

COUNCIL PROVISION OF RECREATION/COMMUNITY FACILITIES POLICY

Policy Number:	5.1.3
Approved by:	Council
Date Approved:	December 2025
Date of Next Review:	December 2027
Applicable to:	Facilities and Emergencies Business Unit Culture and Leisure Business Unit
Responsible Officer:	Manager Facilities and Emergencies Manager Culture and Leisure
Related Policies:	Committees Policy Fair Access Policy
Related Documents:	Risk and Maintenance Subsidy Payment Procedure Committees of Management Facilities Maintenance Procedure Seasonal and Casual Hire Agreements Procedure Alcohol and Council Owned Properties Know Your Obligations Land Use Agreements Procedure Community Managed Facilities Strategy 2020-25 Gender Equality Action Plan
Statutory Reference:	<i>Crown Land (Reserves) Act 1978</i> <i>Disability Discrimination Act 1992</i>

OVERVIEW

Wellington Shire Council recognises that facilities enable social inclusion, leisure, fair access and recreation opportunities and that the delivery of these services impacts on the quality of life enjoyed by residents and visitors to the region.

For this reason, Council may support recreation/cultural/community facilities where:

- Council owns or controls the land;
- Council owns or controls other assets on the land;
- In cases where it has specific legal agreements;
- Facilities are under control of Committee of Management appointed pursuant to the provisions of the *Crown Land (Reserves) Act 1978*; or
- It can be demonstrated that there is significant community use and value from a site that is owned by the community or privately.

THE POLICY

For the purposes of this policy, recreation and community facilities will include, but not be limited to, the following:

- public halls;
- galleries;
- recreation reserves;

- childcare centres;
- kindergartens;
- senior citizens centres;
- libraries;
- museums;
- neighbourhood/community houses;
- playgrounds;
- stadiums;
- boating facilities;
- aquatic centres; and
- other sporting and cultural facilities.

These facilities may be operated in the following ways:

- Council staffed (Council staff are fully responsible for management, operations and maintenance of the site and are located on site).
- Direct managed (Council staff are responsible for grounds and facility maintenance and taking bookings but are not located on site).
- Community managed (a volunteer committee of management operates the site and is responsible for management and maintenance). This committee may be appointed via the *Crown Land (Reserves) Act 1978* or they may be an independent association.

In all instances, facilities are expected to be offered to the community in a fair, accessible and safe manner.

Council provision for the support to recreation and cultural facilities is based on a five-tiered (or similar) hierarchy:

- Level 1 - regional, state significance facilities;
- Level 2 - district significance facilities;
- Level 3 - local significance facilities;
- Level 4 – local facilities;
- Level 5 – local passive facilities.

This policy is guided by the Wellington Shire Council Community Managed Facilities Strategy 2020-2025.

Facility usage

In determining uses for the facility, Council strongly encourages the Committee of Management and users/hirers of a facility to refer to the Municipal Health and Wellbeing Plan, available on the 'Strategies and Plans' page of Council's website.

Responsible Serving of Alcohol (liquor licencing requirements)

It is the responsibility of all users/hirers of a facility that they obtain the most appropriate liquor licence from the Victorian Commission for Gambling and Liquor Regulation for the purpose for which alcohol is to be consumed and / or sold, whether that be directly, or indirectly.

The liquor licence is to be provided by the hirer to the Committee of Management or relevant Council officer prior to any acceptance of booking.

The responsible service of alcohol is an important part of providing a safe and welcoming environment for the whole community.

Governance

Council will provide training and support to committees of management, clubs, and organisations managing such facilities to assist with the maintenance, management and programming of these facilities to ensure fair access and that use is maximised for the whole community.

Council also encourages diverse community representation on the committees of management and will be collecting data annually on the make-up of committees.

Risk & Maintenance subsidy

Council may provide an annual financial risk and maintenance subsidy to the management committee, club or organisation which must be used to go towards the costs of undertaking preventative maintenance and appropriately managing risks.

Direct management

In some instances, Council directly manages a recreational or cultural facility. In these cases:

- Council is either the landowner or the appointed land manager.
- Council is directly responsible for the maintenance and upkeep of community facilities to support the delivery of core services.
- Council promotes equity and fair access use amongst groups/community through effective ongoing engagement of the key users and future collection of annual usage data.
- Council managed facilities can include leisure facilities, public space, galleries and libraries.
- Hire fees are set through the annual Fees and Charges approval process and aim to provide an equitable fee based on the cost of services delivered by Council.
- Discounted hire fees apply for community groups who prioritise new programs that are designed to include diverse participation and provide new opportunities to get active.

Accessibility

Council aims to ensure that everybody in the community has the same opportunities to access and use facilities. Where Council directly manages facilities, it will include improving accessibility and inclusion in these facilities as a priority in planning and long term budgeting. Council will also support community managed facilities to plan for improvements to accessibility of their facilities and will promote best practice for accessible buildings and facilities.

REVISION HISTORY

VERSION	DATE	SUMMARY OF CHANGES
1.0	December 2022	No changes applicable at this review.
1.1	December 2023	Date of Next Review updated to December 2024. Minor formatting changes. Updated Policy to include Fair Access recommendations. Added link to <i>Gender Equality Action Plan 2021-2025</i> (GEAP) in Related Documents.
1.2	December 2025	Date of Next Review updated to December 2027. Removed years for GEAP to keep current when new plan implemented. Updated reference to Community Vision, Council Plan and Municipal Health & Wellbeing Plan. Word changes to reflect current processes.