).

Allocation approach

In order to identify how allocations would be prioritised across various user groups, it is important to consider the allocation of sporting assets as a whole.

Table 2: Priority order

Detail	Groups, outlined below, detail the priority order of use to Council sporting assets. This provides Council and user groups transparency of which group types have priority access to Council sporting assets.
Draft Policy recommendation	<ol style="list-style-type: none"> 1. Local/community sports clubs, including not for profit groups 2. Boroondara Public Schools 3. Boroondara Private Schools and commercial/private operators
Justification	<ul style="list-style-type: none"> • The BOSS primary character classification of 'Sporting' states that sportsgrounds should 'primarily provide for organised club-based sporting use and the outdoor grounds and assets are available for general public use when no organised sporting events are in progress • This order is consistent with most neighbouring municipalities • It aligns to the allocation principle 'fit for purpose' • Public schools are more universally accessible to the Boroondara community • School seasonal allocations help to facilitate opportunities to unlock future access to school facilities for community use.

Allocation process

High demand for the use of Council sporting assets impacts Council's ability to approve all applications for use. Therefore, the draft Policy proposes to give priority to returning local/community sports clubs in-line with the priority order of use and Organised Sport and Recreation Participation Model for existing times and locations, before considering schools and new applications. This approach ensures existing clubs have a sense of security, ability to plan for the future and recognises clubs who have provided sporting opportunities to the Boroondara community for a long time and participants and families associated with clubs are provided certainty on club primary locations.

The process also allows for schools and new applications to be considered for remaining ground availability or when new times become available (for example when a sportsground with no lights has lights installed or a club no longer requires a night that they've previously used for training).

The proposed process would require all seasonal tenants to meet essential criteria to receive an allocation (outlined in **Table 3** below) which is in line with the allocation principle of 'fairness and consistency'. The essential criteria must be satisfied to be eligible for a seasonal allocation which is standard practice across many benchmarked Councils. In the event an existing or new application does not meet the essential criteria, an allocation for the sportsground and pavilion may not be provided. This gives officers the opportunity to manage current bookings and to remove clubs from grounds if they're not meeting minimum expected requirements.

Table 3: Allocation Essential criteria

Essential Criteria	Justification
1. Public liability insurance for a minimum of 20 million dollars	<ul style="list-style-type: none"> Standard essential criteria based off benchmarking Existing requirement at City of Boroondara Requirement from a legal and risk management perspective.
2. Registered as a legal entity (such as an Incorporated Association)	<ul style="list-style-type: none"> Standard essential criteria based off benchmarking Existing requirement at City of Boroondara Requirement from a legal and risk management perspective.
3. Have developed a Child Safe Policy/Child Protection Policy, which incorporates a 'Statement of commitment to child safety'	<ul style="list-style-type: none"> Meets requirements set out in the Child Wellbeing and Safety Amendment (Child Safe Standards) Act 2015 Ensures alignment to City of Boroondara Child safe Policy.
4. Provide evidence of the following equitable access and use practices; <ul style="list-style-type: none"> Provide a genuinely welcoming, safe, and inclusive environment Opportunities are provided for individuals from underrepresented groups, in particular women and girls to fully participate in all aspects of your club, including as a player, coach, administrator, official, volunteer and spectator 	<ul style="list-style-type: none"> Ensures gender equitable access to and use of community sports infrastructure New requirement to align with the Victorian Government <i>Fair Access Policy Roadmap</i> Addresses Victorian Government's Fair Access Policy principles Aligns with BCP Vision for "a sustainable and inclusive community" and Theme 1: Community, Services and Facilities strategic objective - Community services and facilities are high quality, sustainable,

Essential Criteria	Justification
<ul style="list-style-type: none"> • Women and girls have equitable access to and use of Council's sporting assets. <ul style="list-style-type: none"> a. of the highest quality available and most convenient b. at the best and most popular competition and training times and locations c. to support existing and new participation opportunities, and a variety of sports • Women and girls are equitably represented in leadership and governance roles 	<p>inclusive and strengthen resilience.</p>
<p>5. Accept terms and conditions of allocation as stated on seasonal licence agreement (including submitting all relevant documentation). Returning tenants must have history of compliance with these terms and conditions</p>	<ul style="list-style-type: none"> • Standard essential criteria based off benchmarking • Existing requirement at City of Boroondara • Ensures the assets are used appropriately and there is equitable access to open space.
<p>6. No outstanding debts owing to Council (or successfully adhering to an approved payment plan)</p>	<ul style="list-style-type: none"> • Standard essential criteria based on benchmarking • Existing requirement at City of Boroondara • Good financial and asset management practice.
<p>7. Affiliated with a State Sporting Association (SSA) or other relevant peak body</p>	<ul style="list-style-type: none"> • Standard essential criteria based on benchmarking • Existing requirement at City of Boroondara • Ensures groups/clubs are reputable • Supports organised sport.
<p>8. Provide evidence of participant numbers, including breakdown of age, gender and postcode as part of seasonal allocation application</p>	<ul style="list-style-type: none"> • Common request during the allocation process • Existing requirement at City of Boroondara • Ensures allocations are needs based • Enables greater understanding of the demographic cohort's Council is providing for in seasonal allocations.

