



Indoor Court Allocation Guidelines

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**ACTIVE
MANNINGHAM**



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1. Purpose

The purpose of these guidelines is to assist with the allocation of regular, ongoing use of indoor courts across Manningham Council's stadium network. This includes facilities and stadiums owned by Council and / or operated on behalf of Council, including those operating under Joint Use Agreements (JUAs).

The Guidelines are intended to assist Council, facility operators and user groups applying for space to understand how allocation decisions are made and the factors considered when demand for indoor space exceeds availability, particularly where user groups want the same court space at the same time.

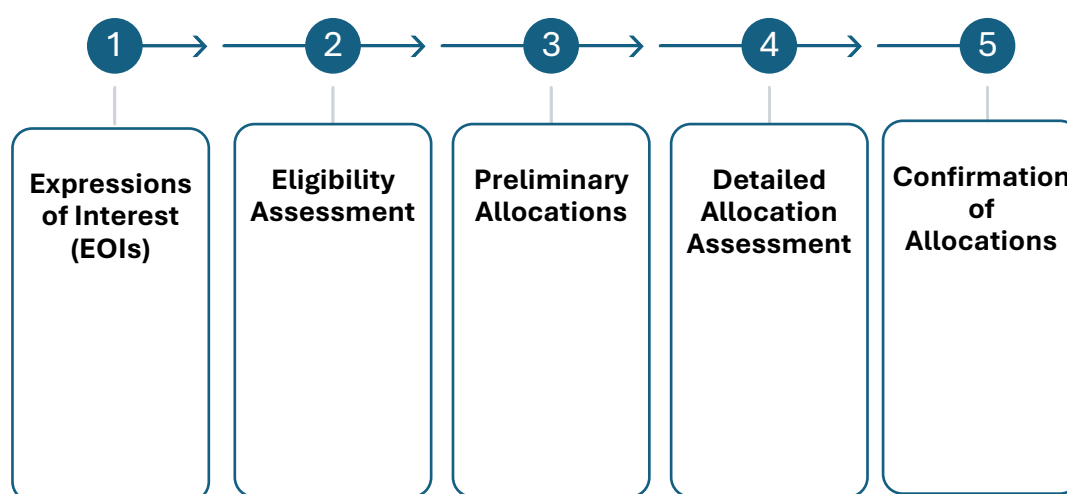
Council's indoor sports facilities are important community assets that support participation in sport and recreation, contribute to community wellbeing and provide opportunities for people of all ages and abilities to participate in physical activity. Demand for indoor court access continues to increase and it is important that available court space is used effectively and fairly.

These guidelines aim to:

- Ensure transparent and equitable allocation of indoor court space.
- Prioritise community benefit and local participation.
- Manage competing demand across the entire facility network, not individual venues in isolation.
- Balance historical usage with current and emerging community needs.

2. The Allocation Process

Regular indoor court allocations are undertaken through an Expression of Interest (EOI) process. The allocation process is designed to be transparent and to provide user groups with an opportunity to demonstrate their requirements and participation outcomes. Applications are reassessed in more detail if a clash between user groups for the same time and court space occurs.



The allocation process generally consists of five stages:

Stage 1 - Expressions of interest

User groups seeking regular court allocations will be invited to submit an Expression of Interest. This will involve the completion of several on-line templates where applicants will provide;

- Organisational details
- A Program Plan - containing team / participant numbers and proposed usage times for each court / facility across all venues (Council and non-Council managed).
- Strategic Plan (if available)

Stage 2 - Eligibility Assessment

Applications will be reviewed to confirm that basic eligibility requirements have been met. (Refer to Section 3.)

Stage 3 - Preliminary Allocation

Where demand can be accommodated within available capacity, allocations will be tentatively scheduled.

Stage 4 - Detailed Allocation Assessment

Where multiple user groups seek access to the same court space at the same time or where other allocation issues arise, a detailed allocation assessment may be undertaken. A detailed allocation assessment is where all application information is reviewed, and discussion is held between affected user groups and Facility Operators to inform decision making. (Refer to Section 4.)

Stage 5 - Confirmation of Allocations

Following any detailed allocation assessments, all allocations are confirmed. User groups are then notified.

3. Eligibility Assessments

All applications received via the Expression of Interest process will be assessed against the following basic eligibility criteria to allow the user groups application to be forwarded to the preliminary allocation (stage 3).

Facility Fit

Can the requested facility cater for the proposed activity? (e.g. suitable line markings and infrastructure provision for the nominated activity).

Operational Requirements

What are the operational implications of the proposed allocation and can it be accommodated within the context of other activities (i.e. set-up pack down requirements, programming efficiency / continuity, competition v training obligations etc.)

Financial Status

Does the user group have outstanding debt to Council/Council's Leisure Services provider (note: compliance with agreed payment plans is considered acceptable).

Fulfilment of Service Operator Requirements

Has the user group fulfilled the requirements from the service operator, when completing the online templates for example providing insurance documentation, first aid certificates, and attended inductions (where required).

