

SPORT & RECREATION
STRATEGY



Sport and Recreation

ALLOCATIONS, FEES & CHARGES POLICY

June 2026

HOBSONS
BAY CITY
COUNCIL



Acknowledgement of Country

We respectfully acknowledge the Bunurong People of the Kulin Nation as the traditional owners of the land on which we work and live. We pay our respect to their Elders both past, present and emerging.

We acknowledge Aboriginal people as the original inhabitants of the land and their long and continuing connection to Country.

We are committed to national reconciliation and respect for indigenous peoples' unique cultural and spiritual relationships to the land and waters, and their rich contribution to society.

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1. Policy introduction

The Sport and Recreation Allocations, Fees and Charges Policy outlines the principles and processes for allocating Council-managed sport and recreation facilities to ensure fair, transparent, and equitable community access. It provides clear guidelines on how facilities are categorised, allocated and charged, supporting commitment to inclusive participation in sport and recreation.

2. Policy scope

The Sport and Recreation Allocations, Fees and Charges Policy applies to:

- Council-managed sportsgrounds, netball courts, cricket nets, box lacrosse courts, athletic tracks and sporting pavilions
- Community user groups, sporting clubs, schools, and commercial users seeking access to these facilities
- Seasonal and casual bookings

Exclusions:

- Facilities operated under a lease agreement
- Informal community use, not requiring bookings or exclusive access

3. Policy objectives

The Sport and Recreation Allocations, Fees and Charges Policy aims to:

- Ensure fair, transparent and consistent allocations of Council facilities
- Promote equitable access to facilities
- Rationalise how facilities are categorised
- Rationalise how fees and charges are determined, reflecting the standard of facilities allocated
- Ensure Council sport and recreation facilities are allocated to clubs with strong governance, that align with Council priorities
- Maximise community participation in sport and recreation

4. Policy principles

The Sport and Recreation Allocations, Fees and Charges Policy has been developed with the following principles:

1. **Equity and fair access.** Ensuring all user groups have equitable access to facilities. Prioritise inclusive practices that support underrepresented groups, juniors and community-based organisations.
2. **Transparency and consistency.** Fees and charges should be clearly documented, publicly available and applied consistently across all users.
3. **Cost recovery and sustainability.** Fees will reflect the cost of maintaining and operating facilities, while balancing affordability for users. Tiered pricing models will reflect the difference between asset provision and quality.
4. **Priority of use.** The policy will reference a hierarchy of use (e.g. seasonal clubs, schools, local associations, casual hirers) based on community benefit, historical usage and strategic priorities, to help manage demand and optimise facility utilisation.
5. **Activation and utilisation.** The policy will promote optimal use of facilities throughout the year, encouraging multi-use, shared arrangements and activation during off-peak times.
6. **Accountability and compliance.** Mechanisms for monitoring usage, enforcing terms of hire and ensuring facilities are used responsibly will be incorporated, to protect assets and ensure fair treatment of users.
7. **Alignment with strategic plans.** The policy will be aligned to Council's broader strategic frameworks including the Council Plan and Municipal Health and Wellbeing Plan.
8. **Community engagement.** Ensuring this policy is responsive to dynamic and evolving community needs.

5. Policy definitions

Term	Definition
<i>Booking system</i>	Council-designated system used to manage sport and recreation facility applications, allocations and bookings.
<i>Casual booking</i>	One-off allocation to a casual user, that does not fall under a seasonal licence, annual licence, or lease agreement.
<i>Casual user</i>	Commercial, local community, non-local community group that book Council facilities on a casual booking basis.
<i>Commercial user</i>	For-profit user group that is allocated a Council facility on a casual booking.
<i>Gender equality</i>	State in which individuals of all genders have equal rights, responsibilities, and opportunities.
<i>Gender equity</i>	Fair treatment of individuals based on their gender, acknowledging different needs to achieve equal outcomes.
<i>Home and away season</i>	The structured competition period during which each participating team plays a predetermined number of matches against other teams, with fixtures scheduled both at their allocated home facility and at the opposing team's venue. This season precedes any finals or out of season competitions and represents the primary phase of regular competitive play within the relevant sporting association or league.
<i>In-season sport</i>	Typical or traditional season that a specified sport is played in. For example, Soccer is an 'In-season sport' during the winter season and Cricket is an 'In-season sport' during the summer season.
<i>Lease</i>	Agreement that grants a tenant exclusive possession of Council property (land or buildings) for a specified period, subject to terms and conditions. It creates a legal interest in land, which is binding on third parties and can be assigned (transferred) to others.
<i>Local community use</i>	Not-for-profit user group based within Hobsons Bay that makes a casual booking at a Council facility, including schools. A user group is considered local if its address is within Hobsons Bay.
<i>Non-local community use</i>	Not-for-profit user group based outside Hobsons Bay that makes a casual booking at a Council facility, including schools. A user group is considered non-local if its address is not within Hobsons Bay.
<i>Overflow facility</i>	A sportsground, pavilion, court, or cricket nets not intended to be allocated to a club as a primary facility, to ensure they remain available for usage in the scenario a club needs to be relocated.

