



NOTICE OF MEETING

NOTICE IS HEREBY GIVEN that of a meeting of **Sports & Recreation Facilities Committee** will be held:

DATE: Friday 6th December 2013
TIME: From 8.00am – 9.30am – maximum 2 hours
PLACE: Manly Council Chambers

COMMITTEE MEMBERS:

Councillors

Clr Jean Hay AM, Mayor
Clr Steve Pickering

Manly Council (Chair)
Manly Council

Other Representatives

Stewart Davies
Paul Klarenaar
Anthony Seminara
Tony Pecar
Sean Rout
William Tricker
David Gainsford

Manly Roos Junior Rugby Club
Northern Beaches Health Promotion
Manly Warringah Football Ass. & Brookvale Football Club
Manly Warringah Junior Cricket Association
Manly Rugby Club
Manly Savers Rugby Club
Manly Warringah District Cricket Club

Marc Manion
Stuart Davis
Chris Goodmanson
Patrick Wong
Guy Rees- Allen

Manly Life Saving Club
Northern Beaches Beach Volley Ball
Seaforth Football Club
Manly Warringah Sporting Union President
Seaforth- Balgowlah Raiders Junior Rugby

Council Staff

Fenton Beatty

Manager Parks and Reserves

All other Councillors/persons are free to attend as observers and are invited to do so and to engage in discussions, but not in voting, on any matter before the Committee.

Beth Lawsen
Deputy General Manager
People Place & Infrastructure

Date: 27/11/2013.



AGENDA

SPORTS FACILITIES COMMITTEE

**MEETING TO BE HELD ON 6 December, 2013 AT 8.00am
Councillors' Room, Manly Town Hall, 1 Belgrave Street, Manly**

- ITEM 1** Apologies and leave of absence
- ITEM 2** Declarations of Interest – Pecuniary
Non Pecuniary
- ITEM 3** Confirmation of Minutes of the meeting 2nd August are to be confirmed, the Meeting Notes 25 October 2013 to be discussed and confirmed at this meeting because there was no quorum on the 25/11/13
- ITEM 4** Report – Update on items from previous meetings
- ITEM 5** Report – Clarification of Leasing Licence Agreements with Council and registration fees
- ITEM 6** Report – Testing of Lighting For LUX Assessment Seaforth Oval
- ITEM 7** Representation by 'R' Dogs on the Committee
- ITEM 8** General business brought to the attention of the Chair prior to the meeting and approved for consideration
Distribution of information Sports Community Support Services.
- ITEM 9** Report Future agenda items and future meeting dates
- ITEM 10** Date for next meeting: 7 February 2014



MINUTES OF MEETING

SPORTS & RECREATIONAL FACILITIES ADVISORY COMMITTEE

HELD FRIDAY 2nd AUGUST 2013

NOTE: All minutes are subject to confirmation at a subsequent Council or Planning and Strategy Committee meetings.

PRESENT:

Councillors

Cllr Steve Pickering

Manly Council (Chair)

Other Representatives

Guy Rees- Allen

Seaforth Raiders Rugby

Tony Pecar

Manly Warringah Junior Cricket Association

Sean Rout

Manly Rugby Club

Stewart Davies

Manly Roos Rugby

David Gainsford

Manly Cricket Club

Chris Goodmanson

Seaforth Football Club

David Morrissey

NSLHD Health Promotion

Louise Simmons

OZ Tag

Patrick Wong

Manly Warringah Pittwater Sporting Union

William Tricker

Manly Rugby Club

Council Staff

Chris Kraus

Acting Manager, Parks and Reserves

TO THE MAYOR AND COUNCILLORS OF THE COUNCIL

The **Sports Facilities Committee** met on **2nd August 2013**, to consider the matters referred to it and provides the following advice to Council.

OPEN The meeting commenced at 8.00am.

