



Recreation Infrastructure Funding Policy

Version (4)

Approval Date: 3 July 2023

DOCUMENT CONTROL

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Division	Regional City Planning & Assets	
Last Updated (who & when)	Coordinator Recreation and Open Space Planning	July 2023
DOCUMENT HISTORY		
Authority	Date	Description of change
Latrobe City Council	11/4/2017	Revision
Latrobe City Council	24/4/2017	Update assessment matrix changes
Latrobe City Council	7/06/17	Update assessment matrix changes
Latrobe City Council	17/07/17	Update Changes
Latrobe City Council	15/08/2017	Changes from Needs Assessment
Latrobe City Council	24/10/2017	Final policy adopted by Council
Latrobe City Council	16/02/2018	Amendments to section 2.1
Latrobe City Council	2019	Amendments to section 2.1, 3.1 (flow chart), 4.3, 5.0 and insertion of Club Managed Project Process (Addendum)
Latrobe City Council	25/05/2023	Complete Review
References	Refer to Section 8 and 9 of this policy	
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1. Background

In 2017, Latrobe City Council undertook a Recreation Needs Assessment, a strategic document that provides Council with one consolidated document to cover the current provision, participation, demand and planning for sport and active recreation within Latrobe City. The document will allow Council to deliver an affordable network of active recreation opportunities in conjunction with clubs and relevant funding bodies.

As part of that assessment, this Recreation Infrastructure Funding Policy was developed to ensure a fair and consistent allocation of Council resources towards the development of Council owned and/or managed facilities for sport and recreation.

Council has a role in providing facilities that benefit the community through increasing participation and encouraging active, healthy lifestyles; and to build the capacity of volunteers to offer improved opportunities for all.

This policy applies to the development of infrastructure on Council owned and managed property. In particular, it identifies the funding responsibilities for identified core and optional infrastructure relating to specific sport and recreation activities.

It should be noted that Council's funding for the core components is dependent on budget availability and the competing demands of other projects.

For ease of reference, the sport and recreation organisations that utilise these venues/facilities are referred to throughout the document as 'clubs'.

In 2023 a thorough review was undertaken which included a collection of sport participation data, Expression of Interest process (EOI), consultation to determine industry trends and strategies and infrastructure upgrades that have taken place.

Since the development of the RNA in 2017 and its most recent review in 2019, the sport and recreation landscape has changed due to a number of factors which have ultimately influenced the 2023 review including;

- The COVID19 Pandemic has changed sports participation, particularly in the regards to youth drop off and declining volunteering rates. With a shift to more informal ways of playing sport and being active. This has also impacted the sport participation data over recent years, particularly for winter sport;
- The formation of the Office for Women in Sport and Recreation and the Victorian Governments commitment to gender equality, which has resulted in

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increased priority for investment and design requirements for gender inclusive facilities;

- The significant infrastructure investment into Gippsland Sport Centres of Excellence across Latrobe City which have raised the status and quality of Latrobe City sports facilities to regional and state significance; and
- Latrobe City demographics, cost of living and other wellbeing factors, identifying the need to ensure sporting opportunities are affordable and provide a welcoming and inclusive environment.

As a result, the 2023 review has provided a higher priority to projects:

- Likely to increase youth and female participation;
- Likely to attract regional and state level events to Latrobe City; and
- Likely to create a more welcoming and inclusive environment.

The 2023 review has also provided a heightened emphasis on the specific needs for each type/category of project. For example, for lighting projects a specific criterion has been added to ensure the relevant sport is played during a season where training is not possible if not for the provision of artificial lighting. (I.e. Daylight savings in Victoria means that summer sport training can occur until a reasonable hour without the need for artificial lighting).

This review has resulted in an update to the Recreation Needs Assessment documents including the assessment criteria and minor changes to the Recreation Infrastructure Funding Policy.

2. Objectives

The objectives of this Policy are:

- To ensure that the development of community sport and recreation facilities within Latrobe City occurs in an effective and cost-efficient manner
- To ensure that facilities are developed to be multi-use and gender inclusive to encourage the broadest participation by all community members

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- To provide clarity on the roles and responsibilities of both Council and clubs in relation to the development and provision of sport and recreation infrastructure
- To encourage partnerships between Council, clubs, State Sporting Associations and other agencies for the development of sport and recreation facilities across Latrobe City

2.1. Guiding Principles

The proposed process is based on the following principles:

- This policy is to be consistent with the Sporting Reserves and Pavilion License.
- Council will be responsible for funding only core components of sport and recreation venues/facilities development or upgrades, whilst the clubs will be responsible for other components that are considered optional.
- Funding will only be considered for facilities located on Council owned or managed land, or Crown Land reserves that are supported by Council through the annual maintenance grants program.
- Priority will be given to developments that will encourage participation in active sport and recreation activities.
- Any developments that do not align with the local level facility hierarchy or the relevant state sporting guidelines will not be supported.
- A local level facility can alternatively be defined as “a local facility will tend to draw people from within one local council area, unless the facility is close to a council border. The catchment for a ‘local’ facility could be district, neighbourhood, or very local ie: one suburb or one town.”
- A regional facility is generally a facility that has the capacity, due to its large size, exceptional or unique function, to support activities and events that draw people from across a region. A regional facility caters for a broad catchment across municipal boundaries, equitably distributed and not replicated across the region. A regional facility meets the strategic intent and standards as required by the State and National Sports Bodies, and specific targeted elite teams.
- Recreation facilities in Latrobe City classified as regional include:

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TOWN	RESERVE	REGIONAL SPORT
Churchill	Latrobe City Synthetic Sports Field	Hockey
Moe	Ted Summerton Reserve (Gippsland Regional Cricket Centre of Excellence)	AFL and Cricket
Morwell	Morwell Recreation Reserve (Gippsland Regional AFL Centre of Excellence)	AFL and Cricket
Morwell	Toners Lane Reserve	Archery and Baseball
Morwell	Gippsland Sports and Entertainment Park	Football (soccer)
Traralgon	Traralgon Recreation Reserve and Showgrounds	AFL and Cricket
Traralgon	Traralgon Tennis Centre	Tennis
Traralgon	Gippsland Regional Aquatic Centre	Aquatics
Traralgon	Gippsland Regional Indoor Sports Stadium	Stadium Sports
Churchill	Churchill Leisure Centre	Squash
Newborough	Joe Carmody Athletics Track	Athletics

- All designs and projects will be environmentally sustainable in design (ESD) and construction, as per the ESD guidelines by Sport and Recreation Victoria.
- All designs and projects will comply with the Universal Design Principles as per Sport and Recreation Victoria's Universal Design Principles.
- All designs and projects will meet Building Code of Australia compliance regulations.
- The components of any proposed development will be assessed, and will include, but not necessarily limited to:
 - Planning and building permit requirements
 - The integration of the proposed development with surrounding facilities/infrastructure, including the site's ability to cater for it
 - The functionality of the development's design.
 - The impact of the development on any other activities on the site.
 - The contribution/detraction to local amenity.