<i>Pavilion</i>	Built facility located within a sport and recreation reserve, typically used to support sporting activities. It may include amenities such as change rooms, toilets, showers, storage areas, meeting rooms, and social spaces.
<i>Payment plan</i>	Written agreement between Council and a club or user group that outlines how a debt will be paid back, within a timeframe.
<i>Pre-season</i>	Usage of sport and recreation facilities prior to seasonal licence allocation periods.
<i>Primary facility</i>	Main facility allocated to a club for its core seasonal activities, typically used for regular training and competition.
<i>Seasonal allocation</i>	Days and times a club with a seasonal licence agreement has been granted access to facilities.
<i>Seasonal Changeover Period</i>	Final month of each winter and summer season, in which preparation for the upcoming winter or summer season takes place.
<i>Seasonal licence agreement</i>	Agreement where Council grants a tenant non-exclusive rights to occupy a defined area (which may include part or all a building and/or land) for a specific seasonal period.
<i>Secondary facility</i>	Facility allocated to a club in addition to the primary facility, utilised to support additional use, supplementing but not replacing the primary facility.
<i>Sportsground</i>	Natural turf open space area that is seasonally or casually booked for the use of sport and recreation activity.
<i>Soccer trials</i>	Sessions run by soccer clubs utilised to select players for upcoming season, that can only occur during the month of October. Soccer trials are considered a form of out-of-season activity and are distinct from pre-season training, which commences from November.
<i>Summer season</i>	The seasonal licence allocation period running from 1 October – 31 March.
<i>User group</i>	Commercial, local community, non-local community groups that book Council facilities on a casual booking basis.
<i>Winter season</i>	The seasonal licence allocation period running from 1 April – 30 September.

6. Allocation of sport and recreation facilities

6.1 Seasonal allocation eligibility

To be eligible for a seasonal allocation, clubs are required to:

- Be legally incorporated under the Associations Incorporation Reform Act 2012 (Vic).
- Hold public liability insurance of at least \$20 million, naming Council as an interested party.
- Have no outstanding debt with Council, unless on an approved payment plan.
- Be affiliated with its relevant sporting association or peak body.
- Be based within Hobsons Bay City Council, with club naming not referencing locations outside the municipality.
- Agree to the seasonal licence agreement.

6.2 Operational clarifications

- This policy relates to Council's role in the management and provision of sport and recreation facilities. Council is not responsible for the fixturing or scheduling of games within the allocated use.
- This policy does not intend to alter primary facility access to clubs, instead providing clarity and transparency to all users on the allocation and fees and charges.
- Clubs should not expect that Council will expand facility access in response to increased participation. Given the limited availability of facilities, clubs are required to manage new memberships in alignment with the capacity supported by their historical allocation of access.

6.3 Seasonal allocation application process

Seasonal licence applications will open approximately two months prior to the start of each summer and winter season. Clubs who have previously been allocated facilities will be notified via email.

New clubs must request access to the booking system through Council's Sport and Recreation team and may be required to participate in an Expression of Interest process. New clubs will only be considered where facility capacity exists within the municipality.

Where a club has not held a seasonal licence for a period of two years, the club will be required to request access as a new club should they wish to participate in the future.

Applications will close approximately one month prior to the beginning of each season. Following submission of applications, Council will review all applications and provide seasonal allocations based on eligibility and criteria. Clubs will be required to provide any liquor licence and food safety information via the application process, as well as all documents required to determine eligibility.

During the allocations process, clubs will be required to sign a seasonal licence agreement, the legal occupancy agreement between Council and the club as the tenant, covering the upcoming season

usage. Once allocations are confirmed, clubs will be notified via email. The seasonal licence agreement and Sport and Recreation Facility User Guide, outline the permitted usage of facilities.

6.4 Seasonal allocation permitted times

To ensure Council can facilitate casual bookings at facilities and schedule facility maintenance, seasonal allocations can only be requested and approved for club activity within the following times:

Day	Time
<i>Monday – Thursday</i>	4pm – 10pm
<i>Friday</i>	4pm – 11:59pm
<i>Saturday</i>	7am – 11:59pm
<i>Sunday</i>	7am – 10pm

Please note, exceptions may apply if times will not impact regular maintenance or normal casual booking times, at Council discretion.

6.5 Casual booking application process

To be eligible for a casual booking, a user group must make an application to Council with the relevant booking form.

The user group must provide a current public liability insurance certificate, for a minimum amount of \$20 million to be approved for casual usage of a sport and recreation facility. A user group will not be provided a casual booking if they have any debt owing to Council.

Once the booking form and insurance documents have been received, Council's Sport and Recreation team will review the application. Considerations will include the groups history of usage with Council, availability of the facility on the requested date/s, hours of usage on the requested sportsground, and consideration of seasonally allocated clubs.

6.6 Prioritisation of activity

The table below outlines how Council prioritises activity at sport and recreation facilities within the municipality.

Priority	Definition
1	Council-endorsed major event or festival. <i>Council will seek to avoid displacement of seasonal tenants for major events wherever possible, and approvals occur in conjunction with tenants.</i>
2	Matches of clubs on current seasonal licence agreement outside of Seasonal Changeover Period.
3	Training of clubs on current seasonal licence agreement outside of Seasonal Changeover Period.

