

COUNCIL POLICY

Sporting Reserves Maintenance Support

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REVISION RECORD

Date	Version	Revision description
04/05/2026	0.1	Inception draft
23/07/2026	0.2	Final draft
25/08/2026	1.0	Adopted by Council (signed and sealed 29/09/2026)

1. Purpose

To provide an equitable allocation of resources to the nominated sporting reserves managed by community-based committees of management (committees).

2. Scope

This policy sets out the roles and responsibilities of Council and committees, and guides committees on how annual maintenance support grants are applied for and how they can be used.

The policy applies to the sporting reserves and facilities ('reserves') listed in Schedule 1 attached to this policy.

This policy does not apply to Council managed reserves, Council's passive sporting reserves, to informal or unstructured use by individual community members, or to Council contract managed facilities, such as aquatic, community and leisure facilities.

3. Policy details

3.1 POLICY CONTEXT

Council acknowledges the significant volunteer contribution by individuals and community groups for the management and maintenance of the shire's sporting reserves. This policy outlines the framework that Council uses to allocate annual resources to assist committees to undertake these tasks.

The framework recognises that:

- the function of sporting reserves can vary between the reserves covered by this policy;
- the community demand and use of reserves can vary between the reserves covered by this policy; and
- the sports and activities available at the sporting reserves covered by this policy have differing requirements due to surface type and associated infrastructure.

As a result, there can be different maintenance requirements between each sporting reserve.

Subject to the approval of the relevant landowner, this policy does not exclude a committee applying for additional funding through grant opportunities, or through Council's annual budget submission process.

3.2 ALLOCATION CATEGORIES

Allocation categories recognise the differences in the frequency and intensity of use of sporting reserves by tenant groups and the general public, including the sporting and sporting assets and the common areas within reserves.

Code	Base Allocation	Funding Amount
BA1	Reserve in high population area (>900 people)	\$3,000
BA2	Reserve in low population area (<900 people)	\$1,500

3.3 DEFINED ACTIVITIES

Facilities supporting the different activities available at sporting reserves require varying maintenance tasks and frequency of application, and the funding allocations supporting the defined activities recognise this. The below funding amounts represent a monetary value that includes the cost of contractors, equipment hire, consumables (such as fuel, chemicals, etc.), and a contribution towards the volunteer hours committed to each maintenance task by committees, such as mowing, edge trimming, high-pressure cleaning/ sweeping courts and skate parks, etc.

Code	Defined Activities	Funding Amount
DA1 - A	Regional / high level competition sports fields	\$6,500
DA1 - B	Local competition sports fields	\$3,500
DA1 - C	Low or irregular use sports fields	\$1,000
DA2	Netball, basketball or tennis court	\$250
DA3	Bowling green	\$2,000
DA4	Bike park or extensive gravel path/ trail network	\$1,500
DA5	Skate park	\$750
DA6	Golf course	\$1,000
DA7	Racecourse	\$1,000
DA8	No formal uses but provides open space for the local community, including dog parks and playgrounds	\$1,000
DA9	Squash court	\$100

Where Council undertakes the mowing maintenance for a defined activity, the funding amount for that activity will be reduced by 75% from the committee's total grant.

The mowing schedule is as agreed to by Council and the committee. Council is the final decision maker on the mowing schedule.

Council will coordinate and fund a minimum of one broadleaf weed spray and if required, one run of Verti draining for all sports fields used for senior and junior sport. The frequency of spraying and Verti draining per annum at each sporting reserve will be at the absolute discretion of Council and will depend on a number of considerations including climatic conditions, the condition of playing surfaces throughout the year, the profile of use of sports fields and available budget.

Council's Open Spaces Team shall prepare an annual program of major maintenance works for the forthcoming financial year. This program will be scoped by February of the preceding year.

Supplementary maintenance support requests outside the routine schedule will be considered by the Manager Operations. Any support is subject to budget allocation and available resourcing.