Essential Criteria	Justification
<p>9. Provide a detailed schedule of proposed use for the requested allocation (including which team/s are scheduled for each session)</p> <p><i>Update Council with updated schedule once teams, training times and fixtures have been finalised - 1 month into the start of the season</i></p>	<ul style="list-style-type: none"> Some councils request this during the allocation process Existing requirement at City of Boroondara To ensure efficient allocation in order to accommodate the optimal number of groups and participants Allows clubs to adjust their allocation prior to invoices being finalised which may lead to assets becoming available for another group to use.

Hours of use

The draft Policy recommends the hours of use outlined in **Tables 4** and **5**, inclusive of set up and pack up.

Table 4: Sportsground hours of use

Days	Current hours	Proposed hours
Monday, Tuesday and Wednesday	7.30am - 9.00pm	7.30am - 9.30pm
Thursday, Friday and Saturday	7.30am - 9.00pm	7.30am - 10.00pm
Sunday	7.30am - 9.00pm	7.30am - 9.00pm

*Note: Sportsground hours of use are subject to ground carrying capacity and availability of lights.

Table 5: Pavilion hours of use

Days	Current hours	Proposed hours
Sunday, Monday, Tuesday and Wednesday	Sunday to Thursday 7.00am to 10.00pm	7.00am - 10.00pm
Thursday, Friday and Saturday	Friday and Saturday 7.00am - 11.00pm	7.00am - 11.00pm

Sportsground lighting may be used when natural light is not sufficient for safe conduct of sporting activities, in line with Australian Standards and state sporting association recommendations relevant to each sport, between the times noted in **Table 4** above.

The above proposed times are an amendment to the current hours of use, which includes:

- Extension of current sportsground time of 9.00pm to 9.30pm from Monday to Wednesday
- Extension of current sportsground time of 9.00pm to 10.00pm on Thursday, Friday and Saturday
- Extension of current pavilion time of 9.00pm to 10.00pm on Thursdays

The proposed hours of use allows clubs to train later on weeknights, enables night matches and ensures clubs have access to buildings that support sportsground use.

Night matches

Night matches are not currently allowed on sportsgrounds. This blanket rule restricts allocation flexibility and doesn't align to the allocation principles, particularly 'sustainable participation'. As part of the Sportsground Provision Project officers held discussions with state and local associations/leagues and clubs about innovative and flexible match fixturing.

Development of the draft Policy explored the opportunity to allow night matches, as identified in the Sportsground Provision Project to help meet current and future demand. Officers identified that this would unlock additional access for participants but may impact residential amenity.

The draft Policy is proposing to permit night matches on select sportsgrounds that are deemed suitable by Council officers. Suitability of night match locations will be determined by factors such as site infrastructure, lighting quality, ground condition, ground carrying capacity and residential impacts.

As part of the process for allowing night matches, it is intended that sportsgrounds will be assessed annually to ensure ongoing suitability which will account for lighting upgrades, changes in ground condition and resident feedback. If a ground has new lights installed, officers would then assess its suitability for night matches, in line with the process noted above. If approved, the site would be added to the night match list as part of the annual review undertaken by officers, assuming the other criteria are met. Sportsgrounds approved for night matches will be listed on Council's website and updated annually.

Pre-season training and practice matches

Access to sportsgrounds for pre-season training is not guaranteed, however Council will consider access for pre-season training subject to availability, ground condition and any restoration or preparation works that are required at grounds between seasons. Generally, access will be provided up to four months prior to the start of the season, but this timing is flexible.

During the winter pre-season period, seasonal tenants are not permitted to train on turf centre wicket areas. No studs and moulded footwear are to be worn during allocated pre-season training however the use of studs and moulded footwear will be permitted for pre-season matches only.

Seasonal fees

Current fees will remain applicable for seasonal use of sportsgrounds and pavilions and applied as per Council's fees and charges schedule as outlined in [Appendix A of Council's adopted 2023-24 budget](#). Current fees are based on the following variables:

- Unit cost
- Ground rating
- Number of sessions
- Discounts (50% for junior sport and training sessions).

A review of seasonal fees will commence in 2025.

5. Consultation/communication

Two sports club forums were held in November and December 2023. Seasonal sports clubs were invited to hear about the development of the Organised Sport Seasonal Allocation Policy, which included a presentation on the draft Policy key elements such as policy principles, scope, school use, allocation process, hours of use, night matches and next steps.

Following sports club forums, seasonal sports clubs were sent a copy of the presentation and a link to a survey in December 2023 to obtain initial feedback on the draft Policy key elements.