	<i>Council aims to facilitate continued training sessions during the Seasonal Changeover Period where a tenant club makes finals, noting some alterations to training areas will likely be required.</i>
4	Parks maintenance required for upcoming season preparation, during Seasonal Changeover Period. <i>Council will aim to delay preparation and facilitate finals games where the tenant club is hosting a home final, and the team has played at that venue for most of the home and away season.</i>
5	Finals match of clubs on current seasonal licence agreement. <i>Finals matches that host non-Hobsons Bay clubs within the Seasonal Changeover Period will only be considered in the scenario where no Parks maintenance is required to occur at that venue, or where significant notice can be provided to Council and all tenant and Parks approval is received.</i>
6	Pre-season for Hobsons Bay clubs.
7	Local Hobsons Bay community activity (schools take precedence in school hours).
8	Non-local community activity.
9	Commercial activity.

6.7 Allocation decision making

Where there are competing applications from clubs or users that meet the eligibility requirements for allocation of a facility, Council will aim to facilitate shared usage of the facility.

If this cannot be achieved, the below decision-making matrix will be used to decide which user is allocated the facility.

Clubs will be provided a score on each of these criteria, based on the principles and a final score will be provided.

In the event of a tie, Council may consider additional community impact factors.

Council may request additional information to demonstrate participation demand, growth, or unmet need.

Criteria	Rating
<i>Demonstrated service to the Hobsons Bay community</i>	5 points - >80% of members reside within Hobsons Bay City Council
<i>(special consideration provided to clubs on border of municipal boundary, or serving smaller sports and population groups)</i>	3 points – 60 – 79% of members reside within Hobsons Bay City Council
	1 point – 50 - 59% of members reside within Hobsons Bay City Council

	0 points - <50% of members reside within Hobsons Bay City Council
<i>In-season sport</i>	3 – The sport being played within the allocation is in-season 0 – The sport being played within the allocation is not in-season
<i>Previous tenant of facility</i>	10 – Held an allocation for the requested facility within past 2 years, as primary venue
<i>Previous tenancy refers to within the same season as is being requested</i>	5 – Held an allocation for the requested facility within past 2 years as secondary venue 3 – Held an allocation at a separate facility within past 2 years as secondary venue 0 – Has not held an allocation for any Hobsons Bay facility within past 2 years
<i>Demonstrated commitment to gender equity</i>	5 – Has held a women's and girls' team for at least 3 years, and has gender equity on board or committee
<i>Mixed teams are considered under women and girls.</i>	3 – Has held a women's or girls' team for at least 3 years and has gender equity on board or committee 1 – Has either a women's or girls' team, or gender equity on the committee
<i>Programs for priority populations</i>	5 – Club's primary purpose is to target one or more Hobsons Bay Health, Wellbeing and Safety Plan priority populations 3 – Run programs multiple times within past 12 months that align with Hobsons Bay Health, Wellbeing and Safety Plan priority populations 1 – Run one program within past 12 months that align Hobsons Bay Health, Wellbeing and Safety Plan priority populations 0 – No programs
<i>Demonstration of good financial history</i>	5 – Clean financial history; no debt and no payment plan within past 5 years, no funds owing to league/association 3 – Reasonable financial history; no debt and no payment plan within past 3 years, no funds owing/payment plan with league/association 0 – Poor financial history; payment plan within past 3 years, funds owing to league/association
<i>Demonstration of good governance</i>	3 – Club publicly displays a strategic plan, annual report from past 3 years, and can provide risk management document for upcoming season 1 – Club publicly displays an annual report from past 3 years, and can provide a risk management document for upcoming season 0 – Club cannot provide annual reports from past 3 AGMs

<i>Participation in Council activities</i>	3 – Attended 3 or more Council workshops or sessions in past five years 2 – Attended 2 Council workshops or sessions in past five years 1 – Attended 1 Council workshops or sessions in past five years 0 – No Council workshops or sessions in past 5 years
<i>Breaches in Seasonal Licence Agreement</i>	3– No warnings listed against club in previous three seasons 0 – Club has any number of warnings within past three seasons

6.8 Pre-season

Annually, Council will perform necessary maintenance on sportsgrounds to repair and improve condition during the season, and in preparation for the upcoming season. Sportsgrounds utilised for a winter sport only, will be unavailable for use throughout the months of November to January, to allow necessary maintenance, renovations and encourage regeneration. Sportsgrounds will be assessed in January and progressively re-opened, pending recovery and readiness for use.

There may be other periods where grounds are closed to ensure this maintenance can occur, and sportsgrounds rest accordingly.

During the summer season, to ensure preservation of sportsgrounds and to allow for maintenance, pre-season can commence from November, noting there will be limited space available. Prioritisation of access within pre-season will occur as below:

1. Teams with home and away seasons beginning in February
2. Senior teams
3. Junior teams

Council encourages all clubs to seek alternative training methods and venues during the pre-season period, as Council cannot guarantee access.

A club's primary facility within their allocated season, does not guarantee access during pre-season. Council will aim to facilitate as many pre-season requests as possible noting the prioritisation above and considering ground condition based on advice of internal staff. Where there are more requests than can be accommodated, teams will be limited to two training sessions per week. Access for in-season tenants will be prioritised, whilst we encourage shared use where possible. Pavilion access will not be provided for pre-season.

Pre-season requests must be made via the booking system and in-season tenant approval must be provided.

Clubs will be charged a weekly cost for pre-season usage.

6.9 Soccer trials

Any soccer trials will be required to be held during the month of October, prior to ground closures beginning in November. Soccer trials are considered a form of out-of-season activity and are distinct from preseason training, which commences from November.