- It is recognised that some developments will be subject to certain circumstances that warrant special consideration. These may include:
 - Significant changes to participation levels.
 - Changes to requirements from governing/statutory bodies (e.g. change room requirements, lighting levels, access for people with disabilities, etc.)
 - Historical factors beyond the control of the current club.
 - Multiple tenants at a facility. Links to community events or ability to attract events
 - Gender Impact Assessment (GIA)
 - Specific conditions of tenure arrangements.

3. Scope

This policy relates to the development of all Council owned or managed land (or Crown Land reserves that are supported by Council through annual maintenance grants) and infrastructure used for the purposes of providing active sport and recreation activities within the Latrobe City. Developments may include new facilities or the refurbishment/renovation of existing facilities.

Developments associated with indoor sporting centres/stadiums or aquatic facilities are not covered by this Policy.

Funding will be subject to future Council budget considerations.

3.1. Process

Council officers will complete a weighted assessment matrix for all recreation projects previously identified in a Council master plan or strategy.

A club seeking funding for a project not previously identified in the strategy or master plan is required to complete an Expression of Interest (EOI) form detailing the proposed project.

Once the EOI form is lodged, the viability of the project will be assessed by Council officers against the same assessment matrix.

Projects that are scored as a priority through the assessment matrix process will be referred to Council for future budget or external funding considerations.

Projects will be assessed via one of the three matrices and criteria below:

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Table 1: Pavilion Assessment Matrix

PAVILION PROJECT MATRIX ASSESSMENT		
KEY PRIORITY AREA	ASSESSMENT CRITERIA	INFORMATION
KPA 1	<ul style="list-style-type: none"> i. Past and Current Club based. Participation Average Increase/Decrease over the past three years. ii. Women and Girls Participation Average Numbers over three-year period/ Youth Average Numbers over three-year period. iii. Women and Girls / Youth- there is a difference between female participation and the female only teams. 	<ul style="list-style-type: none"> ➤ Scores will be awarded to each criterion. ➤ The data will be sourced from the peak sporting bodies to ensure quality and consistency when assessing each project through the matrices. ➤ Where data cannot be sourced from peak sporting bodies, Council will require clubs records for participation over the three year period for analysis. ➤ In order to fairly calculate participation figures for sites with multiple user groups on the matrix, calculation of the average percentage for all user groups combined will occur. However, if the project is set to benefit only one user group, then the data analysed within the matrix will be that of the main beneficiary.
KPA 2	<ul style="list-style-type: none"> i. What are the LCC trends and demands for the sport? How is the sport tracking? Is there wider community benefit? 	<ul style="list-style-type: none"> ➤ What are the trends of the sport within Latrobe City? <ul style="list-style-type: none"> ▪ Increase ▪ Steady ▪ Decrease ➤ Scores will be allocated for increases, retention/maintenance and decrease in the trend of the sport. ➤ Also, are the facilities accessed for informal recreation and play for wider community benefit. i.e. co located with youth infrastructure. ➤ Projects that will benefit more than one user group will receive a score.
KPA 3	<ul style="list-style-type: none"> i. Does the project align with relevant masterplans, Community Plan, SSA or Gov Priorities? 	<ul style="list-style-type: none"> ➤ If a project is identified on a master plan or community plan, a score will be allocated to this criterion. ➤ If the project is identified by a SSA or a current Government funding priority, additional points will be given.
KPA 4	<ul style="list-style-type: none"> i. Does the club have a Cash Contribution? Or will this project reduce operating costs? 	<ul style="list-style-type: none"> ➤ Are Clubs able to make a cash contribution, however understanding that this is becoming more challenging. ➤ Will the project reduce costs for Council or the user group, i.e. reduction in water or utility costs, easier to maintain for Council staff or savings by undertaking projects simultaneously.

KPA 5	i. Will the project create additional users?	➤ This could be the addition of a new user group or a different type of team or program of the same sport.
KPA 6	i. Will the project attract events to the reserve?	➤ Additional usage and events at a facility outside of the scope of annual seasonal allocations and also community events or programs not necessarily sport related.
KPA 7	i. Will the project ensure compliance with facility guidelines, sports guidelines or fair access policy? ii. Will the project improve environmental sustainability or provide an opportunity for improvements?	➤ If this facility does not currently comply with sport guidelines or the Fair Access Policy it will be allocated a higher score. ➤ Projects that improve ESD as well as address issues related to future climate change will be scored favourably.
KPA 8	i. Is the existing building reaching the end of its useable life and unable to be 'renewed'? Building Condition assessment	➤ Building Condition may escalate the priority of the project to ensure continued use.

Table 2: Lighting Assessment Matrix

LIGHTING PROJECT MATRIX ASSESSMENT		
KEY PRIORITY AREA	ASSESSMENT CRITERIA	INFORMATION
KPA 1	i. Past and Current Club based. Participation Average Increase/Decrease over the past three years. ii. Women and Girls Participation Average Numbers over three-year period/ Youth Average Numbers over three-year period. iii. Women and Girls / Youth- there is a difference between female participation and the female only teams.	➤ Scores will be awarded to each criterion. ➤ The data will be sourced from the peak sporting bodies to ensure quality and consistency when assessing each project through the matrices. ➤ Where data cannot be sourced from peak sporting bodies, Council will require clubs records for participation over the three year period for analysis. ➤ In order to fairly calculate participation figures for sites with multiple user groups on the matrix, calculation of the average percentage for all user groups combined will occur. However, if the project is set to benefit only one user group, then the data analysed within the matrix will be that of the main beneficiary.
KPA 2	i. What are the LCC trends and demands for the sport? How is the sport tracking? Is there wider community benefit?	➤ What are the trends of the sport within Latrobe City? ▪ Increase ▪ Steady ▪ Decrease ➤ Scores will be allocated for increases, retention/maintenance and decrease in the trend of the sport.

		<ul style="list-style-type: none"> ➤ Also, are the facilities accessed for informal recreation and play for wider community benefit. i.e. co located with youth infrastructure. ➤ Projects that will benefit more than one user group will receive a score.
KPA 3	i. Does the project align with relevant masterplans, Community Plan, SSA or Gov Priorities?	<ul style="list-style-type: none"> ➤ If a project is identified on a master plan or community plan, a score will be allocated to this criterion. ➤ If the project is identified by a SSA or a current Government funding priority, additional points will be given.
KPA 4	i. Does the club have a Cash Contribution? Or will this project reduce operating costs?	<ul style="list-style-type: none"> ➤ Are Clubs able to make a cash contribution, however understanding that this is becoming more challenging. ➤ Will the project reduce costs for Council or the user group, i.e. reduction in water or utility costs, easier to maintain for Council staff or savings by undertaking projects simultaneously.
KPA 5	i. Will the project create additional users?	➤ This could be the addition of a new user group or a different type of team or program of the same sport.
KPA 6	i. Will the project attract events to the reserve?	➤ Additional usage and events at a facility outside of the scope of annual seasonal allocations and also community events or programs not necessarily sport related.
KPA 7	i. Will the project ensure compliance with facility guidelines, sports guidelines or fair access policy? ii. Will the project improve environmental sustainability or provide an opportunity for improvements?	<ul style="list-style-type: none"> ➤ If this facility does not currently comply with sport guidelines or the Fair Access Policy it will be allocated a higher score. <ul style="list-style-type: none"> ▪ Projects that improve ESD as well as address issues related to future climate change will be scored favourably.
KPA 8	i. Winter Sport? I.e. Dark when training	<ul style="list-style-type: none"> ➤ Projects will be scored as to whether or not a club has no lighting or non-compliant lighting. ➤ Projects with compliant local level training level lighting will score (0) for this criterion.

