



# **ENCLOSURE**

## **SPORTS COUNCIL 4<sup>TH</sup> TERM MEMBERSHIP, TERMS OF REFERENCE & SPORTS FEES OPERATIONAL PLAN**

**File No. F01200**

**Business Paper of 30 October 2007**



# Blue Mountains Sports Council

*A better sporting future*

## SPORTS FEES OPERATIONAL PLAN

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### **Vision:**

*That sporting groups will have access to quality sport & recreation facilities, which are safe, sustainable, attuned to sporting group needs, have minimal impact to the natural environment and that are provided equitably.*

*(From the Recreation & Sports Strategy 2002)*

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### **Background**

Blue Mountains City Council like many other Councils across Australia, is facing an increasing backlog of infrastructure renewals and is finding it difficult to stretch a limited Capital Works budget to cover all necessary new and renewal works. This funding gap is particularly evident in the area of sport and recreational facilities. To provide some revenue for the Council to assist with this funding gap, the Council explored introducing sports fees through the forum of the Sports Council.

As a result of discussions with the Sports Council, a \$5 (including GST) per registered player sports fee was included in the draft 2007/8 Management Plan for public comment and Council consideration. Also included in the draft 2007/8 Management Plan were Sports Fees related to the casual booking of Council sportsgrounds, a fine for using a sportsground during a closure period and a fee for the cleaning and removal of rubbish by the Council as a result of a user group not cleaning up after a booking.

In June 2007, the Council adopted the introduction of Sports Fees and it was agreed that fees collected would be used to improve sports facilities across the Blue Mountains Local Government Area. The fees come into effect from the beginning of the summer season 2007.

### **Sports Fees Operational Plan**

The Sports Fees Operational Plan explains the following:

- The \$5 per Registered Player Sports Fee
- Casual hire fees
- How fees will be collected
- How fees will be spent
- How to nominate a project for funding and
- How projects will be selected/prioritised for funding

Please note: Refer to page 6 for a definition of terms relating to the management of Recreation Assets and Sports Fees.

## **\$5 per Registered Player Sports Fee**

This fee is applicable to all junior and senior registered players of sporting clubs who book Council sportsgrounds/netball facilities on a seasonal basis. The fee also applies to any group who negotiate with the Council to run their competition outside the official winter and summer seasons start and finish dates. It is anticipated that approximately \$40,000 per year will be raised via this fee.

The fee does not apply to swimming clubs, tennis clubs or basketball clubs that already pay fees.

Schools are exempt from paying the \$5 (inc. GST) fee.

Please refer to Appendix A - 2007/08 Sports Fees

## **Casual Hire Fees**

A Casual Hire Fee of \$25 (inc GST) will be charged for non seasonal user groups wanting to book a Council sportsground for four hours or less.

A Casual Hire Fee of \$50.00 (inc GST) will be charged for non seasonal user groups wanting to book a Council sportsground for more than four hours.

Schools are exempt from paying Casual Hire fees.

## **How fees will be collected**

The collection of fees will be incorporated into the formal oval booking process that currently exists for seasonal sporting club user groups.

## **Seasonal bookings**

Sporting clubs submit their seasonal booking forms several weeks prior to the official start of each season. Council Oval Booking Officers process the respective forms and then formally advise, in writing, the respective booking allocations. With this booking allocation Council's Oval Booking Officers will include a form requesting details of the clubs registrations. The summer season registration details will be required to be sent back to the Council by 1 February and the winter season registration details will be required to be sent back to Council by 1 July (a prepaid envelope addressed to the Council will be included in with the registrations request). On receiving the registrations information, the Council will issue an invoice based on the reported registration numbers. Random auditing of registrations may occur through the regional sports body. The invoice will be required to be paid within 30 days.

Please note:

- How fees are collected from registered members, prior to payment to the Council, will need to be determined by the sporting club/associations/user groups;
- A receipt will be issued once payment has been received; and

- Failure to pay fees within the required timeframe may result in the Council cancelling bookings and impact on a sporting club's ability to hire the following year.

Please refer to Appendix B – Sports Fees Collection.