The sports club survey was available from the 5 -15 December 2023. A total of 27 clubs were represented across both club forums and through club survey feedback.

Key draft Policy elements were generally well received by club representatives.

Issues identified by sports clubs during club forums and via the club survey are included in **Table 6** below which also outlines officers' response as a result of club feedback.

Table 6. Sports club feedback and officers' response

Sports club feedback	Response
Shared pavilion arrangements with third parties (i.e., casual bookings, schools) as instances have occurred where other parties have accessed club equipment and resources without permission	Review shared use of pavilions by third parties and casual booking terms and conditions of use with internal teams to address concerns raised by clubs
Limited pre-season training access	Access increased in draft Policy
Unclear how they can meet 'equitable access and use practices' (essential assessment criteria), particularly single sex clubs	Provide a clear and simple process for clubs to complete the equitable access and use practices requirements which outlines examples (for single sex clubs) through the allocation application process
Allocation impacts on clubs who have teams participating at differing levels of competition (local/community and state/regional)	Local/community sports clubs, that have received previous allocations for state/regional teams, will be assessed first in line with the allocation's priority order. The level of sport will only be considered when assessing new applications where there are competing requests
Future fees and charges review will result in increased fees	Consider fees and charges feedback received, as part of the fees review that will commence in 2025
Not understanding how the current fees and charges are applied.	Provide feedback to clubs who are unclear about how current fees and charges are applied

The next phase of consultation will involve seeking feedback from the broader community on the draft Policy. Pending Council endorsement of the draft Policy, consultation will commence late February.

Officers will consider further changes to the draft Policy based on feedback received during community consultation before a final Policy is presented to Council for adoption.

6. Financial and resource implications

No changes are proposed to the current seasonal allocation fees as part of this draft Policy.

The Sport and Recreation team has an officer whose role includes assessing seasonal applications to sporting assets and invoicing for their use. Implementing the Policy would incur no additional cost to Council.

7. Governance issues

No officers involved in the preparation of this report have a general or material conflict of interest requiring disclosure under chapter 5 of the Governance Rules of Boroondara City Council.

The recommendation contained in this report is compatible with the Charter of Human Rights and Responsibilities 2006 as it does not raise any human rights issues.

8. Social and environmental issues

Having access to and participating in sport and recreation activities provides many physical, mental and social benefits for the community. The draft Policy allows Council a clear and transparent framework to implement this.

The draft Policy is aimed at supporting increased participation which also has potential impacts on resident amenity and the environment. It is recognised that there is a need to strike a balance to support participation but also protect resident amenity and the environment.

The draft Policy has considered ways to achieve this balance. Examples include:

- Feedback from residents regarding night match trials has been taken into consideration when identifying suitable night match locations and forms part of the assessment process run to identify suitable grounds.
- A forum for sports clubs has been held to encourage positive neighbour relations
- Council will continue to work with clubs to host forums, including a focus on strategies to minimise amenity impacts from increasing use of grounds and improve relationships with neighbours (Sportsground Provision Project opportunity)

9. Evaluation and review

Following community consultation, officers will consider feedback received and finalise the Organised Sport Seasonal Allocation Policy for adoption by Council later in 2024.

Manager: **Andrew McHugh, Manager Health and Wellbeing Services**

Report officer: Deborah Frecker, Sport and Recreation Planner

Organised Sport Seasonal Allocation Policy

Draft for consultation

2024

Responsible Directorate: Community Support

Authorised By: Council

Date of Adoption: <Date>

Review Date: <Date>

Policy Type: Council



BOROONDARA



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1 Introduction

1.1 Purpose

The purpose of the Organised Sport Seasonal Allocation Policy (the Policy) is to provide a consistent and transparent approach to how sportsgrounds and pavilions are allocated to local/community sports clubs, Boroondara schools and commercial/private operators who facilitate organised sport and recreation on a regular basis over a summer and/or winter season.

The Policy aims to:

- Support organisations who provide health and wellbeing benefits to the Boroondara community
- Maximise local/community club participation through efficient and flexible allocation which prioritises gender equitable access and use of sporting assets and appropriate usage fees
- Protect and manage Council assets
- Encourage equitable access to and use of Council sporting assets for as many members of the Boroondara community as possible to encourage and increase physical activity
- Support all user groups who access and use local sport infrastructure to understand, adopt and implement equitable access and usage practices.

1.2 Scope

This Policy covers seasonal allocations to Council sporting assets that facilitate organised sport on a regular basis via a seasonal allocation licence agreement with Council.

A seasonal allocation is a regular booking of 12 or more sessions across a summer (1 October - 31 March) or winter (1 April - 30 September) season. Use of sporting assets for less than 12 sessions annually constitutes a casual booking and is managed under the casual booking process.

Specialised sporting assets, where Council provides year-round access to sports clubs and user groups via lease and licence agreements are not dealt with under this Policy. This includes, but is not limited to bowls, croquet, golf, hockey, netball, pétanque and tennis facilities.