4. Detailed Allocation Assessment

The following guiding principles will assist with the allocation and use of indoor court space in Manningham especially where competing demand exists.

Maximising Use and Benefit - Scheduling and programming that is efficient and effective and optimises utilisation and community benefit across the indoor sports network (across different times, user groups, and activities).

Health and Wellbeing - Supporting physical activity, social connection, community participation, and broader health and wellbeing outcomes for the Manningham community.

Equity and Access - Fair and inclusive access to facilities and encourage participation for all members of the Manningham community, including underrepresented groups such as older adults, culturally diverse communities, people with disabilities, and equitable opportunities for female participation.

Partnerships and Collaboration - Strengthening partnerships to enhance shared-use opportunities, resource efficiency and community outcomes.

4.1 Allocation considerations

Where competing demand exists, applications will be assessed against the guiding principles and the allocation considerations (below). These considerations will help inform decision making and will be considered holistically, rather than in isolation.

The assessment may include discussions with affected user groups and facility operators to clarify information and explore alternative allocation options.

Maximising Use and Benefit

- Demonstrated need for the requested allocation based on participation demand and the availability and accessibility of alternative facilities.
- Alignment to primary / core purpose of nominated facility (refer 4.2)
- Contributes to a diverse and coordinated offering of activities and programs for Manningham residents in response to demonstrated need.

Health and Wellbeing

- Positive contributions to the Manningham community including initiatives that encourage greater participation and health outcomes for Manningham residents.
- Benefits to local community, as demonstrated by the number of Manningham residents within the club / organisation.

Equity and Access

- Allocation caters for an underrepresented groups including females, older adults, culturally diverse communities and people with disabilities
- Representation of underrepresented groups within the club / organisation as participants, coaches, team managers or committee members
- Evidence of inclusive club practices and initiatives that support equitable access to programs, leadership, coaching and volunteering opportunities.

Partnerships and Collaboration

- Established relationship and usage history with demonstrated responsible and compliant use of facilities
- Partnership initiatives that strengthen shared use and community outcomes
- Prioritises not for profit community clubs and organisations in periods of high demand

4.2 Facility Purpose and Core Use

Indoor facilities in Manningham are intended to be 'multi-purpose', catering for a variety of sports and activities. However, some facilities have a primary or core use, based on infrastructure provision and suitability (i.e. line markings), site context / surrounding facilities and historical factors. The following table summarises the primary purpose of each facility, based on these factors.

Facility	Primary Purpose
Donvale Indoor Sports Centre	Multi-sport facility that is suitable for gymnastics, badminton, basketball, pickleball, table tennis and other sports as required.
Leeds Street Sports Centre	Multi-sport facility suitable for basketball, netball and pickleball.
Manningham Templestowe Leisure Centre	Manningham's regional netball facility. It is also suitable for basketball and pickleball
Mullum Mullum Stadium	Multi-sport facility that caters for regional level sporting and community events (includes school events), and accessible programming.
Sheahans Reserve Stadium	Basketball facility with potential for multi-sport activities.
Doncaster Badminton Centre	Badminton facility with multi-sport adaptability.
Park Orchards Community Centre	Basketball facility with multi-sport adaptability.
Templestowe Heights Primary School	Basketball facility with multi-sport adaptability.
Warrandyte Sports Centre	Basketball facility with multi-sport adaptability.

The primary purpose of a facility may change over time in response to changing community needs, participation trends and facility improvements.

Closer alignment between a proposed activity and a facility's intended purpose may improve operational efficiency and overall network outcomes and will be considered during allocation assessments.

5. General Conditions of Allocation

Council and Council's facility operator reserve the right to adjust allocations, including:

- Partial allocations
- Alternative times or venues to achieve operational efficiencies
- Seasonal or trial arrangements
- Reallocate court space to accommodate major events, competitions or pathway activities
- Apply "bump-out" provisions where required.

Successful applicants must agree that:

- Allocations are not exclusive or perpetual
- Sub-leasing or on-charging of allocated time is not permitted
- Council may request usage data or program information to verify that allocated court time is being used in accordance with the approved EOI
- Use must align with the approved EOI submission
- Allocations may be reviewed at any time or varied if circumstances change.

Failure to comply may result in reduced or withdrawn allocations.

6. Appeals Process

Should an applicant or user group disagree with an allocation decision, whether in relation to an allocation granted, partially granted, declined, or where there is broader dissatisfaction with indoor court allocations, an appeal may be lodged.

In the first instance, the matter must be raised directly with the relevant facility operator, who will review the allocation decision. The facility operator will work with the affected parties to seek clarification, provide feedback on the rationale for the decision, and attempt to resolve the matter in a timely and transparent manner.

If the matter cannot be resolved to the satisfaction of the parties involved, the applicant may escalate the appeal to Council's Community Participation Department. At this stage, Council Officers will undertake an independent review of the allocation process and outcome, ensuring it has been applied consistently, fairly, and in accordance with its guiding principles. This review may include consideration of supporting documentation and stakeholder input.