### Casual Bookings

Casual Bookings will require the Casual Hire Fee payment to be paid to the Council prior to the booking date. Should keys be required to access facilities, a key deposit will also be required prior to obtaining the keys.

### **How fees will be spent**

The Sports Fee money collected will not be required to be spent entirely each financial year. The reason for this is that major projects may require the collection of funds over a period longer than one (1) year.

The money collected from all the Sports Fees will be used to fund renewal and new projects relating to sport and recreation facilities. It will not be used to fund general maintenance works, strategy/policy development or the like. The money will fund projects such as, but not limited to, the following:

- Irrigation upgrades
- Floodlighting provision/upgrades
- Sports Ground/Court Resurfacing
- Drainage
- Fencing
- Spectator seating

The aim is to provide sporting facilities across the Blue Mountains with appropriate infrastructure for the sports being undertaken and to do so equitably.

This money may also be used to attract grants, which often require financial contributions from the applicant.

Monies collected from Sports Fees will be deposited into a single account held by Council; it will not go into general revenue. The Sports Council will be tasked with selecting projects for the expenditure of the Sports Fees. The costs of administering the collection of fees will be paid from the Recreation Team's operation budget and will therefore not impact on the fees collected.

Income and expenditure associated with the Sports Fees will be reported in the Annual Report of the Sports Council.

### **How to nominate a project for funding**

#### Who can nominate a project

Projects will need to be nominated by one (1) of the following:

- Elected code representatives of the Sports Council;
- Recreation Team Officers through Council strategies and policy documents e.g. Plans of Management; Recreation Sustainable Asset Management Plan (SAM Plan); and
- Sporting Club Presidents or authorised sporting club representatives.

### Project nomination

To assist the project funding selection process, detailed information will need to be provided by applicants. A project nomination form will need to be submitted with information provided such as the following:

- Applicant/Sporting Club details
- Project documentation (technical specifications, detailed project cost estimates)
- Funding (financial viability of the project)

Questions on the project nomination form will also need to reflect the criteria on the 'Project Prioritisation Matrix'.

For a copy of the Project Nomination Form please refer to Appendix C, for a copy of the Project Prioritisation Matrix please refer to Appendix D and for the Sports Fees Project Nomination & Selection Process, please refer to Appendix E.

### Purchasing Policy

Projects being submitted for consideration will need to comply with Council's Purchasing Policy; a copy of which can be obtained through Council's Recreation Team.

The Purchasing Policy states that a certain number of quotes are required depending on the expected cost of the final project. Please refer to the below table for details of these requirements.

<b>Expenditure (excl GST)</b>	<b>Minimum number of quotes required</b>
\$1,001 to \$5,000	3 verbal quotes
\$5,001 to \$20,000	3 written quotes
\$20,001 to \$50,000	5 written quotes
\$50,001 to \$120,000	Formal advertisement in local press &/or Sydney / national press.
Items > \$120,000	Tender process (see Tendering policy)

All quotes submitted will need to be broken down to reflect the costs of supply, delivery, installation and project management.

Council Recreation staff will be available to assist with applications if requested.

### **How projects will be selected/prioritised for funding**

The nominated projects will be evaluated annually. The evaluation and prioritisation will occur each year in tandem with Council's management plan and budget process.

The process of selecting projects will be undertaken by a Sports Fees Project Team. Membership of the Sports Fees Project Team is open to all members of the Sports Council.

In general, projects likely to succeed are those that:

- Align to existing Council strategies e.g. Plans of Management or 25 Year Vision Strategy;
- Clearly demonstrate a need/demand;
- Will eliminate a potential health & safety issue;
- Are achievable and demonstrate value for money;
- Benefits a large number of people or sporting codes;
- Are supported by other funding or volunteer contributions; and
- Are eligible for potential grant funding.

Projects selected for funding will be prioritised into a five year plan and reviewed annually as additional funding requests are received over time.

A project may be tentatively assigned money from a future year to support a capital works bid or grant application. If the bid or application fails and the project cannot proceed, then the funds may be re-assigned to a different project.

