

Central Coast Council

Sportsground Allocation Policy

Date Adopted: XX/XX/20XX
Revision: X



DRAFT

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1. Policy Objectives

- 1.1.** The Policy aims to:
 - 1.1.1. Establish a fair, consistent, and transparent process for allocating sporting grounds to sporting clubs, associations and providers including schools, tertiary education providers and commercial operators within the Central Coast Council (**Council**) area.
 - 1.1.2. Address growing demand for access to sporting grounds whilst balancing the needs of various user groups and the broader community.
 - 1.1.3. Ensure Council managed sporting grounds are occupied by viable, sustainable, and inclusive sporting clubs, associations, and providers.
 - 1.1.4. Promote diversity and inclusivity in sports participation, while considering suitability and maintenance requirements for ground management.
 - 1.2.** Procedure which outlines the criteria and steps to follow for the allocation of sportsgrounds.
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2. Policy Scope

- 2.1.** This Policy will apply to all Council owned sporting grounds within the Central Coast region.
 - 2.2.** This Policy applies to all sporting clubs, state sporting associations, schools, tertiary education providers and other organisations seeking an allocation to utilise Council sporting grounds.
 - 2.3.** This Policy does not apply to Central Coast Regional Sport and Recreation Complex or Central Coast Stadium.
 - 2.4.** This Policy also does not apply to special events to be held on sportsgrounds. Special event organisers must complete a Special Event Application Form (located on Council's website) and comply with all requirements outlined in that form.
 - 2.5.** Should Council enter a new lease, licence or Deed of Agreement with a club or State sporting association, the Policy would no longer apply to the relevant sporting ground.
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3. Policy Statement

- 3.1.** As community demand for sport and recreation activities grow, Council faces challenges to accommodate the diverse offerings and needs of sporting groups and the wider community.

- 3.2. Council recognises that the limited availability of sporting grounds, coupled with high demand and the preservation of playing fields can limit participation in sporting activities.
 - 3.3. This Policy enables Council to establish a fair, consistent, and transparent process for allocating sporting grounds to sporting clubs, associations and providers. Council values have been embedded in the development, review and implementation of this Policy and its supporting documents to achieve consistent decision-making and appropriate resolution of ethical dilemmas even when there are no rules to follow.
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4. Responsibilities

Compliance, monitoring and review

- 4.1. The following staff have identified roles under this Policy:
- 4.2. **Unit Manager Open Space and Recreation, Managers and Sports Liaison staff.**
- 4.3. All staff and delegates will:
 - 4.3.1. comply with the policy and associated Sportsground Allocation procedure;
 - 4.3.2. apply Sportsground Allocation procedures in decision-making;
 - 4.3.3. work with local sporting clubs, associations, and providers to seek effective outcomes;
 - 4.3.4. ensure staff, sporting ground user groups, volunteers and delegates understand and implement the policy and procedures; and,
 - 4.3.5. ensure adequate resources are available to implement the Policy.
- 4.4. **Open Space and Recreation staff**
 - 4.4.1. Administering, assessing, and determining sportsground allocations in accordance with the process, criteria and methodology outlined in the Sportsground Allocation Procedure.
- 4.5. This Policy will be reviewed in accordance with Council's procedures every four years to ensure that it:
 - 4.5.1. remains relevant to Council and the community's needs
 - 4.5.2. aligns with relevant legislation, government policy and/or Council requirements, strategies, values, and activities,
 - 4.5.3. continues in effectiveness in achieving Council objectives, and
 - 4.5.4. is being implemented effectively.

Reporting

- 4.6. There are no external reporting obligations associated with this Policy.

- 4.7. Alleged breaches of this policy shall be dealt with by the processes outlined for breaches as detailed in the [Code of Conduct](#) and in the Procedures for the Administration of the Code of Conduct.

Records management

- 4.8. Staff must maintain all records relevant to administering this protocol in accordance with Council's [Information and Records Management Policy](#).

5. Policy Definitions

Act	means the <i>Local Government Act 1993</i> (NSW)
Council	means Central Coast Council
Providers	means a body that provides opportunities for participation in sport but is not an association or club.
Sportsground	means the playing surfaces and associated amenities
Sportsground Allocation Procedure	means the procedure used to allocate sportsgrounds.

6. Policy Administration

Business Group	Community and Recreation Services
Responsible Officer	Unit Manager Open Space and Recreation
Associated Procedure (if any, reference document(s) number(s))	Sportsground Allocation Procedure
Policy Review Date	Four years from date of adoption
File Number / Document Number	D16256789
Relevant Legislation (reference specific sections)	Nil
Link to Community Strategic Plan	<p>Theme 5: Liveable</p> <p>Goal L: Healthy lifestyle for a growing community</p> <p>L-L1: Promote healthy living and ensure sport, leisure, recreation and aquatic facilities and open spaces are well maintained and activated.</p>
Related Policies / Protocols / Procedures / Documents (reference document numbers)	<ul style="list-style-type: none"> ▪ Information and Records Management Policy (D14025241) ▪ Code of Conduct ▪ Delegations Register ▪ Sportsground Allocation Procedure (D16618918)

7. Policy Authorisations

No.	Authorised Function	Authorised Business Unit / Role(s)
TBA	Allocation of Sportsground to user	Open Space and Recreation Unit Sportsground Bookings Staff Sports Facilities Management Team Leader, Sports Facilities Unit Manager

8. Policy History

Revision	Date Approved / Authority	Description Of Changes
1	TBA	New policy created