



Club Fee Policy

Policy Type:	Policy		
Approved By:	Council	Decision No:	1900/2013, 2015/0240, 2017/1720, 0117/2019, 0990/2021
Approval Date:	24 October 2005	Most Recent Approval:	28 June 2021
Review Date:	June 2023	Internal Reference No.:	1482
Department:	City Infrastructure	Division:	Property and Buildings
Function:	7 - Financial Management	Responsible Officer:	Manager, Property and Buildings

A - PREAMBLE

1. The City of Salisbury provides buildings and amenities to clubs and associations in order to facilitate the provision of sport within the community. It is important to ensure that the costs associated with the provision of these facilities are clear and transparent.

B - SCOPE

2. This policy applies to all clubs and associations that use Council owned land and facilities and where a lease and licence refers to the Club Fee Policy.

C – POLICY PURPOSE/OBJECTIVES

3. This policy sets out the basis for the charging of fees associated with the use of Council owned land and facilities. It aims to ensure that fees are applied consistently and transparently.

D – DEFINITIONS

4. **Exclusive Use** – refers to facilities where the general public is excluded from access outside of normal operations of the occupant (e.g. by way of fence and locked gates);
5. **Facility** – refers to the collective building, playing fields, hard courts and any other infrastructure associated with the occupant and its uses;
6. **Hard courts** – refers to outdoor tennis and netball courts;
7. **Junior clubs** – refers to clubs whose membership comprises exclusively of teams registered as under 18 players and younger;
8. **Playing fields** – refers to open space that has been modified for the purpose of playing turf sports; and
9. **Premium surfaces** – refers to sports surfaces maintained at a higher level for elite sport.

E - POLICY STATEMENT

10. Fees for the occupation of Council buildings and playing fields shall be payable as monthly rent in advance, calculated from the following components:
 - a. **Building fee** – a fee calculated on 0.3% of the replacement value of the leased buildings at the commencement of the lease;

- b. **Playing Field Maintenance** - a fee calculated on 5% of an averaged reserve maintenance cost at the commencement of the lease;
- c. **Hard Courts** – a fee calculated on 5% of the averaged whole of life cost per court;
- d. **Junior Teams** - Facilities used exclusively for junior teams shall have the fees in 1 a, b and c above reduced by 50%. Council will need to be furnished with proof for this reduction to take effect; and
- e. **Loans** - Loans taken out by Council on behalf of the club shall be repaid in full (including interest) by the club.
- f. **Indexation** – lease and license fees will increase annually by the Local Government Price Index for South Australia over the 12 month period to the June quarter as published by the South Australian Centre for Economic Studies.

11. Special circumstances may attract additional costs:

- a. **Premium surfaces** – in the case of clubs with a premium surface the ground maintenance component for that surface shall be calculated at 10% of the averaged reserve maintenance costs;
- b. **Gaming Machines** – in the case of clubs with electronic gaming machines within Council owned buildings shall have the fees in 1 a, b and c increased by 25%;
- c. **Turf Wickets** – 20% of the cost to prepare turf wickets may be charged where Council maintains turf cricket wickets on behalf of a Club; and
- d. **Other Fees** – when special conditions apply.

12. Fees may be waived or varied in cases of special circumstances (eg financial hardship) at the discretion of Council.

The playing field maintenance, hard court costs and building value will be reviewed every five years, in line with the negotiations of the new lease agreement.

Document Control

Document ID	Club Fee Policy
Prepared by	Karen Pepe
Release	6.0
Document Status	Endorsed
Issue Date	06/07/2021