Clubs must request access for soccer trials via the booking system and will be charged a weekly cost.

6.10 Seasonal Changeover Period

The final month of each season (March for summer and September for winter), is considered the Seasonal Changeover Period. During this period, Council is preparing sportsgrounds for the upcoming season by undertaking works such as goal post installation or removal, wicket covering or uncovering, and turf wicket renovation.

During this time, any activity outside of fixtured games must be requested via Council officers.

Council will aim to facilitate any finals games where a Hobsons Bay club is hosting a home final. At facilities where turf wicket preparation is required, clubs who continue usage during the Seasonal Changeover Period may be required to adjust training sessions to avoid the centre wicket area.

6.11 Finals

Finals are not included within a seasonal allocation, and a request to host finals is required from the fixturing body, to be considered for approval by Council.

Clubs hosting a home final that they are playing in, will not be charged any casual booking fees.

If a facility is being used as a neutral ground, the fixturing body will be charged a casual booking fee for use of the facility. Approval of these requests will be on an ad hoc basis, where any works required under the Seasonal Changeover Period will be prioritised.

6.12 Allocation of new facilities

When new facilities become available for seasonal allocation, an expression of interest process will be carried out to determine the club or clubs that will be provided a seasonal allocation for the facility.

The decision matrix outlined in *section 6.7* will be utilised for the decision-making process.

Note, dedicated overflow facilities will not be allocated to clubs as a primary facility. These sites are used in the scenario a club needs to be relocated due to significant weather events, damage to facilities, or capital works projects.

6.13 Permitted use of facilities

To be eligible for a seasonal licence and once an allocation has been approved, clubs must ensure they adhere to the permitted use of allocated facilities as outlined in the Seasonal Licence Agreement, Facility User Guide, and this policy.

The terms of use for casual users are outlined in casual booking forms, and approval letters provided by Council. Casual users of facilities are also required to adhere to the Facility User Guide.

6.14 Breaches of permitted use

Breaches in terms of use as outlined in the Seasonal Licence Agreement, or casual booking form, may result in suspension of access, financial implications, or termination of agreement.

Council may take enforcement action where terms are breached, with measures considering the level of impact on the community, or allocated facility.

Users are expected to respond to Council notifications relating to breaches and prove they are seeking to resolve the issue.

7. Sport and recreation facility categorisation

7.1 Rationale for categorisation

For seasonal allocation fees, sport and recreation facilities are placed into different categories, based on several factors that differentiate the quality of facility.

The categorisations are used to distinguish the fees and charges for usage of a facility, based on the quality of facility, where higher quality facilities will have higher fees and charges assigned.

Please note, these categories are intended to provide an overarching quality rating of a facility.

7.2 Sportsground categorisation

Sportsgrounds refer to natural turf areas that are utilised for sport and recreation such as ovals, pitches, and fields. This does not relate to synthetic surfaces, or athletics tracks. Sportsgrounds are categorised into four grades, where the highest quality will relate to AA and lowest to C.

Sportsgrounds receive a separate summer and a winter rating, as the Floodlight ratings criteria is only assessed in winter, and the Wicket type is only assessed in summer.

Criteria	Rating
<i>Maintenance level</i>	Scale of 1 point (lowest maintenance level) to 5 points (highest)
<i>Irrigation</i>	Scale of 1 (lowest) to 5 (highest)
<i>Drainage</i>	Scale of 1 (lowest) to 3 (highest)
<i>Soil profile</i>	3 points – Sand or Sand/Loam 2 – Loam or Loam/Clay 1 – Clay
<i>Ground size</i>	3 – Size meets senior sport requirements 0 – Size does not meet senior sport requirements
<i>Floodlight ratings (Winter sportsgrounds only)</i>	5 – Floodlight lux levels meet match minimum standards 3 – Floodlight lux levels meet training minimum standards 1 – Floodlight lux levels do not meet any standards 0 – No floodlights
<i>Wicket type (Summer sportsgrounds only)</i>	6 – Council maintains turf wicket 3 – Council prepares turf wicket, club maintains

	0 – Synthetic wicket, no wicket
<i>Fence</i>	2 – Fence surrounding at least 3 quarters of sportsground 0 - None
<i>Council maintained Player/coach box or dugout</i>	1 – Player/coach box or dugout 0 - None

Category	Ratings
AA	26 or more
A	21-25
B	13-20
C	12 or less

7.3 Pavilion categorisation

Pavilion refers to structural buildings and associated storage that are utilised for sport and recreation. Pavilions are categorised into three categories, where the highest quality will relate to A and lowest to C.

Pavilion ratings will be reviewed where required to ensure that any capital works projects and amendments to buildings are reflected in ratings.