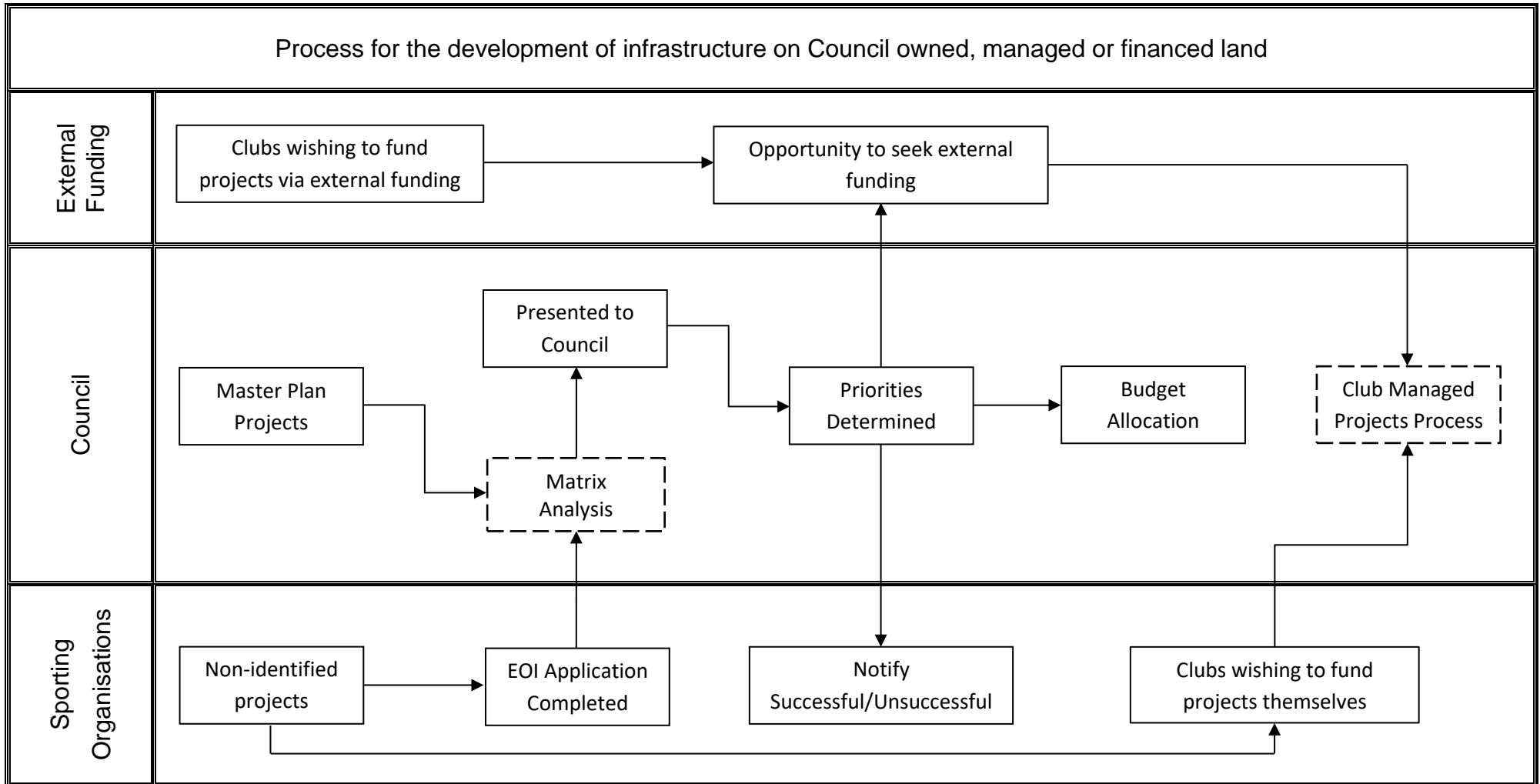
Table 3: Surfaces and Hardcourts Assessment Matrix

SURFACES AND HARCOURTS PROJECT MATRIX ASSESSMENT		
KEY PRIORITY AREA	ASSESSMENT CRITERIA	INFORMATION
KPA 1	i. Past and Current Club based. Participation Average Increase/Decrease over the past three years.	<ul style="list-style-type: none"> ➤ Scores will be awarded to each criterion. ➤ The data will be sourced from the peak sporting bodies to ensure quality and consistency when assessing each project

	<ul style="list-style-type: none"> ii. Women and Girls Participation Average Numbers over three-year period/ Youth Average Numbers over three-year period. iii. Women and Girls / Youth- there is a difference between female participation and the female only teams. 	<p>through the matrices.</p> <ul style="list-style-type: none"> ➤ Where data cannot be sourced from peak sporting bodies, Council will require clubs records for participation over the three year period for analysis. ➤ In order to fairly calculate participation figures for sites with multiple user groups on the matrix, calculation of the average percentage for all user groups combined will occur. However, if the project is set to benefit only one user group, then the data analysed within the matrix will be that of the main beneficiary.
KPA 2	<ul style="list-style-type: none"> i. What are the LCC trends and demands for the sport? How is the sport tracking? Is there wider community benefit? 	<ul style="list-style-type: none"> ➤ What are the trends of the sport within Latrobe City? <ul style="list-style-type: none"> ▪ Increase ▪ Steady ▪ Decrease ➤ Scores will be allocated for increases, retention/maintenance and decrease in the trend of the sport. ➤ Also, are the facilities accessed for informal recreation and play for wider community benefit. i.e. co located with youth infrastructure. ➤ Projects that will benefit more than one user group will receive a score.
KPA 3	<ul style="list-style-type: none"> i. Does the project align with relevant masterplans, Community Plan, SSA or Gov Priorities? 	<ul style="list-style-type: none"> ➤ If a project is identified on a master plan or community plan, a score will be allocated to this criterion. ➤ If the project is identified by a SSA or a current Government funding priority, additional points will be given. <ul style="list-style-type: none"> ▪
KPA 5	<ul style="list-style-type: none"> i. Does the club have a Cash Contribution? Or will this project reduce operating costs? 	<ul style="list-style-type: none"> ➤ Are Clubs able to make a cash contribution, however understanding that this is becoming more challenging. ➤ Will the project reduce costs for Council or the user group, i.e. reduction in water or utility costs, easier to maintain for Council staff or savings by undertaking projects simultaneously.
KPA 6	<ul style="list-style-type: none"> i. Will the project create additional users? 	<ul style="list-style-type: none"> ➤ This could be the addition of a new user group or a different type of team or program of the same sport.
KPA 7	<ul style="list-style-type: none"> i. Current level of use ii. Alignment with Hardcourt Audit 	<ul style="list-style-type: none"> ➤ Additional usage and events at a facility outside of the scope of annual seasonal allocations and also community events or programs not necessarily sport related. ➤ Alignment with the hard court audit is rated- High, Medium or Low.

