

# Sports Field Floodlighting Policy

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Record number	D22/24823
Responsible Managers	Manager Civil Assets Manager Recreation & Leisure Services
Other key internal stakeholders	Director Assets & Environment Director Community & Cultural Development
Last reviewed	9 August 2022
Adoption reference	Council
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Due date next review	2025

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## 1. PURPOSE

The purpose of this policy is to establish Council's position in regard to the installation and maintenance of sports floodlighting to Council owned properties including the level of financial contribution that will be made by Council and the relevant sporting and community organisations.

## 2. POLICY

From time to time Council receives requests from sporting and community organisations to provide or upgrade floodlighting. In order to assess and respond to requests in a consistent and equitable manner, Council will assess each application based on the following principles of responsibility. The decision to undertake any upgrade is at the discretion of Council and funding is not guaranteed upon application.

### 2.1 Funding Responsibilities - Council and Sporting and Community Organisations

Council and sporting and community organisations will be jointly responsible for the project funding in accordance with the following:

#### 2.1.1 Leased or Licensed Facilities

Council may contribute up to 50% of the project costs net of grant or any other third party funding (subject to budget availability in any relevant financial year). Grant and sponsorship funds will be treated as separate contributions.

Some examples on how this might be applied are as follows:

Example 1 - Simple funding - Council and sporting and community organisation only

Total cost - \$100,000

Sporting and community organisation - \$50,000

Council - \$50,000

Example 2 - Funding with a grant funding included

Total Cost \$100,000

Grant \$50,000

Sporting and community organisation - \$25,000

Council \$25,000

Example 3 - Funding with grant funding and sporting and community organisation sponsorship

Total Cost - \$100,000

Grant - \$50,000

Sporting and community organisation - \$25,000 (Sponsorship \$20,000, sporting and community organisation funds \$5,000)

Council \$25,000

### 2.1.2 Non Leased Facilities

Council may contribute more than 50% of the project costs net of grant or any other third party funding (subject to budget availability in any relevant financial year), should the facility not be under lease or licence. This will be considered by Council on a case by case basis and will be subject to the sporting or community organisation making a reasonable financial contribution towards the project.

## 2.2 Sporting and Community Organisation's Responsibility

There have been instances where sporting and community organisations have agreed, in writing, to contribute a portion of the project cost, but due to financial circumstances have been unable to honour the commitment. In order to minimise this risk to Council the sporting and community organisations must:

- a. Be an incorporated body
- b. Contribute towards the project in accordance with the Funding Responsibilities
- c. The illumination (or Lux) of lighting is to be consistent with Australian Standards for training and/or competition level requirements for each activity proposed
- d. Demonstrate to the satisfaction of Council that it has sought external funding sources in the first instance (e.g. Active Club grant or another State or Federal grant) to assist in defraying the costs. If external funding is not available, the club must demonstrate to the satisfaction of Council that it has pursued all reasonable avenues to seek external funding
- e. Provide the past two years and current financial statements for inspection and analysis by Council
- f. Provide proof / verification of their membership numbers
- g. Provide payment as follows:
  - i. First instalment - payment of 50% of the sporting and community organisations agreed contribution to be paid upon receipt of written advice provided by the Council to the sporting and community organisations that the project has commenced
  - ii. Second instalment - payment of 30% of the sporting and community organisations agreed contribution to be paid upon receipt of written advice provided by the Council to the sporting and community organisations that the project has advanced to installation of all light poles
  - iii. Final instalment - payment of 20% of the sporting and community organisations agreed contribution to be paid upon completion of the project.

The CEO may vary this arrangement due to specific project circumstances

## 2.3 Council Responsibility

Council, as owner of the property, will:

- a. Contribute towards the project in accordance with the Funding Responsibility section of this policy and subject to available funds in Council's relevant annual budget
- b. Assess the project for its viability and appropriateness after considering the impact on and benefit for the community
- c. Be responsible for obtaining any relevant development approval or other approvals (Eg. Flightpath approval)
- d. Project manage the procurement and installation of the sports field floodlighting and all associated works

- e. Provide a legally binding contract with the relevant conditions and responsibilities for both sporting and community organisations and Council clearly specified
- f. Obtain written support from any relevant management committee and/or lessee
- g. Maintain the right to control the use of the lights and associated grounds, at times, to ensure the relevant sports surface is not unduly damaged
- h. Ensure site works will only commence after all relevant development approvals have been granted and Council has made provision for its expenditure in the current or relevant budgets
- i. Ensure a proposal is consistent with the direction of other Council documents.

## 2.4 Ownership and Maintenance

Upon commissioning, the asset (lighting columns and related infrastructure) will remain the property of the City of Tea Tree Gully and Council will bear all costs associated with repair / refurbishment of mechanical, civil and electrical components (including lamp replacement), subject to any applicable licence/lease provisions to the contrary or any written agreement with the sporting and community organisations.

## 2.5 Level of Provision

End of Life replacement of sports floodlighting assets (lighting columns and related infrastructure) will remain the financial responsibility of Council in its entirety, subject to:

- a. Council identifying the end of life period via an audit of the asset
- b. Sports floodlighting priorities are in accordance with Council's available resources and budgetary priorities
- c. The Australian Standards, this policy and sports floodlighting audit data determines the lighting illuminance required (lux level) and the playing area to be lit for the intended use of a facility

Sporting and Community Organisations who request lighting illuminance (lux levels) above Australian Standards for the intended use of a facility will be required to fund the difference in capital cost between the Australian Standard and the increased level of service requested.