## **Definition of Terms**

<b>Asset:</b>	A physical component of a facility, which has value, enables services to be provided and has an economic life of greater than 12 months.
<b>Building:</b>	Includes all ancillary buildings, amenities, structures such as change rooms, toilets, shade structures, etc.
<b>CPI:</b>	Consumer Price Index
<b>CWP:</b>	Capital Works Program
<b>Maintenance:</b>	Maintenance expenditure is money spent on repairing the asset to keep it serviceable and prevent further deterioration. These works do not add value to the asset.
<b>New Works:</b>	New Work expenditure is Capital Works expenditure, i.e. money spent on new works (development costs) and upgrades to an existing asset or on creating a new asset.
<b>Operating Costs:</b>	Operational expenditure is money spent on managing and servicing the asset, such as inspections, cleaning and administration.
<b>Operational Costs:</b>	A combination of both “Operating & Maintenance” expenditure.
<b>Registered Player:</b>	A person registered as a member of a Sporting Club.
<b>Renewal Works:</b>	Renewal expenditure is money spent on replacing the original asset, or major component of it, that has become obsolete, damaged, lost or worn out. These works may add value to the asset.
<b>Sports Association:</b>	A regional association of sporting clubs affiliated to a state body.
<b>Sports Club:</b>	A club affiliated to an association.
<b>Sportsgrounds:</b>	All sporting fields owned by managed by Council (excluding buildings).
<b>Sports Season:</b>	Period of time in which sports competitions are played e.g. summer season or winter season.

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## APPENDIX A – 2007/08 Sports Fees

Recreation						
Type of Fee/Charge	2007/2008 Excl. GST	2007/2008 Fee	GST	Total Payable	Pricing Policy	Comments
<b>Sports Ground Seasonal Competition and Casual Hire Fees</b>						
Note: Fees to be applicable from start of the Summer season 2007 Charges are based on player registrations for each sporting club or for the casual hiring of an oval						
<b>Sports Fees</b>						
Registered player		\$4.50	\$0.50	\$5.00	FS/CS	Seasonal fee per registered player
Casual booking of oval half day		\$22.27	\$2.73	\$25.00	FS/CS	Booking for four hours or less, (schools exempt in 2007/08)
Casual booking of oval full day		\$45.45	\$4.55	\$50.00	FS/CS	Booking for more than four hours (schools exempt in 2007/08)
Fine for using oval when it is closed		\$200.00	NA	\$200	FS/RP	This is a fine introduced through the Sports Ground Hire and Use Handbook
<b>Fees below are new and do not necessarily fit in recreation</b>						
Event cleaning fee per hour		\$80	\$8.00	\$88.00	FS/MA	New Fee. Where Council are required to clean up after events. Any person/group will have opportunity to clean up themselves. This rate based on 2 workers and a vehicle
Event cleaning waste disposal fee		\$50.00	\$5.00	\$55.00	FS/MA	New Fee. Where a tip fee is generated by Council cleaning activities associated with the above fee. Any person/group will have opportunity to clean up themselves.
Key deposit		\$25.00	NA	\$25.00	Bond	New fee – up to a maximum of \$75 per club. Completely refundable with key return. Additional costs for replacement of lost or damaged keys, or lock replacement, may be incurred
Electrical connection checking (prior to public use)		\$70.00	\$7.00	\$77.00	FS/MA	New fee previously absorbed by BMCC

## Sports Fees Collection

**Sports Club/Association submits Oval Booking Form request to Council**



**Oval Booking Form is processed by Council. Confirmation letter then sent to Sporting Club/Association with a “Registration Form” requesting registration details for Sports Fees purposes**



**Registration Form completed and returned to Council.**

**Summer season registration forms to be returned by 1 February  
Winter season registration forms to be returned by 1 July**

**Council creates invoice for Sporting Club/Association**



**BMCC mails invoice within 15 days of above**



**Invoice paid by Sporting Club/Association within 30 days of above**



**BMCC deposits funds into restricted account**



**Funds collected reported to Sports Council**

**Appendix C – Project Nomination Form**

# Sports Fees Project Nomination

<b>Project Name</b> (Should start with name of sports ground i.e. Smith Oval Floodlight Upgrade)