3.4 FUNDING APPLICATIONS AND AQUITTALS

Committees must apply for a maintenance support grant each financial year based on the size of the town that the reserve is located in, the function of the reserve, and the activities available at the reserve (see sample Sporting Reserves Maintenance Support Grant Application Form in Schedule 2).

Following the completion of each financial year, committees are required to acquit the previous year's grant by documenting how the funds were spent (see sample Sporting Reserves Maintenance Support Grant Acquittal Form in Schedule 3); it is a mandatory obligation for committees to complete an acquittal and to attach the committee's annual financial report to be eligible for funds the following year.

Maintenance support grants allocated each year must be expended on the maintenance and care of the asset for which the funds are designated.

If the maintenance support grant allocated by Council is not fully expended in any given year, the committee may retain the surplus funds on application to Council, up to a maximum balance of \$20,000, for the specific purpose to contribute to future upgrades or replacement costs associated with the defined activities available at the reserve. All funds retained must be deposited into a separate reserve fund set up by the committee, and the balance of the reserve fund will be visible in the annual financial report provided to Council.

Funding amounts will be increased by CPI annually.

Where Council owns the asset and leases it to a sporting club, Council may enter into direct agreements regarding funding to maintain the grounds in accordance with the principles of this policy.

3.5 ANNUAL IMPLEMENTATION PLAN

The policy will be implemented annually using the following framework as a guide.

Period	Task
July-September	Committees complete the acquittal of funds for the previous financial year and submit along with the application for current financial year funding
October-November	Property and Contracts Coordinator reviews applications and acquittals, and makes a recommendation on appropriate annual maintenance support grant allocations to committees
November or December	Council resolves to allocate annual maintenance support grants
December	Committees are notified and grants transferred by end of December

4. Roles and responsibilities

The following Council officers are responsible for the implementation and compliance monitoring of the policy.

Responsibility	Position
To determine annual maintenance support grants for each reserve committee of management and to monitor how grants are expended by committees	Property and Contracts Coordinator
To oversee the calculation and distribution of annual maintenance support grants	Manager Growth and Future
To manage the responsibilities and processes associated with Council's payment of the annual maintenance support grant to committees	Finance Team
Overall responsibility for policy implementation and compliance	Director Assets

5. Breaches

Council reserves the right to reduce or cease maintenance support funding to any committee of management that:

1. cannot demonstrate a community benefit deriving from the committee's operation; or
2. does not submit a Sporting Reserves Maintenance Support Grant Application Form within the required timeframe and/or does not submit a Sporting Reserves Maintenance Support Grant Acquittal Form that is satisfactory or within the required timeframe; or
3. is self-sufficient and/or operates significant fundraising or commercial interests, e.g., gaming machines, etc.

In all instances where a breach has occurred, Council and the committee of management in breach will commence discussions to investigate the matter and to determine a resolution.

6. Human Rights Charter compatibility

This policy has been assessed as being compatible with the *Charter of Human Rights and Responsibilities Act 2006 [Vic]*.

7. Gender Impact Assessment

The implications of this policy have been assessed in accordance with the requirements of the *Gender Equality Act 2020*. In this instance, no Gender Impact Assessment was required, as the policy does not have a direct or significant impact on the public.

8. Supporting documents

This policy should be read in conjunction with all other relevant, Council policies and procedures, as well as relevant legislative requirements.

Related Legislation

- *Local Government Act 1989 [Vic]*
- *Local Government Act 2020 [Vic]*

Related Guidelines, Operational Directives or Policies

- Alpine Shire Sporting and Open Space Plan (2013)
- Alpine Shire Sport and Active Sporting Master Plans 2024
- Fair Access Policy 2024

Related Procedures

- Nil

9. Definitions and abbreviations

Term	Meaning
Council	Alpine Shire Council
Committees of management / community asset committee	The entity appointed by Council or the Department of Energy, Environment and Climate Action (DEECA) to manage a reserve
Sporting reserves	The sporting reserves covered by this policy and which are listed in Schedule 1 of this policy
Defined activity – sporting reserve status	Funding for DA1 – A, B and C is determined by Schedule 4 of this policy.