Criteria	Ratings
<i>Building size</i>	3 points – 700+ metres squared 2 – 301-699m ² 1 – Less than 300m ²
<i>Kitchen/Canteen</i>	3 – Meets minimum standards as per Capital Development of Sport and Recreation Facilities Policy 1 – Kitchen does not meet minimum standards as per Capital Development of Sport and Recreation Facilities Policy 0 – No Kitchen/Canteen
<i>Community (social) room size</i>	3 – Exceeds minimum core standards, as per Capital Development of Sport and Recreation Facilities Policy 1 – Does not meet minimum core standards as per Capital Development of Sport and Recreation Facilities Policy

	0 – No Community (social) room
<i>Bar</i>	2 – Bar that is separate from Kitchen/Canteen 0 – No separate bar
<i>Storage</i> <i>Includes storage & curators</i> <i>sheds not attached to pavilion</i>	3 – Meets standards for internal and external storage as per Capital Development of Sport and Recreation Facilities Policy 1 – Meets standards for either internal or external storage as per Capital Development of Sport and Recreation Facilities Policy 0 – Does not meet standards as per Capital Development of Sport and Recreation Facilities Policy
<i>Changerooms</i>	3 – Minimum changerroom to sportsground/court ratio met, changerrooms & player amenities meet minimum standard as per Capital Development of Sport and Recreation Facilities Policy, or as signed off by club during last capital project 1 – Minimum changerroom to sportsground/court ratio met 0 – Minimum changerroom to sportsground/court ratio not met
<i>Capital works</i> <i>Major relates to capital works</i> <i>projects that exceed \$1million</i> <i>in spend</i>	5 – Major capital works project within the past 10 years that delivered a whole-of-pavilion renewal or full rebuild, substantially replacing or upgrading the majority of the facility 4 - Major capital works project within the past 10 years that delivered a partial pavilion renewal, significantly improving functionality of one or more components, but not the entire building 3 – Major capital works project within the past 11-15 years that delivered a whole-of-pavilion renewal or full rebuild, substantially replacing or upgrading the majority of the facility 2 - Major capital works project within the past 11-15 years that delivered a partial pavilion renewal, significantly improving functionality of one or more components, but not the entire building. 0 – Major capital works project exceeds 15 years

Category	Ratings
<i>A</i>	19 or more
<i>B</i>	11-18
<i>C</i>	10 or less

7.4 Other asset categorisation

Other assets allocated to sport and recreation facilities include cricket nets, box lacrosse courts, netball courts, and athletics tracks. These will be categorised and accordingly charged as per below.

Cricket nets:

- 1-3 nets
- 4-6 nets
- 7+ nets

Box lacrosse courts:

- Competition court
- Training court

Netball courts:

- With floodlights
- No floodlights

Athletics track:

- Grass
- Synthetic

8. Sport and recreation fees and charges

8.1 Outline of seasonal allocation fees

Sportsgrounds, pavilions, courts, tracks and the associated assets such as floodlights, fences, and player boxes within Hobsons Bay are maintained by Council to ensure that sport and recreation activities can take place. Maintenance responsibilities are outlined in the seasonal licence agreement. Council also insures all buildings, with clubs to insure their contents.

Council recognises the significant community benefit provided by sporting clubs and will continue to heavily subsidise the maintenance of facilities to ensure sustainability of sporting clubs in the provision of service. Fees and charges related to seasonal sportsground allocations will recuperate 7% of overall maintenance costs. They also provide a level of accountability for clubs to ensure usage is respectful and that clubs realise an element of ownership during their usage period.

The fees and charges are allocated as per the annual budget, where there will be a CPI increase each year. Each category is charged at separate rates, with the principle that higher quality facilities incur a higher seasonal cost. Hours of usage will be considered in the allocation of these charges.

The categorisation and subsequent fees and charges of each facility will be reevaluated upon the review of this policy.

Clubs utilising sportsgrounds for periods longer than the allocated 6-month season, will be charged a pro rata amount for additional time used. Clubs will receive an invoice for seasonal allocation fees once per season.

8.2 Other costs related to seasonal allocations

Clubs with a seasonal allocation will also be charged any utility fees associated with the use of allocated facilities including water, electricity and gas where applicable. If a facility is allocated to more than one tenant, utilities will be split between tenants based on how many hours the facility is used by each tenant during the season. This will be re-assessed each season.

As per the seasonal licence agreement, there may be occasions where Council will on-charge clubs for maintenance items that fall under club responsibility.

Sporting clubs allocated facilities under a seasonal licence agreement are not required to pay rates.

Breaches in seasonal licence agreements may lead to financial penalties.

8.3 Discretion and compensation

Clubs that are removed from a facility for a period of the season at Council's direction due to circumstances outside the club's control, can seek compensation on seasonal allocation fees, to be reviewed by Council.

Clubs that have a primary purpose to deliver sport and recreation opportunities for people with disability and where standard fees would present a demonstrable barrier to participation or organisational viability, can apply for a discretionary discount to be considered by Council.

8.4 Outline of casual booking fees

Casual users will be charged for usage, as per the fees and charges within the annual budget.

A bond payment is required for casual bookings.

Casual users will be unable to book facilities until all outstanding invoices have been paid.

Casual users will be broken down into Local Schools, Casual – Community, and Casual – Commercial. Non-local schools from outside the municipality, or round robin school competitions, would be charged at a Casual – Community rate.

9. Document control

<i>Policy name</i>	Sport and Recreation Allocations, Fees and Charges Policy
<i>Responsible Directorate</i>	Sustainable Communities
<i>Responsible Officer</i>	Manager Recreation and Leisure
<i>Policy Type</i>	Council
<i>Date adopted by Council</i>	29 June 2026
<i>Review Date</i>	2030

10. Related documents

- Hobsons Bay Leasing and Licensing Policy
- A Fair Hobsons Bay for All
- Hobsons Bay Property Strategy
- Capital Development of Sport and Recreation Facilities Policy
- Hobsons Bay Seasonal Licence Agreements
- Sport and Recreation Facility User Guide
- Fair Access Action Plan

Appendix A – Seasonal and casual fees and charges

Fees and charges are as 2026/27 financial year.

