

Sport and Recreation Facility Development Policy

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Responsible officer	Manager Recreation and Facility Activation
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1. Purpose

The purpose of the Sport and Recreation Facility Development Policy is to guide Council's decision making in relation to the provision of sport and recreation facilities in the City of Melton and provide a framework for Council to enter into partnerships with community groups to contribute towards the development of sport and recreation facilities.

2. Application And Scope

The Sport and Recreation Facility Development Policy will be implemented in conjunction with the Facility Development Standards (Appendix A) which describe the standard provision to which Council will fund the development of sport and recreation facilities. The policy also applies to contributions from clubs and other groups towards the development of sport and recreation facilities in the City of Melton.

3. General Provisions

3.1. Policy Objectives

The objectives of this policy are:

- To provide a consistent and transparent approach to the development of Council's sport and recreation facilities.
- To ensure facilities are planned to cater for fair and equitable access for everyone.
- To clearly define the standard to which Council will develop sport and recreation facilities.
- To provide a framework to enter into partnerships with clubs and other community groups to contribute towards the development of Council's sport and recreation facilities.
- To ensure the efficient and effective use of resources during the development of Council's sport and recreation facilities.

3.2. Policy and Principles

3.2.1. General

- The development of sport and recreation facilities will be determined as part of Council's annual budget process. Council's capital works program is informed by Council's strategic priorities and long-term financial plan.

- Council will establish partnerships with clubs to contribute towards the development of sport and recreation facilities.
- Council approval is required for all club contributions and grant applications towards a facility development project at its sport and recreation facilities. Council will supervise at an appropriate level all facility development works at its sport and recreation facilities.
- Proposals for club contributions towards facility developments must be submitted through a formal application process to the Recreation and Facility Activation business unit. Clubs must provide Council with all information requested, such as designs and quotations, to consider a proposal.
- Council will consider all issues associated with a proposed club contribution during the approval process. Proposals that do not align with Council's strategic plans or priorities for a facility will not be considered.
- Clubs must enter into a written agreement with Council for all approved contributions.
- It is recommended clubs seek Council approval for a project prior to applying for or accepting any facility development grants.

3.2.2. Facility Development Standards

- The Facility Development Standards (Appendix A) describe the standard to which Council will fund the development of all new sport and recreation facilities.
- The Facility Development Standards will be reviewed annually to ensure these remain consistent with facility compliance requirements.
- Council will aim to meet any new standards that have been outlined post initial construction of a facility during the redevelopment of existing facilities.
- A framework to partner Clubs to fund any increase beyond the level described is supported. Council generally will not exceed the standards to facilitate a club's participation in or promotion to a higher level of competition.
- The standards will not apply to sport and recreation facilities identified in Council's strategic plans or priorities as requiring development to a regional level (or higher) standard.
- Council will consider all issues associated with the development of existing facilities prior to determining whether it will fund the like for like replacement of any facility components. This includes cost benefit analysis to the community, site constraints etc.
- Where there are no standards specified for a particular sport, this policy may, where appropriate be used as a planning framework to guide the development of all other sport and recreation facilities.

3.2.3. Club Contributions

- A club's capacity to contribute, including any outstanding debts, will be considered as part of evaluating a club's proposal to contribute to facility development projects.
- Clubs must enter into a payment plan with Council for all financial contributions. A deposit must be paid before a construction contract is awarded and the contribution paid in full by practical completion of the works.
- Council will not guarantee any loans for financial contributions.
- Occupancy agreements must be fully executed before works involving a club contribution commence.

- Club contributions will not imply ownership or control over a sport and recreation facility, nor guarantee a club exclusive use of, or access to a facility.
- Ownership of all buildings, fittings and fixtures of a permanent nature will reside with Council regardless of the level of club contribution, unless otherwise specified during the approval process.

3.2.4. Club Funded Projects

- Council is required to approve all facility projects on Council managed reserves and may apply conditions where appropriate.
- Council will consider applications for club funded projects including the level of risk, compliance with relevant codes and laws and sport specific compliance standards.
- Council resource requirements will be considered when evaluating submissions for club funded projects. The delivery of projects identified in Council's capital works program will take precedence when determining timelines for approved club funded projects.
- Clubs will be responsible for fully funding club funded projects.