10. Approval

THE COMMON SEAL OF THE
ALPINE SHIRE COUNCIL was
hereunto affixed this 29 day of
September 2026
in the presence of:



DAVID BYRNE
COUNCILLOR

Jean-Pierre Ronco
COUNCILLOR

WILL JEREMY
CHIEF EXECUTIVE OFFICER

Version 1 of the Sporting Reserves Maintenance Support Policy was adopted at the Ordinary Council Meeting held on 29 September 2026

The signed copy is held in Council's records.

Schedule 1

Sporting Reserves to which this policy applies

Reserve	Ownership/Management	Committee of Management
Dederang Sporting Reserve	Crown land managed by a DEECA appointed committee of management	Dederang Recreation Reserve Committee of Management Inc.
Gapsted Sporting Reserve	Crown land managed by a DEECA appointed committee of management	Gapsted Recreation Reserve Committee of Management Inc.
Gundowring Sporting Reserve	Crown land managed by a DEECA appointed committee of management	Gundowring Recreation Reserve Committee of Management Inc.
Harrietville Sporting Reserve	Crown land managed by a DEECA appointed committee of management	Harrietville Camping and Recreation Reserve Committee of Management Inc.
Les Peart Oval	Council land managed by a Council delegated Community Asset Committee	Mount Beauty Recreation Reserve and Les Peart Oval Community Asset Committee
Memorial Oval	Council land managed by a Council appointed committee of management	RC McNamara Reserve and Memorial Oval Committee of Management Inc.
Mount Beauty Sporting Reserve	Council land managed by a Council delegated Community Asset Committee	Mount Beauty Recreation Reserve and Les Peart Oval Community Asset Committee
Myrtleford Recreation Reserve and Showgrounds	Crown land managed by a DEECA appointed committee of management	Myrtleford Recreation Reserve Inc.

Reserve	Ownership/Management	Committee of Management
Myrtleford Stadium	Council asset managed by a Council appointed committee of management	Myrtleford Indoor Stadium Management Association Inc.
Porepunkah Sporting Reserve	Crown land managed by a DEECA appointed committee of management	Porepunkah Public Hall and Porepunkah Public Reserve Committee of Management Inc.
RC McNamara Sporting Reserve	Council land managed by a Council appointed committee of management	RC McNamara Reserve and Memorial Oval Committee of Management Inc.
Wandiligong Alpine Park	Crown land managed by a DEECA appointed committee of management	Wandiligong Alpine Park Committee of Management Inc.

Schedule 2



Sporting Recreation Reserves Maintenance Support Grant Application Form (Sample)

Reserve Name: _____			
Financial Year <i>(insert)</i>		Grant received <u>previous</u> Financial Year <i>(insert)</i>	\$

Applications for recreation reserve maintenance support grants are to be made in accordance with the Alpine Shire Sporting Reserves Maintenance Support Policy 2026.

Base Allocation				Council to Complete
Code	Definition	Funding Amount	Amount Requested	Final Amount
BA1	Recreation reserve in high population area (>900 people)	\$3,000	\$	\$
BA2	Recreation reserve in low population area (<900 people)	\$1,500	\$	\$

Defined Activities					Council to Complete
Code	Definition	Funding Amount per Activity	Number of Activity Assets at the Reserve	Amount Requested	Final Amount
DA1-A	Regional / High level Competition sports fields	\$6,500	No.	\$	\$
DA1-B	Local Competition sports fields	\$3,500	No.	\$	\$
DA1-C	Low or irregular use sports fields	\$1,000	No.	\$	\$
DA2	Netball, Basketball or tennis courts	\$250	No.	\$	\$
DA3	Bowling green	\$2,000	No.	\$	\$
DA4	Bike park or extensive gravel path/ trail network	\$1,500	No.	\$	\$
DA5	Skate park	\$750	No.	\$	\$
DA6	Golf course	\$1,000	No.	\$	\$
DA7	Racecourse	\$1,000	No.	\$	\$
DA8	No formal uses but provides open space for the local community, including dog parks and playgrounds	\$1,000	No.	\$	\$
DA9	Squash Court	\$100	No.	\$	\$
TOTAL GRANT REQUESTED				\$	\$