CPI increases will be added each year.

Seasonal Pavilion:

Category	25+ Hours	16-24 Hours	6-15 Hours	1-5 Hours
A	\$1,500	\$1,125	\$750	\$375
B	\$1,000	\$750	\$500	\$250
C	\$600	\$450	\$300	\$150

Seasonal Sportsground:

Category	25+ Hours	16-24 Hours	6-15 Hours	1-5 Hours
AA	\$2,400	\$1,800	\$1,200	\$600
A	\$1,200	\$900	\$600	\$300
B	\$900	\$675	\$450	\$225
C	\$700	\$525	\$350	\$175

Seasonal Cricket Nets:

Category	25+ Hours	16-24 Hours	6-15 Hours	1-5 Hours
1-3 nets	\$100	\$75	\$50	\$25
4-6 nets	\$200	\$150	\$100	\$50
7+ nets	\$300	\$225	\$150	\$75

Seasonal Netball Courts:

Category	25+ Hours	16-24 Hours	6-15 Hours	1-5 Hours
With floodlights	\$150	\$112.50	\$75	\$37.50
No floodlights	\$100	\$75	\$50	\$25

Seasonal Athletics Tracks:

Category	25+ Hours	16-24 Hours	6-15 Hours	1-5 Hours
<i>Synthetic track - Summer</i>	\$900	\$675	\$450	\$225
<i>Synthetic track - Winter</i>	\$600	\$450	\$300	\$150
<i>Grass track</i>	\$700	\$525	\$350	\$175

Seasonal Box Lacrosse Courts:

Category	25+ Hours	16-24 Hours	6-15 Hours	1-5 Hours
<i>Training size</i>	\$150	\$112.50	\$75	\$37.50
<i>Competition size</i>	\$300	\$225	\$150	\$75

Pre-season/Soccer trials:

Category	25+ Hours	16-24 Hours	6-15 Hours	1-5 Hours
<i>Weekly charge per asset</i>	\$25	\$18.75	\$12.50	\$6.25

Casual Sportsground hire:

Category	Hourly	Daily (6 or more hours)
<i>Local school</i>	\$0	\$0
<i>Casual – Community</i>	\$25	\$130
<i>Casual – Commercial</i>	\$100	\$560
<i>Floodlight fee</i>	\$30	N/A

Casual Newport Park Athletics Track hire:

Category	Hourly	Daily (6 or more hours)
<i>Local school</i>	\$70	\$390
<i>Non-Local schools & Community</i>	\$95	\$550
<i>Commercial</i>	\$110	\$615

Casual Pavilion hire:

Category	Hourly	Daily (6 or more hours)
<i>Local school</i>	\$0	\$0
<i>Casual – Community</i>	\$15	N/A
<i>Casual - Commercial</i>	\$30	N/A
<i>Amenity fee</i>	\$15	N/A

Casual Netball Court, Cricket Net, Box Lacrosse Court hire:

Category	Hourly	Daily (6 or more hours)
<i>Local school</i>	\$0	\$0
<i>Casual – Community</i>	\$24	N/A
<i>Casual - Commercial</i>	\$40	N/A

Casual Tennis Court hire:

Category	30 Mins	Hourly	Daily (6 or more hours)
<i>Lights</i>	\$6	\$12	N/A
<i>No lights (daylight hours)</i>	\$0	\$0	N/A

Laverton Active Hall hire:

Category	Hourly	Daily (6 or more hours)
<i>Local school</i>	\$0	N/A
<i>Casual – Community</i>	\$35	N/A
<i>Casual - Commercial</i>	\$60	N/A

Appendix B – Sportsground and Pavilion categories

Sportsgrounds and pavilion categories are listed below, as of 2026 ratings.

Categories will be reviewed each year.

Sportsground categories:

Category	Sportsground
AA - Summer	Williamstown Cricket Ground – Oval (Turf Pitch)
A - Summer	W.L.J. Crofts Reserve – Oval 2 (North East, Turf Pitch) W.L.J Crofts, Reserve – Oval 3 (North West, Turf Pitch) Donald McLean Reserve - Oval 1 (East, Turf Pitch) Loft Reserve – Oval 1 (South, Turf Pitch)
B - Summer	Altona Green Reserve - Oval 2 (North, Synthetic Pitch) Altona Green Reserve - Oval 1 (South, Turf Pitch) Bayside Secondary College Paisley College - Oval (Synthetic Pitch) Bayside Secondary College Williamstown Campus - Oval 1 (East, Turf Pitch) Bayside Secondary College Williamstown Campus - Oval 2 (West) Bruce Comben Reserve – Oval 1 (West, Turf Pitch) Bryan Martyn Oval – Oval (Turf Pitch) W.L.J. Crofts Reserve – Oval 1 (South) Digman Reserve – Oval 1 (West, Synthetic Pitch) Digman Reserve – Oval 2 (West, Turf Pitch) Digman Reserve – Oval 3 (East, Turf Wicket) Digman Reserve – Oval 4 (East, Synthetic Pitch) Donald McLean Reserve - Oval 2 (West, Turf Pitch) Edwards Reserve – Oval (Synthetic Pitch) Fearon Reserve – Oval 1 (North, Turf Pitch) Fearon Reserve – Oval 2 (South, Turf Pitch) H.D. Graham Reserve – Oval (Synthetic Pitch) J.K. Grant Reserve - Oval 1 (North West, Turf Pitch) J.K. Grant Reserve - Oval 2 – Kirk- (North Middle, Turf Pitch) J.K. Grant Reserve - Oval 3 (South East, Synthetic Pitch) J.T. Gray Reserve – Oval 1 (North East, Synthetic Pitch) J.T. Gray Reserve – Oval 2 (Middle, Turf Pitch) J.T. Gray Reserve – Oval 3 (South East, Synthetic Pitch) J.T. Gray Reserve – Oval 4 (South West, Synthetic Pitch) Greenwich Reserve – Baseball Diamond Greenwich Reserve - Oval (Turf Pitch) A.W. Langshaws Reserve – Oval (Turf Pitch) Laverton Park – Oval 1 (Turf Pitch) A.B. Shaw Reserve - Oval 1 (West, Turf Pitch)
C - Summer	Altona P-9 College - Oval (Synthetic Pitch) Bayview Reserve - Oval (Synthetic Pitch)