Outdoor fitness and active recreation activities, including dog training, held in public open space (and associated fees) are managed outside of this Policy.

The City of Boroondara acknowledges participation in organised sport and recreation occurs across different levels, from local/community level through to elite, as shown in **Figure 1** below. Consistent with the Boroondara Sport and Recreation Strategy, Council's primary commitment is to local/community level participation (also refer to *Policy Statement* section 4 of this document).

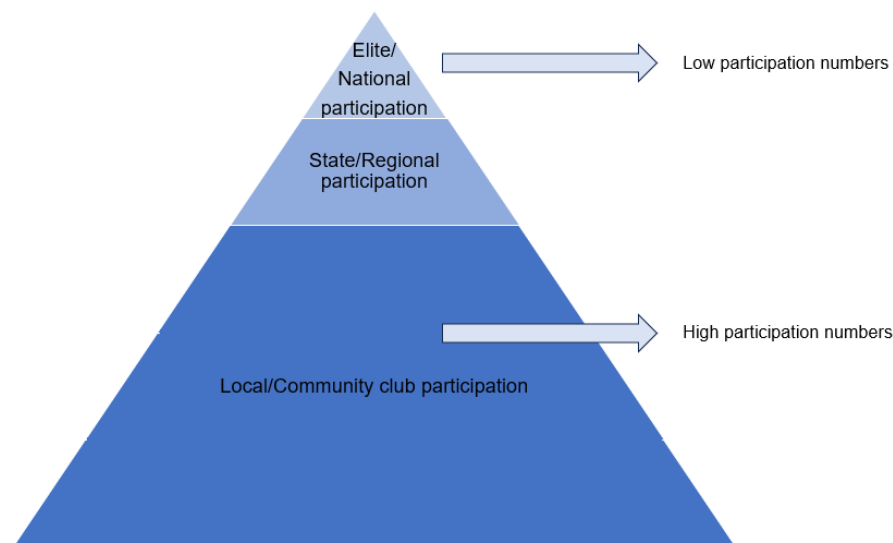


Figure 1. Organised Sport and Recreation Participation Model

The model identified in **Figure 1** depicts high participation occurring at the local/community level through to elite/national participation, which has lower participation numbers overall. It's acknowledged that some clubs may have teams who compete at different levels of competition, ranging from local/community to state/regional.

1.3 Corporate framework

This Policy supports Council's Mission and Vision by addressing the following objectives in the Boroondara Community Plan 2021-2031.

Theme 1: Community services and facilities are high quality, sustainable, inclusive and strengthen resilience.

- Strategy 1.1 Neighbourhoods and community spaces facilitate social connections and belonging by providing, maintaining and activating places for people to meet, organise activities and celebrate events.
- Strategy 1.2 Health and wellbeing is improved through delivering, facilitating and advocating for services and programs that are accessible and affordable.
- Strategy 1.4 Facilities and sports precincts encourage equal access through social planning, delivery, asset maintenance and renewal activities.

Theme 2: Green and open spaces are provided, well-utilised and enhanced.

- Strategy 2.1 Parks and green spaces enable sport and recreation opportunities by maintaining and improving recreation spaces and equipment.



2 Background

The City of Boroondara is one of the most physically active municipalities in the state with residents participating in sport and recreation at higher rates than the Victorian and Australian averages¹. In 2019, 93.8% of City of Boroondara residents participated in sport and recreation, this is higher than Victorian (88.4%) and National (87.8%) participation rates.

Council provides an extensive range of sporting assets the community can access to be physically active. This includes 42 sports precincts/reserves that contain a total of 54 sportsgrounds and 39 sports pavilions. These sportsgrounds (and associated pavilions) primarily support field-based sports, including athletics, Australian rules football, baseball, cricket, lacrosse, rugby, soccer, and ultimate frisbee. Outside of organised sport use, sportsgrounds are also highly utilised by the community for informal recreational activities, such as running, walking and dog walking.

Sports clubs and user groups are provided with allocations to use sporting assets via a seasonal licence, which enables organised sport to occur on a regular basis. Seasonal licence holders incur a seasonal fee for use.

2.1 Policy context

This Policy has been informed by the following policies and strategies:

Boroondara Sport and Recreation Strategy (BSRS) 2016:

The BSRS has a direct action to develop a sportsground allocation policy to facilitate appropriate ground usage by sports club, schools and other stakeholders (action 3.10).

The BSRS also identifies principles and priority areas for sport and recreation in Boroondara. Those that are directly relevant to seasonal allocations of sporting assets include:

- **Principle 4 - Sustainable Provision:** Ensuring viable and sustainable sport and recreation through effective governance and sustainable financial management.
- **Principle 6 - Community Access:** Council will prioritise access for the Boroondara community to community owned infrastructure. This will be a primary consideration when allocating facilities and resources.
- **Principle 9 - Amenity:** Council will support sport and recreational clubs, community groups and their neighbours to achieve a balance between sport and recreational participation requirements of the community, while minimising the impact on open space and public amenity.

