



NOTICE OF MEETING

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

DATE: Friday 1st February 2013
TIME: From 8.00am – 9.30am – maximum 2 hours
PLACE: Manly Council Chambers

COMMITTEE MEMBERS:

Councillors

Cllr Jean Hay AM, Mayor	Manly Council
Cllr Candy Bingham	Manly Council
Cllr Steve Pickering	Manly Council

Other Representatives

Stuart Davies	Manly Roos Junior Rugby Club
Paul Klarenaar	Northern Beaches Health Promotion
Anthony Seminara	Manly Warringah Football Ass. & Brookvale Football Club
Tony Pecar	Manly Warringah Junior Cricket Association
Sean Rout	Manly Rugby Club
William Tricker	Manly Savers Rugby Club
David Gainsford	Manly Warringah District Cricket Club

Marc Manion	Manly Life Saving Club
Stuart Davis	Northern Beaches Beach Volley Ball
Chris Goodmanson	Seaforth Football Club
Patrick Wong	Manly Warringah Sporting Union President
Guy Rees- Allen	Seaforth- Balgowlah Raiders Junior Rugby

Council Staff

Fenton Beatty	Manager Parks and Reserves
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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.


Param Rajah

Divisional Manager Civic & Urban Services

Date: 10th January 2013



AGENDA

SPORTS & RECREATION FACILITIES ADVISORY COMMITTEE

MEETING TO BE HELD ON FRIDAY 1st February 2013 AT 8.00AM

COUNCILLORS' ROOM, TOWNHALL, 1 BELGRAVE STREET, MANLY

- | | |
|---------|---|
| ITEM 1 | Apologies and leave of absence |
| ITEM 2 | Declarations of Interest Pecuniary
Non- Pecuniary |
| ITEM 3 | Committee terms of reference |
| ITEM 4 | Report: Confirmation of Minutes of Meeting and matters arising from the minutes of the Committee meeting held 1 st June 2012. <u>not confirmed</u> there was no quorum for this meeting. The meeting went ahead with meeting notes to be confirmed at the next meeting on the 1 st February 2013. |
| ITEM 5 | Report: Update on Items From Previous Meetings |
| ITEM 6 | Sportsfields Lighting & SMS Cloud master System |
| ITEM 7 | General Business Brought to the Attention of the Chair Prior to the Meeting and Approved for Consideration |
| ITEM 8 | Future Agenda Items |
| ITEM 9 | Future Meeting Dates
5 th April 2013
7 th June 2013
2 nd August 2013
4 th October 2013
6 th December 2013 |
| ITEM 10 | Date for next meeting - Friday 5th April 2013, 8.00am |



TO: Sports Facilities Committee

MEETING DATE: 1st January 2013

AUTHOR: Fenton Beatty Manager Parks and Reserves

TO: Sports Recreation & Facilities Committee

SUBJECT: Update On Items From Previous Meetings

SUMMARY:

Update on items from previous meetings

REPORT

REPORT: Update On Items From Previous Meetings

This report will update the Committee on previous items raised.

Recommendations from item 4	Outcome
A progress report on LM Grahams Reserve Landscape Masterplan Implementation works be provided at the next meeting	Complete
That Manly Council writes to Manly Warringah District Cricket (MWDC) requesting that Cricket look at rectifying the existing practice net storage boxes on the western side of Manly Oval.	Complete
That the Cricket club be requested to look at some sort of padding to go over the picket fence to stop the ball damage on the fence	Complete
That Council move ahead with the Keirle Park additional lights and replacement poles.	Complete
That the trees are trimmed on the eastern side to alleviate the shadowing of the number one field.	Complete
That the possibility of timed parking be looked at Keirle Park similar to the swim centre parking restriction.	Referred to Councils Traffic Manager
That the users of Keirle Park amenities facility meet onsite with the Manager of Facilities and Manager Parks & Reserves to discuss the current storage areas and possible improvements to the storage arrangements. So	Complete Subject to funding Budget Bid Lodged

as to make available the dressing shed currently used for storage.	
Recommendations from Item 5	
This project priorities list is retained should any funding become available in the 2012-13 financial years.	Project schedule has been retained for future funding.
That Keirle Park Dressing Sheds be returned to full use without materials stored in the dressing sheds.	Site meeting with clubs carried out Budget bid lodged
That refurbishment of the Storage facility at Keirle Park is carried out as soon as funds become available.	This project is listed when funds become available.
That approval from the General Manger is requested for the installation of a storage container, supplied by the Manly Roos Rugby club to be installed between the building and the croquet club to assist with storage issues at the ground, and that the container is painted the same colour as the building. (Also noting the club would maintain this container)	A development Application would need to be lodged with Council by the club in order to progress this installation.
Recommendations from Item 6	
The Committee recommend to the Manager Parks & Reserves that he investigate the possibility of installing bubblers at Sportsfields that do not have bubblers.	The Manager of Parks & Reserves will taken on notice the recommendation from the committee in terms of bubbler installations.
Request for representation on sports facilities committee by northern beaches junior AFL association (AFL) The committee discussed the request that was lodged by Northern Beaches Junior AFL association and the local Manly Bombers Junior AFL club. For a representative of AFL to join the Committee. That given the time frame that committees will run this 2012 election year this proposal should be considered once Committees resume, and all committees have been reviewed.	Consideration of any application by the committee received from AFL this year.