Appeals will be limited to whether the allocation process was applied fairly, consistently and in accordance with these guidelines. Appeals will not automatically result in a review of allocation priorities or available capacity. The decision made following this review will be considered final.

7. Scope of Guidelines

These guidelines apply to the allocation of indoor courts at the following facilities:

Council owed facilities

- Donvale Indoor Sports Centre
- Leeds Street Sports Centre
- Manningham Templestowe Leisure Centre
- Mullum Mullum Stadium
- Sheahans Stadium

Council managed / Joint Use Facilities (for agreed community use times)

- Doncaster Badminton Centre (JUA)
- Park Orchards Community Centre (JUA)
- Templestowe Heights Primary School Stadium (JUA)
- Warrandyte Sports Centre (JUA).

Casual, one-off bookings for these facilities are managed separately through the facility operator.

8. Responsibility

These guidelines are the responsibility of the Community Participation Department.

9. Definitions

Terms within the guidelines requiring definition or explanation are:

Allocation	The booking of court space for use at specific times.
Application	The application process that is to be followed by all user groups when applying for the use of sports courts at specific times.
Casual Use	Court bookings required for 'once off use' or short-term bookings.
Commercial	An organisation, including incorporated body, co-operative society, partnership or sole trader conducting activities for the purposes of deriving a financial return to the proprietors or shareholders.
Community	An organisation that does not earn profits, and any monies used are to pursue the organisation's objective.
Council Facility	Council owned and/or managed property.
Court Space	A court or space for conducting sports competition or practice which has court marking and infrastructure that meets the guidelines of the sport's governing body.
Facility Operator	The manager of an indoor sports facility responsible for space allocation and operation of any Council facility.
Fair access commitment	Fair Access is where a group will provide; targeted support for underrepresented groups, affordable price access, is culturally welcoming, has diverse and flexible programming, it has co-design of programs and has diverse leadership and coaching groups. The degree of commitment to fair access is assessed by the presence

	or absence of the factors outlined above. (Refer to the Victorian Governments Fair Access Roadmap for further information).
Health and Wellbeing	Health is a state of complete physical, mental and social wellbeing and not merely the absence of disease and infirmity. Our health and wellbeing can be enhanced by participation in activities which contribute to our physical and mental health as well as enhance our connection to our community.
Infrastructure	The buildings, asset or furniture to assist in the delivery of sport.
Joint Use Facilities	Facilities that are not owned by Council however Council is responsible for management and operation, via a Joint Usage Agreement (JUA) in place to enable afterhours community access.
Non-Council Facility	Facilities not owned or managed by Council, such as schools (where no Joint Usage Agreement is in place), church halls or business which sports groups independently hire or use for their activities.
Program Plan	A plan submitted by all sports user groups applying to use any Council facilities. Each program plan must detail; team (number of active participants) use (time) court spaces at Council facilities and all other public accessed facilities used by the group. Any program plan will detail the proposed activities, participation numbers and facility requirements, program initiatives, inclusive practices, governance structures, and other relevant information about the user group's operations.
Sport	An organised activity that aims to promote physical activity and wellbeing.
Strategic Plan	A strategic plan outlines an organisation's vision, purpose and priorities, while identifying the key objectives and actions needed to achieve long-term success. With recreation groups there is a focus on societal benefits.
Underrepresented groups	Underrepresented user groups are women and girls, CALD communities, People with disability, low-income household, older adults, and young adults and adolescents who leave sport (retention gap).
User Group	An entity permitted to apply for use of court space including sporting clubs, associations, schools, and commercial business.

10. Related Plans, Strategies and Policies

Council Plans, Strategies and Policies

- Council Plan 2025-29
- Active for Life Recreation Strategy 2010-25 (2019 Review)
- Melbourne East Region Sport and Recreation Regional Fair Access Policy
- Victorian Government's Fair Access Policy Roadmap.

A Gender Impact Assessment (GIA) was conducted in the early development of these guidelines.

11. Related Legislation

- Disability Discrimination Act (1992)
- Local Government Act 1989 – Conflict and Interest Provisions
- Associations Incorporated Reform Act 2012
- Gender Equality Act 2020.

12. Supporting Research and Analysis

Council owns and manages an extensive network of indoor sports facilities that are used for a variety of purposes. The sustainable use of these facilities is integral to ensuring maximum usage and accommodating ongoing participation growth and participation equity.

Key principles from Victorian Government Fair Access Policy Roadmap and the Melbourne East Region Sport and Recreation Fair Access Policy have been integrated throughout these guidelines to highlight the commitment of Council to promoting gender equality in sports and recreation. Integrating aspects of the Fair Access into these guidelines will help address known barriers experienced by women and girls, trans and gender diverse people in accessing and using community sports infrastructure. Progressively building the capabilities of Council's programming and allocation of indoor space by aiming to identify and eliminating systemic causes of gender inequality in policy, programs, communications and delivery of services.