4. Definitions

Term	Definition
Capital works program	A list of projects to be delivered by Council within a specified financial year. This program is adopted annually as part of Council's annual budget process.
Club	A community group or association that operates primarily for sport and recreation purposes.
Club funded project	A facility development project that is fully funded by a club.
Contribution	The financial contribution that Council, a club or other community group makes towards the development of a sport and recreation facility. Includes club funded projects.
Council	Refers to the Melton City Council
Facility development	Works undertaken that involve the construction of a new asset or the renewal, replacement or upgrade of an existing asset.
Occupancy agreement	A licence or lease agreement entered into between Council and a club for use of a nominated sport and recreation facility for an agreed period of time.
Sport and recreation facilities	Facilities such as pavilions, sportsgrounds, tennis and netball courts, floodlighting, cricket nets and other related infrastructure used primarily by clubs to support formal and informal sport and recreation. Does not include indoor stadiums or aquatic centres.

5. Related Documents

Name	Location
Facility Development Standards	Appendix A

APPENDIX A: FACILITY DEVELOPMENT STANDARDS

- All sport specific facility compliance components are considered **core components**. Council will fund the development of facilities up to the defined standard.
- Council will determine the need for **optional components** or components above the compliance standard on a project specific basis.
- Facilities will be planned to cater for fair and equitable access for everyone.

Table 1: Sports Pavilions

Facility Component	Defined Standard	Guidelines
Change Rooms	Australian Rules 2 x 45m ² up to 55m ² . Up to two change rooms per senior oval.	<ul style="list-style-type: none"> • Council to determine size of the change rooms required at Australian Rules venues during the planning stages of a project. • Fit out includes bench seating and hooks. • It is preferred that any additional change rooms be co-located and separated via a movable (e.g. roller) door.
	Rugby League, Rugby Union 2 x 30m ² Up to two change rooms per senior sportsground.	
	Athletics, Baseball, Hockey 2 x 30m ² Up to two change rooms per venue.	
	Soccer, Cricket 2 x 25m ² Up to two change rooms per senior sportsground.	
	Netball 2 x 20m ² . Up to two change rooms per venue.	
	Tennis, Bowls 2 x 10 up to 15m ² . Up to two change rooms per venue.	
Participant Amenities	Australian Rules, Athletics, Baseball, Hockey, Rugby 2 x 25m ² 3 x showers, 3 toilets per amenity.	<ul style="list-style-type: none"> • One amenities room to be provided per change room. • Toilet and shower provision to meet NCC 2019 Building Code of Australia requirements. • Amenities to be unisex i.e. single cubicle toilets and showers. No urinals. • Amenities to be directly linked to the change rooms.
	Bowls, Tennis 2 x 15m ² 1 x showers, 2 x toilets per amenity.	
	Netball 2 x 14m ² 1 x showers, 2 x toilets per amenity.	

Facility Component	Defined Standard	Guidelines
	Soccer, Cricket 2 x 16m ² 2 x showers, 2 x toilets per amenity	
First Aid Room	Optional Component: 10 up to 15m ² To provide external access for emergency services.	<ul style="list-style-type: none"> It is preferable that the room be co-located with home change rooms and have the capacity to also function as a massage / strapping room.
Community (Social) Room	Bowls - 150m ² Australian Rules, Cricket, Rugby, Soccer – 130m ² Athletics, Baseball, Hockey, Tennis, Netball – 100m ² Fit out to include heating and cooling. Optional Component: Fit out to include memorabilia cabinet.	<ul style="list-style-type: none"> It is preferred that the room provide a clear view of the sportsground / courts / playing surface. It is preferred that the memorabilia cabinet be recessed into the walls. Council will select fixtures, fittings and materials that are durable and of a similar standard across all sport and recreation facilities.
Storage – Internal	Optional Component: 10 up to 18m ² Fit out includes power and lighting.	<ul style="list-style-type: none"> It is preferred that the room to have a direct link to the community (social) room. Clubs are responsible for shelving, cabinets etc.
Undercover Spectator Area	50 to 100m ² To provide a clear view of the sportsground / courts / playing surface.	<ul style="list-style-type: none"> Council to determine the size of the spectator area required during the planning stages of a project. A veranda incorporated into the front of the pavilion is preferred.
Kitchen / Canteen	Australian Rules, Cricket, Soccer, Rugby, Athletics, Baseball, Hockey 30m ² (includes 5 up to 10m ² of storage). Tennis, Netball 25m ² (includes 5 up to 10m ² of storage).	<ul style="list-style-type: none"> To comply with the Australian Standard AS 4674 – 2004 Design, construction and fit-out of food premises and relevant Environmental Health Standards. It is preferred that an internal and external servery be provided. Council will not fund facilities that primarily support the serving of alcohol (i.e. bars). Fit out to include, lockable cabinets, pantry/storage, oven (domestic), exhaust fan, hot plates/stove top, deep fryer, kitchen benches, space for the installation of fridges and power outlets for club equipment. Clubs are responsible for fridges and other equipment not listed.
Meeting Room	Optional Component: 10 up to 15m ² Fit out includes power and lighting.	<ul style="list-style-type: none"> Council to determine the size of the room during the planning stages of a project.
Pavilion Toilets – Internal Access	Accessible toilets Male & female toilets	<ul style="list-style-type: none"> Toilet provision to meet Building Code of Australia requirements.