REPORT: Progress Report LM Grahams Reserve Landscape Masterplan Implementation

Demolition of old toilet block	Complete
Demolition of internal fencing, seating concrete footings & site screen	Complete
Demolition of old Cricket nets & tennis courts	Complete
Re turfing of the demolition sites	Complete
Returfing of the tennis court site	June
Removal of stored materials from Suwarrow Street	90% Complete

Removal of trees along the western side of field within the compound	Programmed for removal June
Relocation of electrical infrastructure from old tennis courts	Complete
New cricket practice nets design and consultation carried out with clubs	Complete
EOI called	Completed
Selective Tender documents for design, construction & lease of Tennis & multipurpose courts	Complete
Portable Cricket site screens installed	Complete
Removal of Half basket ball court	Once new court is constructed.
Calling for quotation for construction of New cricket practice nets	Negotiation with MWCA current
Installation of new perimeter fence Balgowlah road frontage.	Complete
Designated dog off leash areas defined with users	Meeting 2013
Installation of linked path from Kenneth Road to Balgowlah road	Currently being designed

Recommendation

That the report be received and noted by the committee

Fenton Beatty
Manager Parks & Reserves
Sports Facilities Committee

Date: 1st January 2013



TO: Sports & Recreation Facilities Advisory Committee

MEETING DATE: 1st February 2013

AUTHOR: Fenton Beatty Manager Parks and Reserves

SUBJECT: **Sports & Recreation Facilities Committee Terms of Reference. and meeting dates**

1. INTRODUCTION

Below are proposed meeting dates for the **Sports & Recreation Facilities Advisory Committee** for 2013.

2. INFORMATION

The following table sets out the proposed meeting dates for the **Sports & Recreation Facilities Advisory Committee** meetings for 2013. The meetings have been scheduled for the first Friday of the month, to commence at 8.00am, Manly Town Hall, 1 Belgrave Street, Manly for a maximum of 2 hours, as per the current meeting schedule.

Jan 2013	Feb 2013	Mar 2013	April 2013	May 2013	June 2013	July 2013	Aug 2013	Sept 2013	Oct 2013	Nov 2013	Dec 2013
	1		5		7		2		4		6

3. RECOMMENDATION:

That the proposed dates for 2013 be approved.

Fenton Beatty
Manager Parks & Reserves
Sports Facilities Committee

Date: 10th January 2013



NOTES OF MEETING

SPORTS FACILITIES COMMITTEE

HELD 1 JUNE 2012

Members of the Sports Facilities Committee gathered on 1 June 2012 to consider the matters referred to it, however there was no quorum at the meeting. Notes of the discussions held are contained here. The items listed on the Agenda for this meeting will be included on the Agenda for the next scheduled meeting.

PRESENT:

Councillors

Cllr Jean Hay AM Mayor
Cllr Craig Whitting

Manly Council (Chair)
Manly Council

Other Representatives

Eric Galloway
David Gainsford
Sam Mesite
Sean Rout

Manly Warringah Sporting Union President
Manly Warringah Junior Cricket Association
Manly Warringah Football Ass. & Brookvale Football Club
Manly Rugby Club

Council Staff

Fenton Beatty

Manager Parks and Reserves

ABSENT:

Paul Klarenaar, Cllr Cathy Griffin, Stuart Davis, William Tricker

CONFIRMATION OF MINUTES

The minutes of the Committee meeting held 27th April 2012 are **not confirmed**. There was no quorum for this meeting. The meeting went ahead with meeting notes to be confirmed at the next meeting.

The agenda quotes the 3rd February minutes for confirmation, it is the minutes of 27th April for confirmation this is a correction.

REPORT: Update On Items From Previous Meetings

This report will update the Committee on previous items raised.