<b>Project Description</b> (Brief)

<b>Club Details</b> (Name/Address)

<b>Applicants Contact Details</b> (Sporting Club President or authorized representative)	
<b>Contact person</b>	
<b>Email</b>	
<b>Phone</b>	
<b>Mobile</b>	
<b>Fax</b>	

**Please describe in the space provided below a summary of how this project will benefit the sport/s being played at this location.**


## Additional Project Information

Please provide attachments of the following if available:

- Project cost/quote.
- Association/Club financial contribution (if intending to contribute).
- Timing of project (proposed start and finish date).

If the intention is to fund this project via a variety of sources please provide details.

Example:

Sports Fees	\$15,000.00
Club	\$10,000.00
NSW Sport & Recreation Capital Assistance Grant	\$25,000.00
<b>Total</b>	<b>\$50,000.00</b>

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## Appendix D – Project Prioritisation Matrix

Item No	Item	Strongly Positive	Positive	Neutral	Negative	Strongly Negative	Unknown	Comments / Examples	Score
<b>Community &amp; Social Sustainability</b>									
1.1	Project aligns with City Strategy 25 year priority or similar e.g.: PoM	5	4	3	2	1	0	Project relates to 5-10 year priority or current Management Plan etc	
1.2	There is a demonstrated community need / support for project	5	4	3	2	1	0	Demonstrated through Rec & Sports Strategy or Consultation process	
1.3	Required by relevant legislation / Government or Council policy	5	4	3	2	1	0	Required by Govt legislation, Council PoM, DCP or Policy etc.	
1.4	Recommended by Australian Standard, BCA or similar	5	4	3	2	1	0	Recommended through best practice guidelines	
1.5	Ability to eliminate issues of risk for users / visitors to site	5	4	3	2	1	0	Project eliminates existing potential hazards at site	
1.6	Improves existing negative environmental affects	5	4	3	2	1	0	Improves water runoff, impact on endangered species etc	
	<i>Score</i>								<i>Total</i>
<b>Economic Sustainability</b>									
2.1	Additional non Council funds are available for project	5	4	3	2	1	0	Club contribution &/or grants etc are available to project	
2.2	Project is considered value for money	5	4	3	2	1	0	Outlay has many rewards eg: increased longevity/ many end users etc	
2.3	Ability for project to lower ongoing recurrent costs to Council	5	4	3	2	1	0	Improve current ongoing cost for same or similar item eg: irrigation sys	
2.4	Accurate budget for project has been prepared	5	4	3	2	1	0	Substantial evidence of understanding scope of works / costs / times etc	
2.5	Ongoing costing for maintenance of project has been costed	5	4	3	2	1	0	Ongoing costs for project have been accounted for / are understood	
2.6	Project is eligible for grant funding.	5	4	3	2	1	0	Additional funding comes from external grants eg: Sport & Recreation etc	
	<i>Score</i>								<i>Total</i>
<b>Sport &amp; Recreation Sustainability</b>									
3.1	Project alleviates pressures from other overused sportsgrounds	5	4	3	2	1	0	Increased capacity at another field eg: floodlights on non lit field	
3.2	Address needs for code/site unaffected by recent upgrades in area	5	4	3	2	1	0	Sites &/or sporting code has not gained from recent projects in area	
3.3	Proposal has a citywide and/or regional outcome / influence	5	4	3	2	1	0	Site will benefit citywide residents or provide a required regional facility	
3.4	Caters for a large number of users &/or number of diff sport codes	5	4	3	2	1	0	Project will have positive affect on large Nos of people & sporting codes	
3.5	Project connects / links in with another recently completed project	5	4	3	2	1	0	Compliments another project on site eg: ramp access to new toilet block	
3.6	Encourages & supports a health community lifestyle (non sport use)	5	4	3	2	1	0	Not dominated by sporting outcome eg outdoor gym (training / public use)	
	<i>Score</i>								<i>Total</i>

## Sports Fees Project Expenditure Process