Recreation Infrastructure Funding Policy

Process for the development of infrastructure on Council owned, managed or financed land



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What types of infrastructure components will be funded by Council?

- Core components as per table four (4).

What types of infrastructure components will not be funded by Council?

- Applications for non-core components as per table five (5).

Timeframe for Expression of Interest completion

- Expression of interest applications submitted after 1 October each year will not be considered for Council consideration in the following year's budget.

4. Type of Infrastructure

4.1. Sports Pavilions

4.1.1. Core Components

The table below outlines the core components of sporting pavilions. The size of each component will be determined by the relevant sport's peak body facility guidelines/requirements. Where these guidelines are not available, Latrobe City Council will liaise with the relevant Peak Sporting bodies to determine an appropriate size/number for the facility's purpose. The additional costs associated with any such developments that exceed these minimum size/embellishment requirements will be borne by the club or the State Sporting Association.

Table four outlines the maximum number of components Council will fund and the items that will be provided within each component upon construction. Please refer to Table five for the maintenance responsibilities of these items.

Table 4: Core components that Council will fund

COMPONENT	QUANTITY	COUNCIL FIT-OUT	CLUB FIT-OUT
*Change Rooms	1 - 4	Fixed Item fit-out such as timber bench seating with clothes hooks, ceiling lighting, flooring and fit-out appropriate for respective sports.	Any additional Items
Unisex Amenities (showers/toilets)	1 - 4	Fixed item fit-out such as pan toilets (no urinals), shower infrastructure and partitions, basins, mirrors, towel dispensers, toilet roll holders.	Any additional Items. No urinals will be permitted.
Kitchen/Kiosk	1	Basic level fit-out of fixed items such as benches and cabinets, tiling, oven and hot plate combination, extraction fans/range hoods, hot water urns.	Instant hot water (zip) units, fridges and freezers, microwaves, dishwashers, kettles cutlery all other non-fixed items.

Unisex Umpire Change Facilities	1	Fixed item fit-out such as timber bench seating and hooks, pan toilets (no urinals), shower infrastructure and partitions, basins, mirrors, towel dispensers, toilet roll holders.	Any additional Items such as tables and chairs, whiteboards. No urinals will be permitted.
Storage Room (within pavilion, up to 20 square metres where necessary)	1	None	Additional storage space, internal shelving etc.
First Aid Room	1	Sink/basin	Any additional infrastructure such as stretcher beds etc.
**Multi-purpose/social space (up to 50 square metres)	1	Fixed items such as split system units, flooring, and lighting.	Furniture, televisions, bar facilities (if permitted by Council) fit-out, telephones, internet connections and associated equipment, security alarms
External Building and Miscellaneous	-	Plumbing and fit-out of core items including hot water, electrical etc. Locks and Security lighting.	Any additional Items
Power upgrades as part of successful lighting or pavilion projects	If necessary	Power upgrades as part of a successful lighting or pavilion project (if necessary) will be assessed as part of the project and not assessed individually.	Power upgrades not a part of a Council funded project.

* For sites/reserves with two or more ovals or pitch's, consideration will be given to the development of additional facilities.

**Where three (3) or more user groups occupy a pavilion, Council will consider an increase in the size of the social/multipurpose space as part of the overall project.

4.1.2. Optional Pavilion Components

The table below outlines components of pavilions that are considered features that clubs desire to have on site, but are not essential to the delivery of the sport/activity. Responsibilities for funding these developments are 100 percent responsibility of the club.


Table 5: Optional Components Council will not fund

OPTIONAL COMPONENT
Additional Administration/Social space >50 m2
Additional storage (in addition to core component)
Alarms
Bar facilities (if permitted by Council)
Cleaner's room
Commercial/catering kitchen
Gymnasium

Meeting room/s
Security system
Shade spectator area
Solar – including panels and batteries
Timekeeper room

4.1.3. Pavilion Maintenance Responsibility

Table 6: Responsibilities and description for fit-out items of pavilion

ITEM	CLUB RESPONSIBILITY	COUNCIL RESPONSIBILITY
Bar Equipment	All maintenance, inspections, replacement and repairs as required.	No responsibility.
Building Alterations	Club Managed Project Process	
Building Exterior	No responsibility.	General maintenance.
Ceilings	Repairs due to misuse by Licensee.	Major repair and/or replacements due to structural faults or age.
Cooking Oil Disposal	Full responsibility for the immediate disposal of full and empty drums of cooking oil from Latrobe City Council owned and managed premises.	No responsibility.
Curtains and Blinds	Regular cleaning and repair.	Replacement due to fair wear and tear.
Defibrillators	Responsible for purchase, maintenance and upgrades.	No Responsibility
Doors (including cupboard doors and door fittings)	Regular cleaning. Repair of doors if due to misuse or negligence by Licensee.	Replacement due to age or structural fault. Repairs on all external doors.
Electrical Double Adaptors  PROHIBITED	Clubs are advised that the use of the pictured style of electrical double adaptor in pavilions and recreation facilities is prohibited.	Clubs are advised to only use approved power boards that include safety mechanisms and surge protection components.
Electrical Equipment – Test & Tag	Full responsibility for the Test & Tag of all club owned or allocated electrical appliances and equipment.	Full responsibility for the Test & Tag of all Latrobe City Council owned or allocated electrical appliances and equipment.

ITEM	CLUB RESPONSIBILITY	COUNCIL RESPONSIBILITY
Electrical wiring and fittings in buildings	Repair and replacement if due to misuse or negligence by Licensee.	All building wiring from main supply to and including the switchboard, power points, switches and light fittings.
Facility Contents Insurance	Responsible for the provision of Contents Insurance, if deemed necessary by the club.	No responsibility.
Fire Extinguishers	Fill when discharged through misuse.	Six monthly maintenance and inspections including essential safety measures recording and replacement due to age.
Floor surfaces and coverings.	All regular cleaning and maintenance.	Replacement due to fair wear and tear.
Food Handling areas and equipment	To comply with the relevant Health Acts and maintain such equipment required under the Health Act.	No responsibility.
Fridge/Freezers	Maintenance, repairs and replacement of Club owned units. Maintenance and repairs of Council owned units.	Replacement of Council owned units.
Glass	To keep clean and replace internal and external breakages.	To replace externally when breakage occurs due to vandalism only.
Glass Doors and windows	Full responsibility for cleaning.	No responsibility.
Heating/Air Conditioning Fixtures, Ceiling Fans, Hot Water Systems.	Payment of all gas and electricity accounts. Servicing and repairs to units.	Replacement/repair due to fair wear and tear.
Hoses and sprinklers - above ground irrigation systems	Full responsibility for the purchase, maintenance, storage and use.	No responsibility.
Hygiene	To keep all areas in a clean and hygienic state.	No responsibility.
Keys and Locks.	Responsible for replacement costs for keys/electronic tags issued by Latrobe City Council. Locks are not to be changed without Latrobe City Council's prior written approval.	Purchase, install and maintain all locks except padlocks. Issue facility keys at the licensor's expense and replace keys lost by the licensee at their expense.
Light globes and Fittings (Buildings - Internal)	Light globe replacement.	Repair faulty fittings.
Light Globes and Fittings (Buildings – External Security Lighting)	No responsibility.	Replace light globes and repair faulty fittings.
LP gas bottles and flammable substances	Clubs must ensure that these items are not stored inside a Latrobe City Council owned or managed building. LP Gas Bottles or flammable substances found inside Council owned or managed buildings will be removed and stored offsite until collected by clubs.	No responsibility.