¹ Sport and Recreation Strategy, City of Boroondara, 2016



- **Principle 10 - Responsible Resource Management:** Council encourages facility sharing and encourages community partnership initiatives that maximise funding contributions and multi-functional use.
- **Principle 12 - Emerging and Minority Sports:** Council will balance the needs and sustainability of new and emerging sport and recreation activities and the benefits they provide to the Boroondara community.
- **Principle 13 - Community Sport and Recreation:** Resources for sport and recreation will be directed towards community level participation rather than for activities that are exclusively focussed on elite participation.
- **Priority Area 2 - Diversity and Inclusion:** Incorporating a focus on people and groups of people who are traditionally less likely to fully participate in sport and recreational activities due to ethnicity, age, gender, socioeconomic status or geographical location.
- **Priority Area 3 - Participation:** Incorporating a focus on getting more people active more often and achieving a balance in the use of open space, sportsgrounds and facilities for structured and unstructured recreation.
- **Priority Area 5 - Sustainability:** Incorporating a focus on environmental sustainability of sporting fields and open space, on supporting sporting clubs and volunteers, and on financial sustainability through responsible and fair allocation of resources.

Boroondara Open Space Strategy (BOSS) 2013:

The BOSS principle of 'Recreational' states that open space should encourage the community to be outside, play sport, exercise and/or keep fit to improve their health and wellbeing. This strategy also highlights the importance of providing for different types of sport and recreational use in open space, to increase the opportunities for a range of structured and unstructured recreational uses to occur.

The BOSS also outlines open space character classifications, which indicate the intent of use for different types of open space. The majority of Boroondara's sporting reserves/precincts have the primary character classification of 'Sporting', which states that the space is to be primarily used for organised club-based sport, with the facilities made available for general public use when no organised sport is in progress.

Council Assets - Leasing and Licencing Policy 2017:

Detail on the types of Council agreement and the requirements for each agreement from the Council Assets - Leasing and Licencing Policy informed the development of this Policy.

One of the objectives of the Leasing and Licencing Policy is to optimise use by the Boroondara community of Council assets, encouraging multi use to maximise capacity of existing facilities before constructing new facilities (page 5).

**Victorian Government Fair Access Policy Roadmap:**

The objectives and principles outlined in the Fair Access Policy Roadmap have been considered in the development of this Policy to ensure gender equitable access to and use of community sports infrastructure. This includes:

- Encourage and support all user groups who access and use community sport infrastructure to understand, adopt and implement gender equitable access and use practices.
- Prioritise access, use and support to all user groups who demonstrate an ongoing commitment to gender equitable access and use of allocated community sport infrastructure.

3 Methodology

Information was collected and analysed from multiple sources to inform this Policy, including:

- Boroondara sport participation, usage and allocation data
- Benchmarking of nearby councils
- Forums held with state and local associations/leagues and clubs as part of the Sportsground Provision Project
- Two club forums and a survey on key draft Policy elements and
- Broader Boroondara strategic context.

3.1 Consultation and benchmarking

Allocation policies and processes from other municipalities were collected and analysed to understand how other councils manage the allocation of sporting assets. Stakeholder interviews were also conducted with five nearby councils to identify policy gaps and concerns and key learnings experienced with current sporting asset allocation and fees policies. Benchmarking insights have also informed this Policy.

4 Policy statement**4.1 Policy principles****Community Access:**

Council prioritises local/community organised sport participation in the provision and allocation of sporting assets however not to the exclusion of talent pathways (state/regional and elite/national participation).

Fairness and Consistency:

The allocation approach is applied consistently for all seasonal tenants.

Sustainable Participation:

Participation is optimised through efficient and flexible allocation of assets, while considering ground carrying capacity and maintenance requirements.

Fit for Purpose:

Council aims to provide and maintain high quality sporting assets that are designed to cater for local/community club level participation. Sporting assets are allocated based on the purpose and intent of the asset and the appropriateness of the



proposed activities at that location. The primary purpose of sportsgrounds is for community based organised sport and grounds are allocated accordingly, while considering secondary uses and residential amenity.

Equity:

Equitable access and opportunities for underrepresented groups, emerging, diverse and minority sports are provided. This includes both access to and use of facilities in line with the Victorian Government's Fair Access Policy Roadmap.

Clarity and Simplicity:

The allocation process is simple to administer and easy for the customer to understand.

4.2 Eligible groups

Under this Policy, seasonal allocations for sportsgrounds and pavilions are provided to local/community sports clubs, Boroondara schools and commercial/private operators that facilitate organised sport and recreation on a regular basis over a summer and/or winter season.