A sporting or community organisation contribution to sports floodlighting provision or upgrades above this policy and Australian Standards does not result in the club having exclusive access or reduced utility charges.

In the event that there is no Australian Standard to determine lighting requirements for a specific use or for new sporting activities, then Council, in association with the appropriate State Sporting Organisation, shall determine an appropriate standard to which lighting must comply.

To prolong the life span of floodlight fittings/globes, and at sites where programming options are provided to differentiate between training and competition lighting illuminance levels, sporting and community organisations are responsible for ensuring the correct lighting illuminance (lux level) is being used for the intended activity at the time (Eg. 100 lux for AFL training vs 200 lux for evening competition), as well as ensuring sports floodlighting is promptly turned off at the cessation of use.

Floodlights installed on land under the care and control of the Council, remain the Council's asset and may not be altered or removed without prior written approval of Council. Where required, site specific hire charges will be in accordance with the Council's adopted Fees and Charges Register.

## 2.6 Operational Costs

In the situation that the site is a leased venue, upon commissioning of the asset, the relevant Incorporated Body will be responsible for the payment of electricity.

Council will remain responsible for the payment of electricity for sites used under approved seasonal hire agreements, unless otherwise stated in the relevant hire agreement.

Where required, site specific hire charges will be in accordance with Council's adopted Fees and Charges Register.

## 3. DEFINITIONS

For the purposes of this policy the following definitions apply:

### Australian Standards

Published documents setting out specifications and procedures designed to ensure products, services and systems are safe, reliable and consistently perform the way they were intended to. They establish a common language which defines quality and safety criteria.

### CEO

Refers to the Chief Executive Officer (including their delegate) of the City of Tea Tree Gully.

### Lux

The total amount of visible light illuminating a point on a surface from all directions above the surface. The standard unit for illuminance is Lux (lx). For a lamp it normally refers to the total light emitted irrespective of the directions in which it is distributed.

### Sports Floodlighting

Characterised by outdoor, weather proof, elevated light columns and fittings established to provide uniformity of illumination across a playing area in accordance with appropriate standards. The basic requirement of sportsground floodlighting is that the focus of play, most usually around the position of the ball, is adequately illuminated consistently across the entire field of play.

## 4. LEGISLATIVE FRAMEWORK

There is no legislative requirement for Council to have a policy relating to this area. However, this policy needs to be considerate of specific legislation, in particular the Development Act 1993, Council's Strategic Plan and the Community Land Management Plans prepared in accordance with the Local Government Act 1999.

## 4.1 Other references

Council's document including:

- a. Fees and Charges Register  
Details the applicable hourly charge applied to an individual, club or other organisation/group for the use of sport field floodlighting.
- b. Leases and Licences for Sporting and Community Organisations Policy  
Council's "Leases and Licences for Sporting and Community Organisations Policy" has been structured to be an incentive for clubs and community groups to increase utilisation of Council owned facilities, encourage operational sustainability and promote club growth. The Policy establishes a clear set of guidelines for the consideration of applications for the granting of leases and licences to sporting and community groups on community land.
- c. Community Land Management Plans  
Section 198(2) of the Local Government Act 1999 states that an amendment to the Community Land Management Plan requires community consultation. S198 (3) confirms that if there is no impact then consultation is not required.

Installation of permanent sports field floodlighting at a reserve/ sporting ground may have an impact on the community and require an amendment to the relevant Community Land Management Plan; therefore a request for new and/or permanent lighting may be subject to community engagement and must follow the relevant steps as detailed in Council's "Community Engagement (Public Consultation) Policy".

- d. Development Plans  
The relevant Development Plan will direct the scope of sports field floodlighting, including the permitted height of light towers and/or illumination levels.
- e. Open Space Policy  
This Strategy details the likely development and inclusions for open space based on the hierarchy of open space within the City (Local, Neighbourhood, District, Regional), particularly guidelines for infrastructure development on sporting grounds.

## 5. STRATEGIC PLAN/POLICY

### 5.1 Strategic Plan

The following strategic objectives in Council's Strategic Plan 2025 are the most relevant to this report:

Objective	Comments
Community	
<i>People feel a sense of belonging, inclusion and connection with the City and the community</i>	Good quality community infrastructure supports active participation in health and wellbeing activities.
<i>Diversity is welcome and celebrated</i>	
Environment	
<i>A community that is protected from public and environmental health risks</i>	Community participation in active pursuits increases through good quality, well-designed and well-utilised facilities.

Economy	
Places	
<i>Infrastructure and community facilities are fit for purpose, constructed using sustainable practices and well maintained</i>	Good quality and well maintained facilities create a vibrant and liveable city.

## 5.2 Organisation Plan

Our Strategic Plan is supported by an Organisation Plan which focuses on five key themes of customer care, learning & growth, future capability and sustainable operations. The key theme most relevant to this policy is sustainable operations, in ensuring that we make consistent, informed decisions which are evidence based.

## 6. POLICY IMPLEMENTATION

This Policy will be implemented by the Chief Executive Officer or relevant portfolio director and managed in accordance with Council's scheme of delegations.