ITEM 1 **APOLOGIES AND LEAVE OF ABSENCE**

Cllr Jean Hay AM Mayor

ITEM 2 **DECLARATION OF INTEREST**

Nil

ACTION

ITEM 3	CONFIRMATION OF MINUTES The minutes of the Committee meeting held 7th June 2013 are confirmed.	ACTION
ITEM 4	REPORT: Grounds Report The committee were advised on the current condition of the sports fields as audited following recent rain periods. It was identified that Seaforth oval number 2 field still has drainage issues. A suggestion was made that the installation of guttering on the Keirle Park club house could resolve some of the ponding issues if this water can be redirected to storm water. Tree maintenance issues were raised at Keirle Park and requested Council to attend to these matters. These include tree branches obscuring lighting skate park, and trees partially blocking access near Crochet club. RECOMMENDATION That the Committee recommend to the General Manager that i) the report be received and noted; and ii) Council consider installing guttering at Keirle Park clubhouse	FB investigate guttering
ITEM 5	REPORT: Update on Items from Previous Meetings Chris Goodmanson raised the issue that the minutes of previous meetings did not reflect what was actually said, particularly in regards to lighting agreements etc. Discussion was had regarding previously requested LUX assessment being required, the Cloud Master system, and issues with numerous lights being out on fields. The Committee were generally unhappy with the lighting agreements and concerned with exposure to ongoing maintenance costs of aging infrastructure. It was discussed that Sporting Clubs believe they should be provided a certain standard of lighting and a more agreeable level of service. Chris Kraus informed the Committee that all lights have been repaired on the various ovals. He also advised the Committee that the LUX assessment for Seaforth Oval lighting would be further investigated and reported back to the Committee at the next meeting. RECOMMENDATION That the Committee recommend to the General Manager that i) the report be received and noted; and ii) the Committee recommends to the General Manager that Council undertakes LUX Assessment of Seaforth Oval lighting.	ACTION FB progress LUX assessment

ITEM 6	REPORT: Future Agenda Items Patrick Wong requested future agenda item to discuss sporting club fees. It was believed necessary to clarify what funding arrangements are currently in place between the various sporting clubs and Council. The Committee requested that they be kept informed about issues raised in the meeting including lighting issues, LUX assessment at Seaforth Oval, and further discussions on user agreements. RECOMMENDATION: That the Committee recommends to the General Manager that the report be received and noted.	ACTION
ITEM 7	General Business. General business items brought to the attention of the Chair prior to the meeting and approved for consideration. The US Open of Surfing returning to Manly was discussed. The Committee believe that this is an excellent event and are fully supportive of it. Further discussion on lighting agreements continued. The Committee indicated their preference for a flat fee to be applied to all clubs. Maintenance issue raised regarding turf requirements at Manly Swim Centre. RECOMMENDATION That the Committee recommends to the General Manager that the report be received and noted.	
ITEM 8	Next Meeting Date: 4 October 2013 Time: 8.00am – 9:30am Venue: Councillors' Room, Manly Council Chambers	

Meeting closed at 10am



MEETING NOTES

SPORTS & RECREATIONAL FACILITIES ADVISORY COMMITTEE

HELD FRIDAY 25th AUGUST 2013

NOTE: All minutes are subject to confirmation at a subsequent Council or Planning and Strategy Committee meetings.

PRESENT:

Councillors

Cllr Jean Hay

Manly Council (Chair)

Cllr Steve Pickering

Manly Council

Other Representatives

Steve Beatty

Manly Warringah District Cricket Club

Council Staff

Fenton Beatty

Manager, Parks and Reserves

TO THE MAYOR AND COUNCILLORS OF THE COUNCIL

The **Sports Facilities Committee** met on **25th October 2013**, to consider the matters referred to it and provides the following advice to Council.

Minutes **could not be confirmed**, because there was no Corium for the meeting, meeting notes were taken

OPEN The meeting commenced at 8.00am.

ITEM 1 APOLOGIES AND LEAVE OF ABSENCE

Tony Pecar, Antony Seminar

ITEM 2 DECLARATION OF INTEREST

Nil

ACTION

ITEM 3 CONFIRMATION OF MINUTES**ACTION**

The meeting Minutes of the Committee meeting held 2nd August are not confirmed because there was no corium ,they have been deferred to the 6th December meeting, The meeting notes from the 25th November have been deferred to the 6th December meeting for discussion and confirmation.