ITEM	CLUB RESPONSIBILITY	COUNCIL RESPONSIBILITY
Mobile Garbage Bins	Payment of additional mobile garbage bins and/or stands and servicing. Payment for portable mobile garbage bins and servicing.	Supply and servicing of mobile garbage bins and stands as allocated to that Reserve by Latrobe City Council Officers.
Other Permanent Fixtures	Regular cleaning of all fixtures and repair/or replace if due to misuse or negligence by Licensee.	No responsibility.
Painting	Internal painting if damaged due to misuse or negligence by Licensee.	Internal and external painting on as needed basis.
Paths of Entry and Exit	To be kept clear and clean at all times.	Safety inspections and recording as required by the Building Code of Australia.
Pest Control	Responsible for pest control except for birds and possums in pavilions.	Responsible for the control of birds and possums in pavilions and rabbits on grass surfaces.
Plumbing and Fixtures	Cost of internal repairs due to misuse by Licensee, and any add-on fixtures not standard within the building.	Repair and renewal of all plumbing fixtures.
Plumbing waste pipes, roof gutters and drains	Keep them clear of foreign objects, leaves, mud, weeds etc and clear if blocked by these materials.	General maintenance.
Roofs	No responsibility.	All maintenance and repairs as required.
Sanitary Bins	No responsibility.	Sanitary bins provided and serviced in public toilet and change room areas at the request of the club.
Security System	Purchase, installation, service and maintenance. To be compatible to Latrobe City Council's master key system.	No responsibility.
Skylights	No responsibility.	All maintenance and repairs as required.
Solar Energy Systems	Licensee has full responsibility to purchase, maintain, repair and replace of all components of any Solar Energy Systems at the facility. Council approval must be sought prior to any purchase or installation of solar energy systems. They must also be approved by Council they must comply with Building and Planning permit requirements.	No responsibility
Stoves/Ovens/Cook Tops/Rangehoods/Bain Marie	Maintenance, repairs and replacement of Club owned units (including hot dog cookers, pie warmers, etc). Maintenance and repairs of Council owned units.	Replacement of Council owned units.
Telephones	Responsible for purchase, installation, utility costs, repairs and maintenance.	No responsibility.
Walls	Regular cleaning and repair if damaged due to misuse or negligence by Licensee of internal walls.	Structural maintenance.

4.2. Ancillary infrastructure all sports

Ancillary infrastructure includes features that may be necessary to deliver the sport/activity, but are separate from the main pavilion. The following outlines the responsibilities of both Council and the club in relation to the development of generic infrastructure. Works undertaken with Council funding, on Council owned or managed land will be delivered by Council. No in Kind contributions will be considered.

Table 7: Ancillary Infrastructure Table

ITEM	CLUB RESPONSIBILITY	COUNCIL RESPONSIBILITY
Coaches boxes and player dugouts (all sports)	<ul style="list-style-type: none"> ➤ Construction and maintenance of coach's boxes and player dugouts will be 100% funded by the club. 	<ul style="list-style-type: none"> ➤ No responsibility
Gate keepers box's	<ul style="list-style-type: none"> ➤ Clubs must contribute 100% of the cost and maintenance of a gate keeper's box. Planning and building permits may be applicable and are also the responsibility of the club. In general, a gate keeper's box will: <ul style="list-style-type: none"> ○ Have a maximum allowable size of 1.5 x 1.5 metres. ○ Not detract from the site's amenity. 	<ul style="list-style-type: none"> ➤ No responsibility
Goal posts and padding (all sports)	<ul style="list-style-type: none"> ➤ The installation and maintenance of goal posts and padding will be 100% the responsibility of the club in which they must meet the requirements of the relevant State Sporting Organisation. 	<ul style="list-style-type: none"> ➤ No responsibility
Irrigation and Drainage (grass based sports)	<ul style="list-style-type: none"> ➤ No Responsibility. 	<ul style="list-style-type: none"> ➤ Council will contribute 100% of the costs of installation and maintenance of irrigation and/or drainage.
Protective/safety netting (all sports) <i>(Safety netting is netting that prevents balls from leaving the field/ground)</i>	<ul style="list-style-type: none"> ➤ Clubs must contribute 100% of the cost and maintenance of protective/safety netting, to assist with the containment of the ball for safety or functional purposes. 	<ul style="list-style-type: none"> ➤ No responsibility
Scoreboards (all sports)	<ul style="list-style-type: none"> ➤ Construction and maintenance of scoreboards will be 100% funded by clubs and they must: <ul style="list-style-type: none"> ○ Be consistent with the State Sporting Organisation and Council guidelines. As a guide the scoreboard should not exceed 3m x 6m ○ Adhere to Council's relevant policy regarding outdoor 	<ul style="list-style-type: none"> ➤ No responsibility

ITEM	CLUB RESPONSIBILITY	COUNCIL RESPONSIBILITY
	<ul style="list-style-type: none"> ○ advertising/sponsorship signage. ○ Not detract from the site's amenity. ○ Follow the required permit process. 	
Signage (includes promotional and acknowledgement)	<ul style="list-style-type: none"> ➢ Any signage approved by Council as per the Recreation Reserves and Facilities Policy, will be the responsibility of clubs to fund, maintain and replace. 	<ul style="list-style-type: none"> ➢ Approve signage prior to installation ➢ No responsibility
Sirens & Public Address (PA) Systems	<ul style="list-style-type: none"> ➢ Clubs must contribute 100% of the cost and maintenance of sirens and PA systems, and planning permits may be applicable. Seeking this permit is the responsibility of the club. 	<ul style="list-style-type: none"> ➢ No responsibility
Sports playing/ field perimeter fencing for ovals or fields	<ul style="list-style-type: none"> ➢ Clubs are to fund fencing upgrades/replacement under the following circumstances; <ul style="list-style-type: none"> ▪ Where there is no identified need or demand for a fence and as it relates to State Sporting Association Guidelines. ➢ Council owned or managed land facilities fencing projects must be approved by Council. ➢ Types of fencing must be approved and agreed upon by Council prior to purchase. 	<ul style="list-style-type: none"> ➢ Council will fund perimeter fencing under the following circumstances; <ul style="list-style-type: none"> ○ Full court reconstruction/redevelopment ○ New field construction ○ Identified safety/access purposes ➢ Council will fund fencing up to local level State Sporting Association standards.

4.3. Sports Infrastructure

Due to their nature, some sports have specific requirements as determined by the relevant State Sporting Organisation. The table below outlines sport specific items and their responsibility. Furthermore, sports infrastructure provided for exclusive use by a club will be 100% funded and maintained by the club.