Facility Component	Defined Standard	Guidelines
		<ul style="list-style-type: none"> • Accessible toilets to be unisex and include baby change facilities.
Pavilion Toilet – External Access	Optional Component: Accessible toilets	<ul style="list-style-type: none"> • Accessible toilets to be unisex and include baby change facilities.
Umpires Room	Optional Component: 5 up to 25m ² Room to have direct external access.	<ul style="list-style-type: none"> • Council to determine the size of the room during the planning stages of a project. • Fit out include bench seating and hooks.
Umpires Amenities	Optional Component: 2 x 5 up to 8m ² rooms 1 x shower, 1 x toilet, 1 x hand basin per amenity.	<ul style="list-style-type: none"> • Council to determine the size of the room during the planning stages of a project. • Amenities to be directly linked to the umpires room. No urinals.
Storage – External	20m ² or 10m ² per home club. Fit out includes power and lighting.	<ul style="list-style-type: none"> • Council to determine storage provision during the planning stages of a project. • Clubs are responsible for shelving, cabinets etc. • Separate secure access is preferred to each clubs storage area. • May be provided as a detached shed / structure.
Utilities / Plant	Spatial requirements to be determined by Council during the planning stages of a project.	<ul style="list-style-type: none"> • External access is preferred.
Cleaners Room	5m ²	<ul style="list-style-type: none"> • Fit out includes, power, water and a large trough sink
Circulation Space	Spatial requirements to be determined by Council during the planning stages of a project.	
Internal Fit Out	<ul style="list-style-type: none"> • Floor coverings (including non-slip flooring in wet areas). • Fixtures such as hooks, hangers, toilet roll holders, paper towel dispensers, mirrors, partition walls, wall tiles, soap holders/dispensers, baby change facilities, locks, light fittings, sanitary bins. • Hot water service. • Plumbing fixtures including fittings for showers, toilets and sinks. • Essential safety equipment including fire equipment. • Security lighting and doors. • Optional Component: Alarms to social, kitchen/canteen areas. 	<ul style="list-style-type: none"> • Council will select fixtures, fittings and materials that are durable and of a similar standard across all sport and recreation facilities.

Table 2: Other Sport and Recreation Facilities

Facility Component	Defined Standard	Guidelines
Sportsgrounds	Natural turf surface Optional Component: Synthetic surfaces Dimensions, including run-offs, to meet the requirements of the relevant sporting code.	<ul style="list-style-type: none"> The number of sportsgrounds and surface type will be determined during the planning stages of a project. Construction to reflect local conditions / requirements to meet the level of sport played. Automated irrigation connected to Councils central control system.
Sportsground Fencing	Optional Component: 1050mm high black chain wire mesh fencing.	<ul style="list-style-type: none"> A suitable number of pedestrian and maintenance / emergency vehicle access points to be included.
Ball Protection Fencing	Optional Component: Appropriate for the level of sport played.	<ul style="list-style-type: none"> Council to determine the need for ball protection fencing during the planning stages of a project and requirement to minimise risk associated.
Goals	Appropriate for the level of sport played.	<ul style="list-style-type: none"> Clubs are responsible for nets, padding and portable goals as required.
Cricket Wickets	Synthetic wicket Dimensions - 28m x 2.8m An all seasons cover to be provided to support winter use of the sportsground.	<ul style="list-style-type: none"> Turf wicket installations are subject to Council approval as per the City of Melton Cricket Strategy 2022 - Turf Wicket Facility Development Framework. Clubs to fund 50% of the construction cost for turf wicket installations. Clubs to fund 100% of the preparation and maintenance costs for turf wicket installations.
Tennis Courts – Club Venues	Court sizes to comply with Tennis Australia guidelines. 3.6m black chain wire mesh fencing. A suitable number of pedestrian and maintenance access points to be included.	<ul style="list-style-type: none"> The number of courts and surface type will be determined during the planning stages of a project. Designed and constructed in response to site specific soil conditions. It is preferable that tennis courts are fenced in pairs or fours. Clubs to fund nets at club venues. Book a court technology at club venues is subject to Council approval. Clubs to fund 100% any upgrades required to connect to book a court technology at club venues with limited public access.
Netball Courts	Court sizes to comply with Netball Australia guidelines. Optional Component: 3.6m black chain wire mesh fencing behind the goals. 1050mm black chain wire mesh fencing along sides of courts. A suitable number of pedestrian and maintenance access points to be included.	<ul style="list-style-type: none"> The number of courts and surface type will be determined during the planning stages of a project. Hard courts (i.e. acrylic) are preferred. Designed and constructed in response to site specific soil conditions.