4.3 Allocation approach

Seasonal allocations to Council's sporting assets are determined with the aim of achieving the best overall outcome for the community, not one specific sport or club and in line with sportsground carrying capacity. Seasonal allocation bookings will be issued on an hourly basis.

Allocations will be provided using the following priority order:

1. Local/community sports clubs, including not for profit groups
2. Boroondara public schools
3. Boroondara private schools and commercial/private operators.

When allocating to schools, consideration will be given to any reciprocal access offered to Council, with increased access viewed favourably.

4.4 Allocation process

All applicants, including new applications, returning local/community sports clubs, schools and commercial/private operators are required to meet **essential assessment criteria** ([See Appendix 1](#)) to receive a seasonal allocation. Council reserves the right to amend the essential assessment criteria when required, to incorporate new legislative requirements.

4.4.1 Returning local/community sports clubs

Applications from returning local/community sports clubs, for existing times and locations, will be assessed first in-line with the allocations priority order outlined in section 4.3 and Organised Sport and Recreation Participation Model priorities (**Figure 1**), and accommodated at their previous location or 'home base' where possible, subject to meeting the essential assessment criteria ([See Appendix 1](#)).



4.4.2 Schools, commercial/private operators and new applications

Schools, commercial/private operators and new applications will be considered second in-line with the allocation priority order outlined in section 4.3 and Organised Sport and Recreation Participation Model priorities (**Figure 1**). This includes applications from returning local/community sports clubs for new times and locations, or applications for a new sporting asset.

New applications must meet essential criteria (outlined in **Appendix 1**) and additional considerations will include, but not be limited to the following:

- a. Level of sport proposed (i.e., local/community to national/elite)
- b. Equitable participation opportunities for people who are traditionally less likely to participate in sport and recreation, including playing, coaching, umpiring and administration
- c. History of using Council facilities within Boroondara including length of tenure and history of complying with Council's requirements
- d. Providing benefit to the broader community including clubs who hold come and try sessions, awareness/development workshops, have a demonstrated need (number of teams to correlating fixture) and a higher percentage of Boroondara residents
- e. Evidence of business plan
- f. Contribution to a diverse offering of sports across the municipality
- g. Participation in Council's Sports Club Accreditation Program
- h. Shared use agreement in place with Council (reciprocal access arrangement)
- i. Suitability of the activity for the requested asset/s.

New allocation opportunities may become available for reasons including, but not limited to:

- a. Vacancy of an asset by the existing tenant
- b. Acquisition (or new access to) an asset by Council; and
- c. Capital works to increase capacity at the site (e.g., new pavilion, sportsground renewal or addition of sportsground lighting).

4.4.3 Seasonal allocation application process

- a. Local/community sports clubs and user groups submit a seasonal allocation application which outlines hourly bookings and required documentation through Council's online booking system
- b. Council assesses all applications as per the allocation approach outlined in section 4.3 and 4.4
- c. In addition to 4.3 and 4.4 Council will review allocation requests to determine appropriate allocation by:
 - i. Comparing estimated participant numbers with the previous season (for clubs or groups with a previous allocation); and
 - ii. Liaising with the relevant leagues/associations and state sporting associations to cross check team/participant numbers
 - iii. Review the total amount of time sportsgrounds have been requested to be used to ensure they aren't allocated beyond their optimal carrying capacity



- d. Council issues seasonal licences and confirmation of allocation hours to successful applicants
- e. Allocation holders re-confirm allocation requirements and club participation data to Council prior to invoices being generated to ensure it reflects accurate usage and incorporates any changes that have occurred since clubs submitted their initial application (summer clubs re-confirm in November and winter clubs re-confirm in May).
- f. Allocation holders are invoiced seasonal fees as per Council's fees and charges schedule.

Sports clubs and user groups will be required to follow any allocation guidelines as stipulated by Council, when submitting an allocation application.

4.5 Use of allocated assets

Seasonal tenants can only use allocated sporting assets during the authorised allocated times and for the purposes set out in their seasonal licence agreement, and assets may be made available to other groups and for general community use at all other times.

Specific requirements and restrictions of use are detailed in the seasonal licence issued to sports clubs and user groups with a seasonal allocation to Council's sporting assets. This includes closure of sportsgrounds if ground condition deteriorates.

Council reserves the right to close grounds at short notice should playing surface conditions deteriorate to a point whereby use may have a detrimental impact on the ground condition. Where this is required, Council will prioritise matches ahead of training and casual bookings. Where possible, alternate training or match venues will be sought, but this may not be achievable. Council may also restrict access to grounds for the general community in exceptional circumstances.

If a sportsground is closed by Council for a prolonged period of time, Council may consider providing a discount to affected seasonal tenants, under exceptional circumstances only.

4.5.1 Hours of use

Sportsgrounds and associated pavilions may be allocated for sporting activities during the times outlined below, inclusive of setup and pack up:

Table 1: Sportsground hours of use

Monday, Tuesday and Wednesday	7.30am - 9.30pm
Thursday, Friday and Saturday	7.30am - 10.00pm
Sunday	7.30am - 9.00pm

*Note: Sportsground hours of use are subject to ground carrying capacity and availability of lights.