	A.W. Bond Reserve – Sportsground (Synthetic Pitch) Bruce Comben Reserve – Oval 2 (North East, Synthetic Pitch) Bruce Comben Reserve – Oval 3 (South East, Synthetic Pitch) P.A. Burns Reserve – Oval (Synthetic Pitch) J.K. Grant Reserve - Oval 4 (South West, Synthetic Pitch) J.K. Grant Reserve - Oval 5 (North East, Synthetic Pitch) Greenwich Reserve - Baseball Diamond (North, Junior) Hatt Reserve – Oval (Synthetic Pitch) Loft Reserve – Oval 2 (North, Synthetic Pitch) P.J. Lynch Reserve – Lacrosse Field 1 (South East) P.J. Lynch Reserve – Lacrosse Field 2 (South West) P.J. Lynch Reserve – Lacrosse Field 3 (North East) P.J. Lynch Reserve – Lacrosse Field 4 (North West) Newport Gardens Primary School – Oval (Synthetic Pitch) Robertson Reserve – Oval (Synthetic Pitch) A.B. Shaw Reserve - Oval 2 (Middle, Synthetic Pitch) A.B. Shaw Reserve – Oval 3 - Frank Keenan (East, Synthetic Pitch) K.C. White Reserve - Baseball Diamond 1 (East, Main) K.C. White Reserve - Baseball Diamond 2 (West)
<i>AA - Winter</i>	Williamstown Cricket Ground – Oval (Turf Pitch)
<i>A - Winter</i>	Bayside Secondary College Paisley College Rugby - Field 1 (East) Bayside Secondary College Paisley College Rugby - Field 2 (West) W.L.J. Crofts Reserve – Oval 2 (North East, Turf Pitch) W.L.J Crofts, Reserve – Oval 3 (North West, Turf Pitch) Donald McLean Reserve - Oval 1 (East, Turf Pitch) H.D. Graham Reserve - Soccer Pitch 1 (North) H.D. Graham Reserve - Soccer Pitch 2 (South) J.T. Gray Reserve- Soccer Pitch 1 (North West) H.C. Kim Reserve – Soccer Pitch 1 (West) Laverton Park – Oval 1 (Turf Pitch) Loft Reserve – Oval 1 (South, Turf Pitch) Paisley Park Soccer Complex - Soccer Pitch 1 (West, Junior) Paisley Park Soccer Complex – Soccer Pitch 2 (West, Main) Paisley Park Soccer Complex – Soccer Pitch 3 (East, Main)
<i>B - Winter</i>	Altona Green Reserve - Oval 2 (North, Synthetic Pitch) Altona Green Reserve - Oval 1 (South, Turf Pitch) Bayside Secondary College Williamstown Campus - Oval 1 (East, Turf Pitch) Bayside Secondary College Williamstown Campus - Oval 2 (West) A.W. Bond Reserve Bruce Comben Reserve 1 (West, Turf Pitch) Bryan Martyn Oval – Oval (Turf Pitch) S.J. Clement Reserve W.L.J. Crofts Reserve – Oval 1 (South) Digman Reserve – Oval 1 (West, Synthetic Pitch) Digman Reserve - Oval 4 (East, Synthetic Pitch) Donald McLean Reserve - Oval 2 (West, Turf Pitch) D.N. Duane Reserve – Soccer Pitch Edwards Reserve – Soccer Pitch Fearon Reserve - Oval 2 (South, Turf Pitch)

Fearon Reserve – Oval 1 (North, Turf Pitch)
 J.K. Grant Reserve - Oval 1 (North West, Turf Pitch)
 J.K. Grant Reserve - Oval 2 – Kirk- (North Middle, Turf Pitch)
 J.K. Grant Reserve - Oval 3 (South East, Synthetic Pitch)
 J.T. Gray Reserve – Soccer Pitch 2 (South West)
 J.T. Gray Reserve – Soccer Pitch 4 (North East)
 J.T. Gray Reserve – Soccer Pitch 6 (South East)
 Greenwich Reserve – Baseball Diamond
 Greenwich Reserve - Oval (Turf Pitch)
 H.C. Kim Reserve – Soccer Pitch 2 (Middle)
 H.C. Kim Reserve – Soccer Pitch 3 (East)
 A.W. Langshaws Reserve – Oval (Turf Pitch)
 Laverton Park - Soccer Pitch 1 (East)
 Laverton Park – Soccer Pitch 2 (West)
 Paisley Park Soccer Complex – Soccer Pitch 4 (East, Junior)
 K.C. White Reserve - Baseball Diamond 1 (East, Main)