Facility Component	Defined Standard	Guidelines
		<ul style="list-style-type: none"> It is preferable that netball courts are fenced in pairs or fours.
Floodlights	<p>Australian Rules - 100 lux</p> <p>Rugby - 100 lux</p> <p>Soccer - 100 lux</p> <p>Netball - 200 lux</p> <p>Tennis - 350 lux</p> <p>Cricket – Optional Component: 100 lux</p> <p>Lux levels to be reviewed consistent with sport specific facility guidelines.</p> <p>LED lighting to comply with Australian Standards.</p> <p>Dimming control gear to allow switching between competition and training standard lighting.</p>	<ul style="list-style-type: none"> The number of sportsgrounds/ courts to be floodlit and lux levels provided will be determined during the planning stages of a project. Clubs to fund 100% of any upgrades required to increase lux levels beyond the standard specified.
Scoreboards	<p>Australian Rules, Cricket, Soccer, Rugby, Baseball, Hockey</p> <p>Electronic scoreboard (numeric digital) on main playing field.</p> <p>The scoreboard will display the scores and identify the teams playing. It will be visible from main spectator area and electronically controlled.</p> <p>Optional Component: Scoreboard stand provided on additional playing fields.</p> <hr/> <p>Netball, Tennis</p> <p>Optional Component: Access to power to support the use of a portable electronic scoreboard.</p>	<ul style="list-style-type: none"> Maximum of 1 electronic scoreboard provided per venue/reserve. Council will select scoreboards that are durable and of a similar standard across all sport and recreation facilities. Where an electronic scoreboard provided, clubs to fund 100% of any additional costs to upgrade to video capable scoreboard. Clubs are responsible for portable electronic and manual scoreboards.
Cricket (Training) Nets	<p>2 synthetic wicket cricket nets and associated fencing per senior oval.</p> <p>Cricket Nets to comply with Cricket Australia guidelines.</p>	<ul style="list-style-type: none"> Additional synthetic wicket cricket net installations are subject to Council approval. Clubs to fund 50% of the construction cost for additional synthetic wicket cricket net installations. It is preferred that training nets and run ups be positioned off the field of play. All nets to remain available for public use outside of club allocations (i.e. not locked). Turf wickets / Power / Lighting - Where approved, clubs to contribute 100% of the total installation and maintenance costs.
Car parking and vehicle access	<p>Optional Component: Car parking requirements to be determined by Council during the planning stages of a project.</p>	<ul style="list-style-type: none"> To include maintenance and emergency access points to playing fields.
Spectator seating	<p>Optional Component: Seating requirements to be determined by Council during the planning stages of a project.</p>	<ul style="list-style-type: none"> Council will select seating that is durable and of a similar standard across all sport and recreation facilities.

Facility Component	Defined Standard	Guidelines
Player Shelters	<p>Australian Rules, Soccer, Rugby, Baseball, Hockey, Netball</p> <p>2 player shelters on main playing field / court.</p> <p>Optional Component: Player shelters on additional playing fields / courts.</p> <p>Player shelters to be appropriate for the level of sport played.</p>	<ul style="list-style-type: none"> • The number and location of player shelters provided will be determined during the planning stages of a project. • Council will select player shelters that are durable and of a similar standard / size across all sport and recreation facilities.
Timekeepers / Coaches Box	<p>Optional Component: Appropriate for the level of sport played.</p>	<ul style="list-style-type: none"> • The number and location of timekeepers / coaches' boxes provided will be determined during the planning stages of a project. • Council will select boxes that are durable and of a similar standard / size across all sport and recreation facilities.
Reserve fencing	<p>Optional Component: Vehicle and pedestrian fencing around the reserve/facility with a suitable number of pedestrian access points and an appropriately located maintenance and emergency vehicle access gates.</p>	
Bin Cages	<p>1 x per sports pavilion</p> <p>To be located in close proximity to pavilion, carpark and truck access areas.</p>	<ul style="list-style-type: none"> • Council will select bin cages that are durable and of a similar standard across all sport and recreation facilities.
Drinking Fountains	<p>1 x per venue / reserve.</p> <p>Optional Component: Additional drinking fountains.</p>	<ul style="list-style-type: none"> • Council will select drinking fountains that are durable and of a similar standard across all sport and recreation facilities.