Table 8: AFL Infrastructure Table

AFL INFRASTRUCTURE		
ITEM	CLUB RESPONSIBILITY	COUNCIL RESPONSIBILITY
Gate Keepers Boxes	<ul style="list-style-type: none"> ➢ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required. ➢ Planning and building permits may be applicable and are also the responsibility of the club. 	<ul style="list-style-type: none"> ➢ No responsibility

	<ul style="list-style-type: none"> ➤ In general, a gate keeper's box will: <ul style="list-style-type: none"> ○ Have a maximum allowable size of 1.5 x 1.5 metres ○ Not detract from the site's amenity. 	
Goal Netting /Safety Netting including poles	<ul style="list-style-type: none"> ➤ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required. 	<ul style="list-style-type: none"> ➤ No responsibility
Goal Padding	<ul style="list-style-type: none"> ➤ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required. 	<ul style="list-style-type: none"> ➤ No responsibility
Goal Posts	<ul style="list-style-type: none"> ➤ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required. 	<ul style="list-style-type: none"> ➤ No responsibility
Line marking	<ul style="list-style-type: none"> ➤ All costs, maintenance and repairs as required. Please note that the use of Round Up, petroleum oil or weed/grass killer is strictly prohibited. 	<ul style="list-style-type: none"> ➤ No responsibility
PA Systems and Sirens	<ul style="list-style-type: none"> ➤ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required. ➤ Planning permits may be applicable. Seeking this permit is the responsibility of the club. 	<ul style="list-style-type: none"> ➤ No responsibility.
Scoreboards and Clocks	<ul style="list-style-type: none"> ➤ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required. ➤ Scoreboards must: <ul style="list-style-type: none"> ○ Be consistent with the State Sporting Organisation and Council guidelines. As a guide the scoreboard should not exceed 3m x 6m. ○ Adhere to Council's relevant policy regarding outdoor advertising/sponsorship signage. 	<ul style="list-style-type: none"> ➤ No responsibility.
Time Keeper Box, Player Shelters, Coaches Boxes (that are not within a Council building) & interchange facilities, Spectator Shelters	<ul style="list-style-type: none"> ➤ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required. ➤ Planning permits and building permits. 	<ul style="list-style-type: none"> ➤ Maintain and repair/replace Coaches Boxes that are within a Council owned building

Table 9: Athletics Infrastructure Table

ATHLETICS INFRASTRUCTURE		
ITEM	CLUB RESPONSIBILITY	COUNCIL RESPONSIBILITY
Additional Storage Facilities	<ul style="list-style-type: none"> Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required. 	<ul style="list-style-type: none"> No responsibility
All Equipment ie: Hurdles, mats	<ul style="list-style-type: none"> Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required. 	<ul style="list-style-type: none"> No responsibility
Long Jump Run Ups and Pits, Discuss and Shot Put Concrete Bases, and all other club sporting equipment structures	<ul style="list-style-type: none"> Clubs to provide 100% of the cost and maintenance of Long Jump Run Ups and Pits, Discuss and Shot Put Concrete Bases, and all other club sporting equipment structures. 	<ul style="list-style-type: none"> Latrobe City Council's regional facility for athletics is the Joe Carmody Track located at Latrobe Leisure Moe Newborough. This synthetic facility is identified as the regional facility for athletics in Gippsland. Any further development or redevelopments for athletics will be grass based only.
Spectator Seating & Covered Areas	<ul style="list-style-type: none"> Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required. Planning permits and building permits. 	<ul style="list-style-type: none"> No responsibility

Table 10: Baseball & Softball Infrastructure

BASEBALL & SOFTBALL INFRASTRUCTURE		
ITEM	CLUB RESPONSIBILITY	COUNCIL RESPONSIBILITY
Baseball Pitching Mounds and infrastructure, diamond infrastructure including bases, plates, footings etc.	<ul style="list-style-type: none"> Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required. 	<ul style="list-style-type: none"> No responsibility

Batting Cages	<ul style="list-style-type: none"> Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required 	<ul style="list-style-type: none"> No responsibility
Dugouts	<ul style="list-style-type: none"> Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required. 	<ul style="list-style-type: none"> No responsibility
En tout cas/red clay	<ul style="list-style-type: none"> Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required. 	<ul style="list-style-type: none"> No responsibility
Safety/protective netting to keep balls within the containment of fields	<ul style="list-style-type: none"> Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required. 	<ul style="list-style-type: none"> No responsibility
Spectator Seating & Covered Areas	<ul style="list-style-type: none"> Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required. Planning permits and building permits. 	<ul style="list-style-type: none"> No responsibility

Table 11: Cricket Infrastructure

CRICKET INFRASTRUCTURE		
ITEM	CLUB RESPONSIBILITY	COUNCIL RESPONSIBILITY
Concrete Cricket Wickets	<ul style="list-style-type: none"> Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required. 	<ul style="list-style-type: none"> No responsibility
Cricket Sight Screens	<ul style="list-style-type: none"> Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required. Any sight screen development at multi-use facilities must be agreed to upon by all user groups of the reserves as well as endorsement from Council. As identified within Cricket Australia's Community Cricket Facility Guidelines, Cricket sight screens are not a requirement for local levels of community cricket. 	<ul style="list-style-type: none"> No responsibility.
Curator Equipment ie: rollers	<ul style="list-style-type: none"> Clubs must 100% fund the construction and maintenance of any curator equipment. 	<ul style="list-style-type: none"> No responsibility.

Practice Cricket Wickets	<ul style="list-style-type: none"> ➤ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required. 	<ul style="list-style-type: none"> ➤ No responsibility
Safety Netting	<ul style="list-style-type: none"> ➤ Clubs must 100% fund the construction and maintenance of any safety/protective netting to keep the ball within containment of fields. 	<ul style="list-style-type: none"> ➤ No responsibility
Scoreboards	<ul style="list-style-type: none"> ➤ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required. ➤ Scoreboards must: <ul style="list-style-type: none"> ○ Be consistent with the State Sporting Organisation and Council guidelines. As a guide the scoreboard should not exceed 3m x 6m ○ Adhere to Council's relevant policy regarding outdoor advertising/sponsorship 	<ul style="list-style-type: none"> ➤ No responsibility.
Spectator seating and covered shelters	<ul style="list-style-type: none"> ➤ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required. Planning permits and building permits. 	<ul style="list-style-type: none"> ➤ No responsibility.
Synthetic Cricket Wickets	<ul style="list-style-type: none"> ➤ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required. 	<ul style="list-style-type: none"> ➤ No responsibility
Turf Wickets (including turf wicket sprinklers)	<ul style="list-style-type: none"> ➤ Clubs are responsible 100% for turf wicket construction and maintenance costs. Cricket Australia's Facility Guidelines state that for Community Club (home or satellite grounds) 5-6 pitches adequately accommodates for weekly Country, Metropolitan and/or Junior Association fixtures. ➤ The current Sporting Reserves License Agreement states clearly that Council will not fund or maintain Turf benches. There may be an opportunity to partner with Cricket Victoria/Australia in funding additional turf benches where there is a demonstrated demand. 	<ul style="list-style-type: none"> ➤ No responsibility

Table 12: Equestrian, Hockey and Lawn Bowls Infrastructure

EQUESTRIAN INFRASTRUCTURE		
ITEM	CLUB RESPONSIBILITY	COUNCIL RESPONSIBILITY
Covered arenas, holding pens, cross country courses	<ul style="list-style-type: none"> ➤ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required. 	<ul style="list-style-type: none"> ➤ Council will only fund local level core components that directly impact participation on Council owned/managed facilities