C - Winter

Bayview Reserve - Oval (Synthetic Pitch)
 Bruce Comben Reserve – Oval 2 (North East, Synthetic Pitch)
 Bruce Comben Reserve – Oval 3 (South East, Synthetic Pitch)
 P.A. Burns Reserve – Oval (Synthetic Pitch)
 J.K. Grant Reserve - Oval 4 (South West, Synthetic Pitch)
 J.K. Grant Reserve - Oval 5 (North East, Synthetic Pitch)
 Greenwich Reserve - Baseball Diamond (North, Junior)
 Hatt Reserve – Oval (Synthetic Pitch)
 Loft Reserve – Oval 2 (North, Synthetic Pitch)
 P.J. Lynch Reserve – Lacrosse Field 1 (South East)
 P.J. Lynch Reserve – Lacrosse Field 2 (South West)
 P.J. Lynch Reserve – Lacrosse Field 3 (North East)
 P.J. Lynch Reserve – Lacrosse Field 4 (North West)
 Robertson Reserve – Oval (Synthetic Pitch)
 A.B. Shaw Reserve - Oval 2 (Middle, Synthetic Pitch)
 A.B. Shaw Reserve – Oval 3 - Frank Keenan (East, Synthetic Pitch)
 K.C. White Reserve - Baseball Diamond 2 (West)

Pavilion categories:

Category	Sportsground
A	Bayside Secondary College Williamstown Campus Pavilion Bayside Secondary College Paisley Campus Pavilion W.L.J. Crofts Reserve - Pavilion Digman Reserve - Pavilion Donald McLean Reserve - W&M Couch Pavilion (East) H.D. Graham Reserve - Pavilion J.T. Gray Reserve – Pavilion (East Side) J.T. Gray Reserve – Pavilion (West Side) H.C. Kim Reserve - Pavilion Laverton Park – B.F. Jackson Pavilion (incl. Changerooms)
B	Bruce Comben Reserve - Pavilion Bryan Martyn Oval - Pavilion Fearon Reserve – Social Pavilion (South) + Alan Harsley Change Pavilion (Middle) Fearon Reserve – Social Pavilion (North) + Alan Harsley Change Pavilion (Middle) J.K. Grant Reserve - Pavilion A.W. Langshaws Reserve - Pavilion P.J. Lynch Reserve - Pavilion Newport Athletics Track - Pavilion Paisley Park Soccer Complex – Pavilion (West Side) Williamstown Cricket Ground – Pavilion
C	Altona Green Reserve - Pavilion A.W. Bond Reserve - Pavilion Donald McLean Reserve - Roy Picone Pavilion (West) D.N. Duane Reserve - Pavilion Edwards Reserve - Pavilion Greenwich Reserve - Pavilion Laverton Netball Courts – Pavilion Laverton Park - Soccer Pavilion (incl. Changerooms and Social) Loft Reserve - Pavilion George Nevitt Athletics Track - Pavilion Paisley Park Soccer Complex – Pavilion (East Side) K.C. White Reserve - Pavilion

Appendix C – Change log

Listed is an outline of what has changed from what was in the draft policy, that went out for community engagement in March to April 2026.

Section	Page numbers	Change
<i>6.6 – Prioritisation of activity</i>	10	Priority 5 only permitted neutral finals (non-HBCC clubs playing) to be hosted if no parks maintenance was required at a ground. It is now outlined as permitted where significant notice can be provided and approval from all tenants and Parks can be provided.
<i>6.7 – Allocation decision making</i>	10, 11	Updates to: • Wording around community service, rather than benefit, including consideration for clubs serving small population groups. • Clarified that previous tenancy only relates to the same season as is being requested. • Hobsons Bay Health, Wellbeing and Safety Plan as the relevant document, rather than A Fair Hobsons Bay for All.
<i>7.3 – Pavilion categorisation</i>	16, 17	Updated the 'Capital works' criteria, to include a '2' and a '4' grading, that differentiates between major capital works projects that are a whole-of-pavilion upgrade, compared to partial pavilion upgrades.
<i>8.1 – Outline of seasonal allocation fees</i>	19	Clarification that maintenance responsibilities are outlined in the seasonal licence agreement, and recognition of community benefit provided by sporting clubs.
<i>8.2 – Other costs related to seasonal allocations</i>	19	Clarification on which utilities are covered by clubs, and how these are calculated and split.
<i>8.3 – Discretion and compensation (New)</i>	19, 20	New section, outlining that clubs can seek compensation at Council's discretion where they are removed from allocated facilities for a period. It also outlines that a club that solely operates to deliver sport and recreation for people with a disability where fees are creating a barrier, can also seek compensation.
<i>Fees & Charges - Seasonal Athletics Track</i>	23	Updates to the fees and charges related to Seasonal Athletics Track hire, for synthetic track with the addition of a separate summer and winter charge.
<i>Sportsground and Pavilion categorisation</i>	25-28	Minor adjustments to the categorisation of some sportsground and pavilion, based on clarification of grading, and changes to the pavilion 'Capital works' criteria.



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