



Policy Owner: Director Corporate Services

Direction: 5. Our Civic Leadership

1. STATEMENT OF INTENT

- 1.1 To provide a bookings system for North Sydney Council's sporting facilities that is fair and transparent for all users and which prohibits exclusive use.

2. ELIGIBILITY

- 2.1 This Policy applies to all hirers of Council sporting facilities as defined below.

3. DEFINITIONS

- 3.1 Hirer - is a school, club, association or individual.
- 3.2 Commercial Hirer - is a company or a business.
- 3.3 Sporting facilities - includes ovals, netball courts and practice nets; it excludes North Sydney Olympic Pool, North Sydney Oval, North Sydney Indoor Sports Centre and passive parks.
- 3.4 Local - refers to a resident or hirer who resides or is located, or whose members generally reside, in the North Sydney local government area.
- 3.5 High impact sports - are defined as hockey, oztag, all football codes or any other sport that is deemed to have a heavy impact on the sports field surface.
- 3.6 Low impact sports - are defined as traditional summer sports such as cricket or any other sport that is deemed to have a low impact on the sports field surface.

4. PROVISIONS

- 4.1 Booking of sporting facilities is to be made on a seasonal basis in the first instance.
- 4.2 Seasonal hirers of Council's sporting facilities will be given preference over occasional hirers.

- 4.3 Bookings are not based on precedent.
- 4.4 Preference will be given to local hirers.
- 4.5 Schools, sporting clubs and sporting associations will have priority over commercial hirers.
- 4.6 Schools and junior clubs will have priority for bookings between 7.00am and 5.30pm, Monday to Friday.
- 4.7 Applications for seasonal bookings will close each year as follows:

Summer Season: First Friday in August
Winter Season: First Friday in February

Late applications will only be dealt with after bookings have been allocated to on-time applicants.

Traditional summer sports have priority during the summer season e.g. cricket, as do traditional winter sports e.g. all football codes and hockey have priority during the winter season.

- 4.8 In determining the allocation of requested bookings, Bookings staff will take into consideration:
- a) The number of players/participants represented by the hirer;
 - b) If the booking is for training/competition/social (priority to will be given to training/competition over social);
 - c) A fair distribution of hours between the respective hirers;
 - d) Whether the hirer has previously complied with Council's bookings conditions of hire;
 - e) The impact of a particular sport on the grounds during the maintenance and growing periods. Council Officers will advise the applicant of the current terms and conditions; and
 - f) Special events such as holiday camps will be considered on a case by case basis.

- 4.9 In accordance with Council's *Fees and Charges Schedule*, permanent hirers that pay the entire season bookings seven days in advance of the season commencing will receive a 10% reduction on the scheduled fee.

- 4.10 Dispute Resolution - where there is a conflict in relation to dates and/or time slots of the requested bookings, Council Officers will contact the hirers and attempt to work out a compromise arrangement with them on an individual basis.

Where attempts to find a compromise have failed, the parties will be invited to attend a pre-season hirers meeting in order for Council Officers to mediate a

solution with the parties. Council's Manager Parks and Reserves will chair the meeting assisted by Customer Services Department staff.

If the impasse cannot be resolved, Council will hold a ballot to allocate the disputed times or Council staff will determine allocation having taken into consideration the needs of the parties.

- 4.11 Communication with Stakeholders - Council's Manager Parks and Reserves will maintain contact with the various stakeholders on a formal basis, through the Sport and Recreation Reference Group.

5. RESPONSIBILITY/ACCOUNTABILITY

- 5.1 Customer Service Department (Bookings Section) are responsible for processing applications for seasonal hire of sporting facilities.
- 5.2 Council's Manager Parks and Reserves is the point of contact with stakeholders to address sport and recreation matters.
- 5.3 Council's Manager Parks and Reserves is responsible for chairing meetings to resolve conflicts between hirers.

6. RELATED POLICIES/DOCUMENTS/LEGISLATION

The Policy should be read in conjunction with the following documents/legislation:

- Recreation Needs Study Implementation Plan
- Smoking in Public Places Policy
- Terms and Conditions/Permit for Use of Sporting Resource

Version	Date Approved	Approved by	Resolution No.	Review Date
1	5 June 2006	Council	412	2008/09
2	16 February 2009	Council	61	2012/13
3	18 February 2013	Council	61	2016/17
4	25 June 2018	Council	214	2020/21