**Table 2: Pavilion hours of use**

Sunday, Monday, Tuesday and Wednesday	7.00am - 10.00pm
Thursday, Friday and Saturday	7.00am - 11.00pm

Sportsground lighting may be used when natural light is not sufficient for safe conduct of sporting activities, in line with Australian Standards and State Sporting Association recommendations relevant to each sport, between the times noted in **Table 1** above.

Seasonal tenants must comply with noise regulations set out by the Environment Protection Authority (EPA) Victoria when using sporting assets.

In addition, seasonal tenants must not cause a nuisance to local residents and must consider residential amenity.

4.5.2 Night matches

Night matches are permitted on select sportsgrounds that are deemed suitable by Council officers. A list of these sportsgrounds is available on Council's website. Clubs allocated at suitable night match locations are responsible for obtaining night match approval from the relevant sporting association/league. Night matches must be conducted during the hours of use outlined in section 4.5.1, **Table 1** of this Policy.

Suitability of night match locations is determined by factors such as site infrastructure, lighting quality, ground condition, ground carrying capacity and resident impacts. Sportsgrounds will be assessed annually to ensure locations remain suitable for night matches and the list of suitable locations will be updated on Council's website following the annual review.

4.5.3 Pre-season training and practice matches

Access to sportsgrounds for pre-season training is not guaranteed, however Council will consider access for pre-season training up to four months before the start of each season as defined by Council (summer season commences 1st October and winter commences 1st April annually). If ground condition and availability allow pre-season training outside of this time may also be considered on request. Approval for all pre-season requests will be subject to ground availability; ground condition and any restoration or preparation works that are required at grounds between seasons.

During the winter pre-season period, winter clubs are not permitted to train on turf centre wicket areas.

If pre-season training is approved, seasonal tenants must ensure players wear runners. No studded or moulded footwear is permitted to be worn during pre-season training allocations.

Council's Sport and Recreation team will notify clubs when applications for pre-season training open.



Access to sportsgrounds for practice matches is not guaranteed and are granted at Council's absolute discretion. If a practice match is approved by Council, studs and moulded footwear are permitted to be worn.

If a club's request for pre-season training and or practice matches is granted, seasonal sportsground fees will apply.

4.6 Seasonal fees

Fees are applicable for seasonal use of sportsgrounds and pavilions and will be applied as per Council's fees and charges schedule.

Clubs will be invoiced one month after the start of each season (summer clubs in November and winter clubs in May) to ensure any allocation amendments are captured.

4.6.1 Security deposit, damage and key replacement

Seasonal tenants are required to pay a security deposit and may incur costs for damage and key/swipe card replacements. Information pertaining to security deposit, damage and key replacement processes and fees is detailed in the seasonal licence issued to all seasonal tenants.

4.7 Other uses and associated fees

Sportsground use is prioritised for groups that require regular use to facilitate organised sport during a summer or winter season as per this Policy. All other use of Council sportsgrounds is considered after seasonal allocations are determined (as per 4.3 Allocation approach) pending carrying capacity, remaining ground availability and ground condition. The fees that apply to each group or booking type are summarised in Council's fees and charges schedule.

4.7.1 School use of sportsgrounds

Schools (within Boroondara) may apply for:

- Seasonal licence to facilitate regular organised sport during a summer or winter season.

Schools may apply for:

- Casual bookings inside or outside of school times.

All schools are charged as per Council's fees and charges schedule.

4.7.2 Casual bookings of sportsgrounds and pavilions

Casual bookings are provided for use of sporting assets for events, ad-hoc sessions or recurring bookings of less than 12 sessions annually.

Casual bookings can be requested by any group through the casual booking process and will incur a casual booking fee as per Council's fees and charges schedule.



4.7.3 Seasonal tenant use outside of seasonal allocations

Use of sporting assets by seasonal tenants, outside of what is stipulated in their seasonal allocation, will require a casual booking and will incur a casual booking fee as per Council's fees and charges schedule.

5 Implementation and monitoring

5.1 Evaluation

As part of a staged approach, it proposed the *Organised Sport Seasonal Allocation Policy* be reviewed and updated in 2025. This review will explore potential changes to fees, and will be subject to a separate community consultation and associated Council briefings and decision-making. Following this, it is proposed the Policy be reviewed five years after adoption.