ITEM 4 REPORT: Grounds Report

Sea forth oval number 2 field still has drainage issues.	This issue is being investigated over the summer season to see if it can be resolved.
Karle Park Installation of guttering on the Karle Park club house could resolve some of the pending issues if this water can be redirected to storm water.	Request has been made for the installation of a gravel pit to help remove water from the surface.
Karle Park Tree maintenance issues were raised at Karle Park and requested Council to attend to these matters. These include tree branches obscuring lighting skate park, and trees partially blocking access near Crochet club.	Pruning works has been activated with Councils tree contractor.

RECOMMENDATION

That the Committee recommend to the General Manager that The report be received and noted.

ITEM 5 REPORT: Clarification of Leasing Licence Agreements with Council and registration fees

The question has been raised in relation to the payment of registration fees to the Sporting Union if and when a Lease or Licensing agreement has been created by council with specific user groups or sporting clubs.

To clarify this question when an agreement has been formulated with Council and a sporting user group, this is for use of the facilities and agreed terms in relation to use of exclusive use of grounds or certain areas.

The fees in relation to the lease or license are not the registration fees that are collected by the Sporting Union, the Registration fees have no bearing on the lease or license fee.
The registration fee is still payable and collected by the sporting union.

RECOMMENDATION

That the Committee recommend to the General Manager that the report be received and noted.

ACTION

ITEM 6 REPORT: Testing of Lighting For LUX Assessment Seaforth Oval

ACTION

Musco lighting was engaged at no cost to Council, to carry out an assessment of the lighting at Seaforth oval to determine what the LUX readings are across the fields. To determine what may be required in terms of adjustments or additional lights should there be a shortfall in the coverage of lighting at the ground.

From the assessment carried out, the current light levels at Seaforth oval do not meet the are not adequate for soccer because there is a mixture of new poles and existing poles located primarily around the whole field area, and subsequently do not provide 100 LUX as an average. The light level in the centre of the oval, some of which is between both field areas, was considerably low and there were very few points that had readings above 100 LUX.

Working with the existing poles and lights the following are options that could be considered:

- Review number of hours on each of the lamps and look at re-lamping if necessary, cost to be determined.
Review the aiming of the lights and see if they can be re-aimed to provide a better interim lighting solution
- The 2 existing wooden poles and the 2 short poles on the western side of the oval are not contributing to lighting the field as they are too short and the wooden poles too far back.
-

To replace these existing poles with 2 taller poles would be in the vicinity of around \$70,000 plus GST.

At this point in time Council does not have the funds to do anymore than look at the option of re aiming the lights to try and improve the situation.

We are continuing our assessment of the other fields with the lighting company to assess the lighting levels at other sportsfields.

RECOMMENDATION:

That the Committee recommends to the General Manager that the report be received and noted, and

This item was deferred from the next meeting because of the lack of Corium

ITEM 7 Representation by 'R' Dogs on the Committee.

The Local Precinct have suggested that the Sports Recreation Facilities Committee have representation on the committee in light of the related issues raised with dogs and sporting areas.

'R' Dogs would like to suggest a nomination of Mr Lloyd Keen to represent them on the Sports and Recreation Facilities Committee. R Dogs believe representation of dog owners on the committee would be valuable in avoiding some of the issues that have arisen in relation to Grahams Reserve.

R Dogs believe similar issues will arise in the future in relation to Tania Park and other off leash dog areas that share the space with sports clubs. It is in the interests of all parties that everyone's interests are considered and mediated in the early stages of discussion. R Dogs are able to ensure consultation between dog owners and Council.

RECOMMENDATION

That the Committee recommends to the General Manager that the LM Graham Reserve Off Leash Dog walking working party was established to resolve the issues at LM Graham Reserve. The committee will await the outcome from that working party. .

ITEM 8 General Business

Brought to the attention of the Chair prior to the meeting.

Sports Community support services have written to Council about their program to support sporting clubs The information will be distributed to members at the meeting.