<i>and components, round yards</i>		
HOCKEY INFRASTRUCTURE		
ITEM	CLUB RESPONSIBILITY	COUNCIL RESPONSIBILITY
Hockey Goals and Nets	➤ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required.	➤ No responsibility
Safety Netting	➤ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required.	➤ No responsibility
Synthetic Replacement	➤ Clubs must provide 100% of the cost of hockey pitch synthetic surface replacement.	➤ No responsibility
LAWN BOWLS INFRASTRUCTURE		
ITEM	CLUB RESPONSIBILITY	COUNCIL RESPONSIBILITY
Bowling Greens and Infrastructure	➤ Clubs must provide 100% of the cost of construction, maintenance and repairs of bowling greens, pavilions and ancillary infrastructure	➤ No responsibility

Table 13: Netball Infrastructure

NETBALL INFRASTRUCTURE		
ITEM	CLUB RESPONSIBILITY	COUNCIL RESPONSIBILITY
Courts	➤ General maintenance ie: sweeping	➤ Council will provide 100% of the cost of the construction of netball court/s to a local level facility standard using either asphalt or concrete construction; <ul style="list-style-type: none"> ○ Surface replacement, as per State Sporting Organisation requirements ○ Line Marking as part of overall project
Gate Keepers Boxes	➤ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required.	➤ No responsibility.

	<ul style="list-style-type: none"> ➤ Planning and building permits may be applicable and are also the responsibility of the club. ➤ In general, a gate keeper's box will: <ul style="list-style-type: none"> ○ Have a maximum allowable size of 1.5 x 1.5 metres 	
Goal Netting /Safety Netting including poles	<ul style="list-style-type: none"> ➤ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required. 	<ul style="list-style-type: none"> ➤ No responsibility.
Goal Padding	<ul style="list-style-type: none"> ➤ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required. 	<ul style="list-style-type: none"> ➤ No responsibility.
Goal Posts	<ul style="list-style-type: none"> ➤ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required. 	<ul style="list-style-type: none"> ➤ No responsibility.
PA Systems and Sirens	<ul style="list-style-type: none"> ➤ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required. ➤ Planning permits may be applicable. Seeking this permit is the responsibility of the club. 	<ul style="list-style-type: none"> ➤ No responsibility.
Scoreboards and Clocks	<ul style="list-style-type: none"> ➤ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required. ➤ Scoreboards must: <ul style="list-style-type: none"> ○ Be consistent with the State Sporting Organisation and Council guidelines. As a guide the scoreboard should not exceed 3m x 6m ○ Adhere to Council's relevant policy regarding outdoor advertising/sponsorship 	<ul style="list-style-type: none"> ➤ No responsibility.
Spectator seating and covered shelters	<ul style="list-style-type: none"> ➤ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required. ➤ Planning permits and building permits 	<ul style="list-style-type: none"> ➤ No responsibility.
Time Keeper Box, Player Shelters, Coaches Boxes (that are not within a Council building) & interchange facilities	<ul style="list-style-type: none"> ➤ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required. ➤ Planning permits and building permits 	<ul style="list-style-type: none"> ➤ Maintain and repair/replace Coaches Boxes that are within a Council building.

Table 14: Soccer (Football) Infrastructure

SOCCER (FOOTBALL) INFRASTRUCTURE		
ITEM	CLUB RESPONSIBILITY	COUNCIL RESPONSIBILITY
Goals and Portable Goals	<ul style="list-style-type: none"> ➤ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required. 	<ul style="list-style-type: none"> ➤ No responsibility.
Goal Padding & Netting	<ul style="list-style-type: none"> ➤ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required. 	<ul style="list-style-type: none"> ➤ No responsibility.
Behind Goal Netting /Safety Netting	<ul style="list-style-type: none"> ➤ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required. 	<ul style="list-style-type: none"> ➤ No responsibility.
Players Race	<ul style="list-style-type: none"> ➤ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required. 	<ul style="list-style-type: none"> ➤ No responsibility.
Time Keeper Box, Player Shelters, Coaches Boxes (that are not within a Council building) & Interchange Facilities	<ul style="list-style-type: none"> ➤ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required. 	<ul style="list-style-type: none"> ➤ Maintain and repair/replace Coaches Boxes that are within a Council building.
Gate Keepers Boxes	<ul style="list-style-type: none"> ➤ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required. ➤ Planning and building permits may be applicable and are also the responsibility of the club. ➤ In general, a gate keeper's box will: <ul style="list-style-type: none"> ○ Have a maximum allowable size of 1.5 x 1.5 metres ○ Not detract from the site's amenity. 	<ul style="list-style-type: none"> ➤ No responsibility.
Scoreboards and Clocks	<ul style="list-style-type: none"> ➤ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required. ➤ Scoreboards must: <ul style="list-style-type: none"> ○ Be consistent with the State Sporting Organisation and Council guidelines. As a guide the scoreboard should not exceed 3m x 6m ○ Adhere to Council's relevant policy regarding outdoor advertising/sponsorship signage 	<ul style="list-style-type: none"> ➤ No responsibility.
Line marking	<ul style="list-style-type: none"> ➤ Please note that the use of Round Up, petroleum oil or weed/grass killer is strictly prohibited. 	<ul style="list-style-type: none"> ➤ No responsibility.
PA Systems and Sirens	<ul style="list-style-type: none"> ➤ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required. 	<ul style="list-style-type: none"> ➤ No responsibility.

Table 15: Tennis Infrastructure

TENNIS INFRASTRUCTURE		
ITEM	CLUB RESPONSIBILITY	COUNCIL RESPONSIBILITY
Courts	<ul style="list-style-type: none"> ➤ General maintenance ie: sweeping 	<ul style="list-style-type: none"> ➤ Council will provide 100% of the cost of the construction of netball court/s to a local level facility standard using either asphalt or concrete construction; <ul style="list-style-type: none"> ○ Surface replacement, as per State Sporting Organisation requirements ○ Line Marking as part of overall project
Tennis nets, poles, handles, net straps, court covers	<ul style="list-style-type: none"> ➤ All maintenance, repairs and replacement as required 	<ul style="list-style-type: none"> ➤ As part of a full court redevelopment/reconstruction Council will provide the tennis poles, nets and handles. ➤ The responsibility of such infrastructure would then be the responsibility of resident clubs
Sirens & Public Address (PA) Systems	<ul style="list-style-type: none"> ➤ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required. ➤ All maintenance and repairs are the responsibility of the club 	<ul style="list-style-type: none"> ➤ No responsibility
Umpires chairs and seating infrastructure (internal and external to courts)	<ul style="list-style-type: none"> ➤ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required. ➤ Club to fund and seek permission from Council to install seating infrastructure. 	<ul style="list-style-type: none"> ➤ No responsibility
Scoreboards	<ul style="list-style-type: none"> ➤ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required. ➤ Scoreboards must: <ul style="list-style-type: none"> ○ Be consistent with the State Sporting Organisation and Council guidelines. As a guide the scoreboard should not exceed 3m x 6m ➤ Adhere to Council's relevant policy regarding outdoor advertising/sponsorship signage ➤ Club to fund and seek permission from Council to install scoreboards. 	<ul style="list-style-type: none"> ➤ No responsibility
Fencing	<ul style="list-style-type: none"> ➤ General fencing upgrade ➤ Clubs will be responsible for any planning or building permit requirements, following Council approval 	<ul style="list-style-type: none"> ➤ Fencing replaced as part of a full court re-development/reconstruction. Council will fund the cost of court perimeter fencing
Player shade and spectator shelters	<ul style="list-style-type: none"> ➤ Clubs to fund 100% installation/construction, maintenance, inspections, replacement and repairs as required. ➤ All maintenance and repairs are the responsibility of the club 	<ul style="list-style-type: none"> ➤ No responsibility

4.4. Lighting

Latrobe City Council will fund the construction of a new field/surface lighting system or where appropriate, an upgrade to existing field/surface lighting.