Recommendations from item 4	Outcome
A progress report on LM Grahams Reserve Landscape Masterplan Implementation works be provided at the next meeting	Listed at item 5

That Manly Council writes to Manly Warringah District Cricket (MWDC) requesting that Cricket look at rectifying the existing practice net storage boxes on the western side of Manly Oval.	Letter has been sent to MWCA in this regard
That the Cricket club be requested to look at some sort of padding to go over the picket fence to stop the ball damage on the fence	This has been included in the letter
That Council move ahead with the Keirle Park additional lights and replacement poles.	Works will commence around the 15th of June subject to deliveries.
That the trees are trimmed on the eastern side to alleviate the shadowing of the number one field.	This work has been scheduled by 31 st May
That the possibility of timed parking be looked at Keirle Park similar to the swim centre parking restriction.	This has been referred to Councils Traffic Manager
That the users of Keirle Park amenities facility meet onsite with the Manager of Facilities and Manager Parks & Reserves to discuss the current storage areas and possible improvements to the storage arrangements. So as to make available the dressing shed currently used for storage.	The Manager of Parks & Reserves and the facilities Manager met onsite with clubs 30 th April to discuss storage arrangements.
Recommendations from Item 5	
This project priorities list is retained should any funding become available in the 2012-13 financial years.	Project schedule has been retained for future funding.
That Keirle Park Dressing Sheds be returned to full use without materials stored in the dressing sheds.	Site meeting with clubs carried out
That refurbishment of the Storage facility at Keirle Park is carried out as soon as funds become available.	This project is listed when funds become available.
That approval from the General Manger is requested for the installation of a storage container, supplied by the Manly Roos Rugby club to be installed between the building and the croquet club to assist with storage issues at the ground, and that the container is painted the same colour as the building. (Also noting the club would maintain this container)	The manager of Parks & reserves is pursuing what approvals are required for such a container installation.
Recommendations from Item 6	
The Committee recommend to the Manager Parks & Reserves that he investigate the possibility of installing bubblers at Sportsfields that do not have bubblers.	The Manager of Parks & Reserves will taken on notice the recommendation from the committee in terms of bubbler installations

Future Agenda items

There was no future Agenda Items.

REPORT: Progress Report LM Grahams Reserve Landscape Masterplan Implementation

Demolition of old toilet block	Complete
Demolition of internal fencing, seating concrete footings & site screen	Complete
Demolition of old Cricket nets & tennis courts	Complete
Re turfing of the demolition sites	Complete
Returfing of the tennis court site	June
Removal of stored materials from Suwarrow Street	Currently underway
Removal of trees along the western side of field within the compound	Programmed for removal June

Relocation of electrical infrastructure from old tennis courts	complete
New cricket practice nets design and consultation carried out with clubs	complete
EOI called	Completed
Selective Tender documents for design, construction & lease of Tennis & multipurpose courts	Complete
Portable Cricket site screens ordered	Complete
Removal of Half basket ball court	Once new court is constructed.
Calling for quotation for construction of New cricket practice nets	Current

REQUEST FOR REPRESENTATION ON SPORTS FACILITIES COMMITTEE BY NORTHERN BEACHES JUNIOR AFL ASSOCIATION (AFL)

The committee discussed the request that was lodged by Northern Beaches Junior AFL association and the local Manly Bombers Junior AFL club. For a representative of AFL to join the Committee.

That given the time frame that committees will run this election year this proposal should be considered once Committees resume, and all committees have been reviewed.

DATE OF NEXT MEETING

Please note as the next meeting was due to fall during the caretaker period of Council, it will not be held.

Membership Expressions of Interest will be called and a new committee will be formed after the September 2012 election.

This discussion closed at 8.55pm.



TO: Sports Facilities Committee

MEETING DATE: 1st January 2013

AUTHOR: Fenton Beatty Manager Parks and Reserves

TO: Sports Recreation & Facilities Committee

SUBJECT: Update On Items From Previous Meetings

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Recommendation

That the report be received and noted by the committee

Fenton Beatty
Manager Parks & Reserves
Sports Facilities Committee

Date: 1st January 2013



TO: Sports Facilities Committee

MEETING DATE: 1st February 2013

AUTHOR: Fenton Beatty Manager Parks and Reserves

TO: Sports Facilities Committee

SUBJECT: **Sports Fields Lighting SMS Cloud Master System Cost Recovery**

SUMMARY:

In September 2012 Council finalised and activated the Cloudmaster SMS lighting system on all Sporting fields. This is the subject of this report.

REPORT

In August 2012 Council wrote to all user groups about activation of the Cloud master SMS lighting system on all Sporting fields. In that correspondence Council provided a user agreement to be signed and returned to Council.

The system contains a smart meter that measures the timeframe of usage of sportsfields lights, the system is activated by use of mobile phone with pre entered user numbers mobile into the system.

The system produces a billing process that allows the exact amount of usage to be determined and billed per user. Following the notification and role out of the system the summer sports finalised and returned there agreements to Council. The majority of winter sports have returned there agreements to Council. Some users outlined that they did not receive a user agreement, these will be sent out again.