ITEM 9 Future Meeting Dates for 2014

Feb 2014	April 2014	June 2014	Aug 2014	Oct 2014	Dec 2014
7	4	6	1	3	5

ITEM 10 Next Meeting

Date: 7th February 2014

Time: 8.00am – 9:30am

Venue: Councillors' Room, Manly Council Chambers

Meeting closed at 9:30 am



TO: Sports & Recreation Facilities Committee

MEETING DATE: 25th October 2013

AUTHOR: Fenton Beatty Manager Parks and Reserves

TO: Sports & Recreation Facilities Committee

SUBJECT:

SUMMARY:
Update on items from previous meetings

REPORT

Seaforth oval number 2 field still has drainage issues.	This issue is being investigated over the summer season to see if it can be resolved.
Keirle Park Installation of guttering on the Keirle Park club house could resolve some of the ponding issues if this water can be redirected to storm water.	Request has been made for the installation of a gravel pit to help remove water from the surface.
Keirle Park Tree maintenance issues were raised at Keirle Park and requested Council to attend to these matters. These include tree branches obscuring lighting skate park, and trees partially blocking access near Crochet club.	Pruning works has been activated with Councils tree contractor.

RECOMMENDATION:

That the committee discusses this item and raises any items that may have relevance in the current and future use of the area.

Fenton Beatty
Manager Parks & Reserves
Sports Facilities Committee

Date: 24th September 2013



TO: Sports Facilities Committee

MEETING DATE: 25th October 2013

AUTHOR: Fenton Beatty Manager Parks and Reserves

TO: Sports Facilities Committee

SUBJECT: **Testing of Lighting For LUX Assessment Seaforth Oval**

SUMMARY:

At the Previous meeting 2nd August 2013, the committee recommended an assessment the LUX rating at Seaforth Oval first.

REPORT

Musco lighting was engaged to carry out an assessment of the lighting at Seaforth oval to determine what the LUX readings are across the fields. To determine what may be required in terms of adjustments or additional lights should there be a shortfall in the coverage of lighting at the ground.

From the assessment carried out, the current light levels at Seaforth oval do not meet the Australian Standards for soccer because there is a mixture of new poles and existing poles located primarily around the whole field area, and subsequently do not provide 100 LUX as an average. The light levels in the centre of the oval, some of which is between both field areas, was considerably low and there were very few points that had readings above 100 LUX.

Working with the existing poles and lights the following are options that could be considered:

- Review number of hours on each of the lamps and look at re-lamping if necessary, cost to be determined.
Review the aiming of the lights and see if they can be re-aimed to provide a better interim lighting solution
- The 2 existing wooden poles and the 2 short poles on the western side of the oval are not contributing to lighting the field as they are too short and the wooden poles too far back.
-

To replace these existing poles with 2 taller poles would be in the vicinity of around \$70,000 plus GST.

At this point in time Council does not have the funds to do anymore than look at the option of re aiming the lights to try and improve the situation.

We are continuing our assessment of the other fields with the lighting company to assess the lighting levels and prescribe what is required with the other sportsfields

RECOMMENDATION:

That the committee receives and notes the report.

Fenton Beatty
Manager Parks & Reserves
Sports Facilities Committee

Date: 24th September 2013



TO: Sports and Recreation Facilities Committee

MEETING DATE: 4th October 2013

AUTHOR: Fenton Beatty Manager Parks and Reserves

TO: Sports and Recreation Facilities Committee

SUBJECT: **Representation by 'R' Dogs on the Committee**

SUMMARY:

The Local Precinct have suggested that the Sports Recreation Facilities Committee have representation on the committee in light of the related issues raised with dogs and sporting areas.

REPORT

'R' Dogs would like to suggest a nomination of Mr Lloyd Keen to represent them on the Sports and Recreation Facilities Committee. R Dogs believe representation of dog owners on the committee would be valuable in avoiding some of the issues that have arisen in relation to Grahams Reserve.

R Dogs believe similar issues will arise in the future in relation to Tania Park and other off leash dog areas that share the space with sports clubs. It is in the interests of all parties that everyone's interests are considered and mediated in the early stages of discussion. R Dogs are able to ensure consultation between dog owners and Council.

RECOMMENDATION:

That the committee discuss the nomination and representation from R Dogs to the committee and make recommendations in this regard.