Form Completion			
Reserve representative who completed the form	Name <i>(insert)</i>	Position <i>(insert)</i>	Date <i>(insert)</i>
Council officer who reviewed the form	Name <i>(insert)</i>	Position <i>(insert)</i>	Date <i>(insert)</i>
Officer comments			

Schedule 3



Sporting Reserves Maintenance Support Grant Acquittal Form (Sample)

Reserve Name: _____			
Financial Year <i>(insert)</i>		Grant received for Financial Year <i>(insert)</i>	\$

Sports Field and Reserve Grounds Mowing				
Activity	Est. Number Cuts/Slashes for the Year	Contractor Cost for the Year (if applicable)	Total Consumables Cost (e.g. fuel, equipment hire/ repairs, etc.)	TOTAL
Sports Field	No.	\$	\$	\$
Reserve Surrounds	No.	\$	\$	\$
Other _____	No.	\$	\$	\$
Sports Field Maintenance				
Activity	Estimated Frequency for the Year	Contractor Cost for the Year (if applicable)	Total Consumables Cost (e.g. fuel, equipment hire, etc.)	TOTAL
Irrigation maintenance	No.	\$	\$	\$
Drainage maintenance	No.	\$	\$	\$
Weed Spraying	No.	\$	\$	\$
Oversowing	No.	\$	\$	\$
Fertilising	No.	\$	\$	\$
Rolling	No.	\$	\$	\$
Sports Field Perimeter Fence Maintenance	No.	\$	\$	\$
Other _____	No.	\$	\$	\$
Other _____	No.	\$	\$	\$

Other Asset Maintenance				
Activity	Estimated Frequency for the Year	Contractor Cost for the Year (if applicable)	Total Consumables Cost (e.g., fuel, equipment hire, etc.)	TOTAL
Netball or tennis courts	No.	\$	\$	\$
Bowling green	No.	\$	\$	\$
Bike park/ trail network	No.	\$	\$	\$
Skate park	No.	\$	\$	\$
Golf course	No.	\$	\$	\$
Racecourse	No.	\$	\$	\$
Squash	No.	\$	\$	\$
Other _____	No.	\$	\$	\$
Other _____	No.	\$	\$	\$
TOTAL MAINTENANCE EXPENDITURE				\$

Committee In-kind Support for Maintenance Tasks		
Item	Estimated Hours for the Year	Additional information (if any)
Sports field and reserve grounds mowing	No.	
Sports field maintenance	No.	
Other asset maintenance	No.	
Other _____	No.	
Other _____	No.	
TOTAL		

RESERVE COMMITTEES PLEASE ATTACH:

- A copy of the minutes of the annual general meeting for the financial year noted on the first page, including the annual financial statement; and
- Invoices and receipts to verify costs, where they are readily available.

Form Completion			
Reserve representative who completed the form	Name (insert)	Position (insert)	Date (insert)
Council officer who reviewed the form	Name (insert)	Position (insert)	Date (insert)
Officer comments			

Schedule 4

Sporting reserve status is determined by the following criteria:

DA1 – A - Regional / High Level Competition Sports Fields

Applies to sports fields that:

- Host regional, district or league-level competition (not just local fixtures), and/or
- Are used by clubs competing in formal leagues above local division level, and/or
- Regularly host finals, tournaments or representative matches, and/or
- Experience high intensity use, across multiple teams and seasons.

These fields typically require:

- Higher maintenance standards.
- Increased frequency of use.
- Greater surface performance expectations.

DA1 – B - Local Competition Sports Fields

Applies to sports fields that:

- Are used regularly for local senior and/or junior competition, and
- Support structured club training and match play, and
- Have moderate to high seasonal use, but primarily at a local level.

DA1 - C – Low or Irregular Use Sports Fields

Applies to sports fields that:

- Are used for informal, social or occasional sporting use, or
- Have limited or irregular organised competition, or
- Function primarily as community open space with incidental sport use.