5.2 Accountabilities

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

Position Title	Contact number	Contact department email
Sport and Recreation Team	(03) 9278 4444	sport@boroondara.vic.gov.au

6 References

6.1 Related documents

Documents referenced in the development of this Policy include:

- *Boroondara Community Plan (BCP) 2021-2031*
- *Boroondara Sport and Recreation Strategy (BSRS) 2016*
- *Boroondara Open Space Strategy (BOSS) 2013*
- *Council Assets - Leasing and Licensing Policy 2017*
- *Development and Funding of Community Pavilions - Sport and Recreation 2019*
- *Victorian Government Fair Access Policy Roadmap*

6.2 Definitions

Term	Definition
Casual booking	Agreement with Council that permits use of sporting assets for events, ad-hoc sessions or recurring bookings of less than 12 sessions annually.
Commercial/private operators	Any individual or group of people who provide a service for the purpose of making a profit.
Council/City	Refer to the City of Boroondara.



Term	Definition
Elite/national participation	National and elite competitions, year-round competition and/or training.
Field sport	Outdoor sport that is typically played on a large area of open space.
Ground availability	Whether or not a sportsground is able to be used at any point in time. This is primarily determined by the ground being in a state fit for use and the presence of supporting infrastructure that facilitates use, such as sportsground lighting, goal posts.
Lease agreement	Agreement where Council grants exclusive occupancy of a defined area as set out in the Lease, which includes the whole or part of a sporting asset.
Licence agreement	Agreement where Council grants non-exclusive right to occupy a defined area as set out in the Licence, which includes the whole or part of a sports asset at specified times.
Local/community participation	Seasonal home and away competition, community level junior and senior participation, co-shared assets, modified sport programs/activities.
Local/community sports club	A sports club that is set up as a legal entity that is located within the City of Boroondara.
Organised sport	The degree of organisational structure that surrounds and influences the sport helps to distinguish whether an activity is classified as 'organised sport'.
Seasonal allocation	A recurring schedule of days and times totaling 12 or more sessions (for a summer or winter sports season) where a sports club or group is permitted to use specified sporting assets under seasonal licence agreement with Council.
'Seasonal licence agreement' or 'seasonal licence'	Agreement where Council grants the non-exclusive right to occupy a defined area as set out in the Seasonal Licence, which includes the whole or part of a sporting asset, for either the summer season (October through March) or winter season (April through September).



Term	Definition
'Seasonal tenant' or 'seasonal allocation holder'	Refer to a sports club or user group, who Council has granted a seasonal licence (and associated seasonal allocation) to a specified sporting asset.
Sport	A human activity involving physical exertion and skill as the primary focus of the activity, with elements of competition or social participation where rules and patterns of behaviour governing the activity exist formally through organisations and is generally recognised as a sport.
State/Regional participation	Talent pathway, regional level junior and senior participation, home and away competition either seasonal or year-round.
Sporting activities	Any organised physical activity associated with participating in a sport, including training and competition.
Sporting asset	A Council managed asset that is primarily used to facilitate sporting activities, including sportsgrounds (and assets within sportsgrounds such as cricket nets, player benches, AFL/soccer goals) and associated pavilions. For the purposes of this Policy, it does not include specialised sporting assets that are provided to clubs on long term lease or licence agreements.
'Sportsground carrying capacity' or 'carrying capacity'	The amount of use a sportsground can withstand without significant degradation of the surface, typically expressed as hours per week.



Appendix 1: [Essential assessment criteria](#)

Essential Criteria all applicants must meet

1. Public liability insurance for a minimum of 20 million dollars.
2. Registered as a legal entity (such as an Incorporated Association).
3. Provide Council with the user group's Child Safe Policy/Child Protection Policy, which incorporates a 'Statement of commitment to child safety'.
4. Provide evidence of the following equitable access and use practices:
 - a) Provide a genuinely welcoming, safe and inclusive environment.
 - b) Opportunities are provided for individuals from underrepresented groups, in particular women and girls to fully participate in all aspects of your club, including as a player, coach, administrator, official, volunteer and spectator.
 - c) Women and girls have equitable access to and use of Council's sporting assets.
 - i) of the highest quality available and most convenient
 - ii) at the best and most popular competition and training times and locations
 - iii) to support existing and new participation opportunities, and a variety of sports.
 - d) Women and girls are equitably represented in leadership and governance roles.
5. Accept terms and conditions of allocation as stated in seasonal licence agreement (including submitting all relevant documentation). Returning tenants must have history of compliance with these terms and conditions.
6. No outstanding debts owing to Boroondara City Council (or successfully adhering to an approved payment plan).
7. Affiliated with a State Sporting Association (SSA) or other relevant peak sporting body/association.
8. Provide participant numbers, including breakdown of age, gender and post code as part of seasonal allocation application.
 - a) *Re-confirm participant details with Council after the start of each season (summer clubs to re-confirm in November and winter clubs to re-confirm in May).*
9. Provide a detailed schedule of proposed use for the requested allocation (including which team/s are scheduled for each session) which ensures gender equitable access to and use of community sports infrastructure, as per the Victorian Government Fair Access Policy Roadmap.
 - a) *Provide Council with updated schedule once teams, training times and fixtures have been finalised - after the start of each season (summer clubs to provide updated schedules in November and winter clubs to provide updated schedules in May).*