As per the Sporting Reserves License Agreement once installed/upgraded, the operating cost of the field/surface lighting becomes the sole responsibility of the resident club, including the ongoing replacement of bulbs/globes. Council will maintain lighting infrastructure such as the poles.

Latrobe City Council will fund a maximum lighting level of 100 lux. In the instance that local level training standards are above 100 lux, Council will adopt the relevant local level training standards.

The table below outlines the maximum lux level that Council will fund for each sport.

Table 16: Lighting Levels Funded by Council

MAXIMUM LIGHTING LEVELS FUNDED BY COUNCIL	
SPORT	LUX LEVEL
<i>AFL</i>	100
<i>Baseball</i>	200
<i>Cricket</i>	200
<i>Football (soccer)</i>	100
<i>Hockey</i>	250
<i>Netball</i>	100
<i>Tennis</i>	250

5. Principles of Management

The Recreation Infrastructure Funding Policy will be managed through the Recreation & Open Space team. Each project identified in a Recreation strategy/master plan or Expression of Interest will be assessed using the Assessment matrix tool, to determine its priority against all other project for Council and external funding opportunities. Project assessment matrixes once completed will be reviewed every two years.

6. Accountability and Responsibility

Accountability and responsibility for this policy is outlined below.

6.1. Council

- Responsibility to ensure this Policy is consistent with Latrobe City Council Strategic Direction and other Latrobe City Council Policy
- Responsibility for the decision to approve this Policy by Council Resolution

6.2. Chief Executive Officer

- Overall responsibility for compliance with this policy
- Overall responsibility for enforcing accountability
- Overall responsibility for providing resources
- Overall responsibility for performance monitoring

6.3. General Manager

- Responsibility for compliance with this policy
- Responsibility for enforcing accountability
- Responsibility for providing resources
- Responsibility for performance monitoring

6.4. Manager

- Develop frameworks and procedures in compliance with this policy
- Enforce responsibilities to achieve compliance with frameworks and procedures
- Provide appropriate resources for the execution of the frameworks and procedures

6.5. Employees, Contractors and Volunteers

- Participate where required in the development of frameworks and procedures in compliance with this policy.

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- Comply with frameworks and procedures developed to achieve compliance with this policy.

7. Evaluation and Review

This policy will be reviewed on request of Council, in the event of significant change in the Executive team, significant changes to legislation applicable to the subject matter of the policy or, in any other case, during each Council term (generally four years)

8. Definitions

TITLE	DEFINITION
Ancillary features	Functional features that ensure the activity can be undertaken effectively (e.g. field lighting)
Core component	Features that are essential for the sport/recreation activity to occur
Club	A not-for-profit, incorporated sport or recreation organisation that facilitates delivery of the activity
Club contribution	A financial contribution from the club towards the proposed development
In-kind contribution	The dollar value of contributions of clubs to a project such as volunteer labour or donated materials. Such contributions must not conflict with Council's relevant Procurement policies
Club contribution agreement	Documentation of the respective financial contributions of Council, the club/s and any other contributors. Includes the responsibilities of each party to the Agreement
Council contribution	The maximum percentage of the total project cost that Council will contribute
Council owned or managed	Land or infrastructure that is either owned by Council or managed on behalf of another entity (such as Crown or DELWP (Department of Environment, Land, Water and Planning) land
Lux	The unit of measure of illuminance, applied to sports field and court lighting
Local Level Facility	A local level facility can alternatively be defined as "a local facility will tend to draw people from within one local council area, unless the facility is close to a council border. The catchment for a 'local' facility could be district, neighborhood, or very local ie: one suburb or one town."
Main venue	The registered home base of the club
No Lighting	Means zero (0) structured flood lighting tower/pole
Non-compliant lighting	Means that there is at least one structured flood light tower, however the lighting is non-compliant with local level State Sporting Association Guidelines
Optional component	Features that clubs desire to have on site that are not essential to the usual delivery of the sport/activity, but are beneficial to the clubs' operations

Regional Level Facility	A regional facility is generally a facility that has the capacity, due to its large size, exceptional or unique function, to support activities and events that draw people from across a region. A regional facility caters for a broad catchment across municipal boundaries, equitably distributed and not replicated across the region. A regional facility meets the strategic intent and standards as required by the State and National Sports Bodies, and specific targeted elite teams.
Secondary venue	Additional facility to the club's Main Venue that allows the club to provide increased activities to the community

9. Related Documents

All sport infrastructure developments and expressions of interest must align or comply with the following, but is not limited to:

Internal Strategic Documents:

- Council Plan 2021 – 2025
- Municipal Public Health and Wellbeing Plan 2021 – 2025
- Public Open Space Strategy
- Catterick Crescent Reserve Master Plan
- Traralgon Recreation Reserve & Showgrounds Master Plan
- Gaskin Park Master Plan
- Maryvale Reserve Master Plan
- Moe Newborough Outdoor Recreation Plan
- Morwell Outdoor Recreation Plan
- Morwell Recreation Reserve Precinct Master Plan
- Northern Towns Outdoor Recreation Plan
- Recreation & Leisure Strategy
- Soccer Plan
- Southern Towns Outdoor Recreation Plan
- Tennis Plan
- Traralgon Outdoor Recreation plan
- Traralgon South Recreation Reserve Master Plan
- Warren Terrace Reserve Master Plan

External Documents:

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- AFL Preferred Facility Guidelines for State, Regional and Local Facilities
- Sport and Recreation Victoria - Artificial Grass for Sport Guide
- Australian Lighting Standards
- Baseball Victoria – Lighting Standards Policy
- Bowls Australia – Green Construction Guidelines
- Building Code of Australia
- Community Sporting Facility Lighting Guide for Australian Rules football, Football (Soccer) and Netball
- Cricket Australia – Community Cricket Facilities Guidelines
- Football Federation Victoria – Lighting and Facilities Guidelines
- Hockey – Guidelines and Australian Lighting Standards
- Netball Australia – National Facilities Policy
- Netball Victoria – Facilities Manual
- Tennis Australia – Tennis Infrastructure Planning

Other Documents:

- Capital Works Budget
- Asset Management Strategy
- Capital Works Policy
- Procurement Policy
- Risk Management Framework
- Annual Seasonal Allocation Policy

10. Reference Resources

- *Local Government Act 1989*

11. Addendums

- *Club Managed Projects Process*