Fenton Beatty
Manager Parks & Reserves
Sports Facilities Committee

Date: 24th September 2013



20 November 2013

Mr Fenton Beatty
Manager Parks and Reserves
Manly Council
PO Box 82
MANLY NSW 1655

Dear Mr Beatty,

Sports Community support services developed specifically for local councils

“The Northern Territory Government engaged the services of Sports Community to run a series of club development training sessions throughout the NT in 2013. Their training was exactly what we have been looking for! Sports Community developed a training package to suit the specific needs of Territory clubs. Their knowledge, energy and passion for grassroots sports was evident throughout the training programs. They engaged and kept the interest of all participants and the feedback that we received was outstanding. The NT Government is looking forward to developing a long term relationship with Sports Community to endeavor to offer our clubs the highest standard of club development training in Australia”

Benita Bittner – Department of Sport, Recreation and Racing Northern Territory Government

In January 2013, we launched www.sportscommunity.com.au, a free website with the simple objective of empowering volunteers with the skills and information they needed to help their grassroots sports clubs succeed..

Industry experts such as Benita, have unanimously endorsed the quality and depth of the website and based on the growth and profile of our website traffic it is quickly becoming the primary source of information for sports club volunteers around the country.

Working with local councils

Soon after the website launch, Sports Community developed and commenced delivering an extensive range of volunteer training sessions. Many of the training sessions were sponsored by local councils and government bodies including:

Helping Grassroots Clubs Succeed!



- City of Casey
- City of Kingston
- Yarra Ranges Council
- Nillumbik Shire Council
- Cardinia Shire Council
- Northern Territory Sport, Recreation and Racing
- ACT Sport and Recreation

Sports Community began to understand the enormous demands clubs were placing on their local council's sport and recreations teams and as a result of consultation with council representatives we developed a suite of support services that will help governing bodies deal with the demands placed upon them by their constituent clubs.

These support services include:

1. Sports club volunteer training

Sports Community training sessions can be run in either 1,2 or 3 hour formats. These sessions include:

- New Committee member introduction work shop
- Legislative obligations and risk management
- Participation strategies and creating an inclusive, positive culture
- Achieving club objectives through strategic planning and volunteer management
- Financial management
- Fund raising (including memberships, sponsorships, major events, social events and fundraising activities)
- Communication and social media

Complimenting these broad-based introductory sessions are specific sessions that explore in depth:

- Maximising sponsorship
- Successful grant writing
- Creating a successful fund raising strategy
- Strategic planning
- Volunteer recruitment, recognition, reward and retention
- Social media strategies
- Risk management

More detailed information on the Sports Community training sessions can be found on our website at <http://sportscommunity.com.au/services/training/current/>.

Helping Grassroots Clubs Succeed!



2. Club Support Hotline

In our consultation with councils, one of the main support services requested was a club support helpline. Many councils do not have the resources, knowledge or time to answer the many enquiries they receive from clubs and so we have developed the **Sports Community Club Support Hotline** where councils can subscribe and have Sports Community provide the first line of response.

Facility related enquiries would continue to go through to council but all other enquiries are planned to come through to the Sports Community call centre, staffed by operators that are very experienced at answering club enquiries.

Some benefits of this service for councils include:

- Rapid response to club enquiries
- Access for your clubs to our extensive knowledge and networks
- A dedicated support network for your club volunteers (being a club office bearer or volunteer is often a very lonely task)
- Increased customer service ratings in satisfaction surveys for councils

3. Access our call centre team for one off tasks

Our customer service and call centre teams are very experienced at speaking to club volunteers and the general public so council may wish to utilise our services for one off telephone based activities such as:

- Following up clubs for information (like collecting contact details of the new committee at the start of the season).
- Undertaking club surveys and research (like following up those who didn't respond to online surveys)
- Being a point for RSVP's for an event or community activity which may generate a large number of responses

5. Free content

Councils often provide email newsletters or information publications to their clubs. We are very happy to provide, free of charge, articles and information that can be used in your publications. Sports Community provides regular weekly and monthly content to over 20 different organisations in many different formats including:

- Long format (700 words and above) for monthly magazines such as Bowls Victoria's "The Shot".
- Short teaser articles for email newsletters (up to 200 words)

Organisations Sports Community supplies content to include:

Helping Grassroots Clubs Succeed!



- Bowls Victoria
- Bowls NSW
- Gymnastics NSW
- ACT Sports Federation
- Swimming NSW
- Fox Sports Pulse
- NSW Sports Federation
- Australian Drug Foundation
- Australian Leisure Management

We welcome the opportunity to discuss the ways we can help you improve the capacity of your local clubs and at the same time improving the way council is perceived by your clubs and their volunteers.

If you wished to book training sessions or discuss any part I would be pleased if you would contact me directly on 03 5973 6404 or stevep@sportscommunity.com.au.

Yours sincerely,

Steve Pallas
Managing Director
Sports Community Pty Ltd

Mobile: 0431 779797

Email: stevep@sportscommunity.com.au

www.sportscommunity.com.au

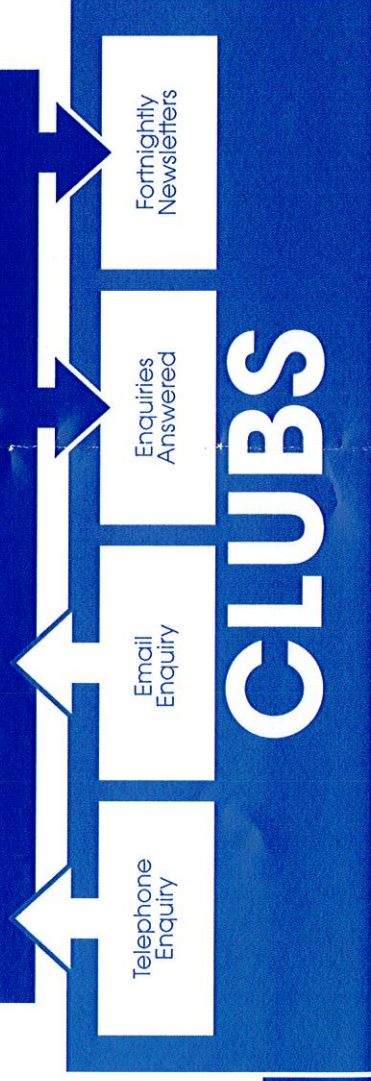
Helping Grassroots Clubs Succeed!

Let Sports Community take care of your organisation's sports club enquiries.

COUNCILS, SPORTING ORGANISATIONS, SPORTS GOVERNING BODIES



AUSTRALIA WIDE



Introducing Club Support.

A help desk service for sports clubs Australia wide,
operated by Sports Community - the experts in grassroots sports.

- Access to the best information, resources and partners within the sports industry
- A single point of contact for all club related enquiries
- Club Support Telephone Hotline 9-5pm Mon-Fri covering all time zones
- Email support for enquiries: ClubSupport@sportcommunity.com.au

How does it work?

**Your organisation subscribes to "Club Support"
and we answer all sports-related enquiries from your
constituent clubs.**

- Free up your organisation's infrastructure and resources by subscribing to Club Support
- Improve customer satisfaction and service to your clubs
- Give your clubs access to expert advice and the latest information

For more information and full product definition including pricing contact
Sports Community Office 03 5973 6404

Steve Pallas 0431 779 797
stevep@sportcommunity.com.au

Joe Novella 0410 347 090
joe@sportcommunity.com.au



www.sportcommunity.com.au
helping grassroots clubs succeed



TO: Sports & Recreational Facilities Advisory Committee

MEETING DATE: 6 December 2013

AUTHOR: Secretariat

SUBJECT: Proposed Committee meeting dates for 2014

1. INTRODUCTION

Below are proposed meeting dates for the Sports & Recreational Facilities Advisory Committee for 2014.

2. INFORMATION

The following table sets out the proposed meeting dates for the Sports & Recreational Facilities Advisory Committee meetings for 2014. The meetings have been scheduled bi-monthly for the first 1st Friday of the month, meeting to commence at 8.00am, Manly Town Hall, 1 Belgrave Street, Manly and will run for a maximum of 2 hours, as per the current meeting schedule.

Jan 2014	Feb 2014	Mar 2014	April 2014	May 2014	June 2014	July 2014	Aug 2014	Sept 2014	Oct 2014	Nov 2014	Dec 2014
	7		4		6		1		3		5

3. RECOMMENDATION:

That the proposed dates for 2014 be approved.

Secretariat
Corporate Services Division

Date: 12 November 2013