Council is currently down loading data from the system for the summer sports billing run to determine a cost for usage for each user group.

Issues have been raised by a number of the clubs about the cost of usage that will be passed onto user groups, in terms of winter sports, this cost can only really be determined after a billing run for the first month of the winter season through the new system.

Concerns have been raised about the clubs that have multiple usage of areas and therefore the cost to those clubs.

RECOMMENDATION:

That the billing runs that can determine the actual cost to each user group be carried out at the end of April and the information related to cost of usage be nominated to user groups so that they can determine what future costs will be incurred in terms of payment to Council.

Fenton Beatty
Manager Parks & Reserves

Sports Facilities Committee

Date: 1st July 2013



Manly Council Sports and Recreation Facilities Advisory Committee

***This Special Purpose Committee has been established
under the Local Government Act, 1993***

The Status of the Committee is purely advisory

Terms of Reference

1. Title

The Committee shall be known as the Sports and Recreation Facilities Advisory Committee (hereinafter called the Committee).

2. Role and Objectives

This is a Special Purpose Committee, convened by the General Manager, to provide a forum for discussion and recommendation to Manly Council to:

- Oversee, in co-operation with the Manly Warringah Sporting Union, all the sporting activities with which Manly Council is involved so that advice can be provided to the Council on these matters.
- Advise Council on the development of a management plan to establish a coherent and comprehensive framework to assist Manly Council to determine:-
 - Funding priorities
 - Infrastructure and capital works
 - Maintenance

- Investment in new facilities
 - Appropriate level of facilities
 - Funding opportunities.
- Oversee, the Pathway of Olympian matters.

The role of this Committee is purely advisory and may not commit Council resources. The Committee is to work within the framework of the Community Strategic Plan and does not deal with day to day operational matters. It should be noted that employees of the Council are not subject to the direction of the Advisory Committee or any of its members.

3. Management

A. *Membership of Committee*

The Committee shall consist of:

Councillor representatives (and the Mayor ex officio):

- The Mayor Jean Hay AM
- Councillor Bingham
- Councillor Pickering

1 representative from each of 12 sporting and community organisations.

The Community members shall serve on the Committee in a voluntary capacity.

Membership of the Committee shall be reviewed in September 2016.

The quorum for the Committee is 8 members.

This Committee meets bi-monthly.

B. *Absence from Meetings*

A Committee member absent from three (3) consecutive Committee meetings without approval of the Committee shall forfeit his/her place on the Committee.

C. *Resignation from the Committee*

Any member of the Committee may, by notice in writing addressed to the Committee, resign his/her office as a member.

D. Notification of Vacancies

The Committee shall notify the General Manager promptly of any vacancy occurring in its membership, whether it is through death, absence or resignation from the Committee. The Committee shall submit to the General Manager within 28 days the name of a person considered by the Committee to be suitable for appointment. The General Manager will decide whether to accept that appointment, or to call for public Expressions of Interest. All newly appointed members must participate in a committee induction process as soon as possible following their appointment to the Committee so that they can comply with the proper conduct of meetings.

4. Duties of Officers

A. Chairperson

The duties of the Chairperson are to:

- Direct meetings according to the Committee Terms of Reference, and Council's Code of Conduct.
- Facilitate the discussion of items on the agenda in a timely manner, and the consideration and approval of recommendations to Council.
- Ensure all committee members have the opportunity to participate in the meetings.
- Not attempt to direct Council staff, including not directing staff as to the content of any advice or recommendation.

B. Secretariat and Staff Officer

The duties of the Secretariat and Staff Officer are to:

- Call all meetings of the Committee.
- Develop and send out the agenda and reports for the meetings.
- Advise the Committee without fear or favour.
- Comply with Council's Guide to Ethical Behaviour: Staff.
- Record the minutes in the meeting, prepare all minutes and distribute them as described below.
- Keep a record of attendance for every member of the committee.
- Attend to such housekeeping matters as booking meeting rooms and arranging refreshments in accordance with standard protocols.
- The Council Staff will not be members of the Committee, nor have voting rights, nor preside at meetings, apart from when it is necessary to organise the election of a chairperson to preside at the meeting.

C. **Members**

The duties of the members are to:

- Attend and participate in meetings (as well as induction, planning sessions and relevant training).
- Work co-operatively with other members in achieving the objectives of the Committee.
- Contribute advice, ideas and suggestions relating to items on the agenda.
- Show respect for their peers, councillors, staff and others during Committee meetings.
- Understand that employees of the Council are not subject to the direction of Councillors, Committees or their members.

5. **Meetings**

- A **QUORUM** shall comprise a majority of members on the Committee. A scheduled meeting must be adjourned if a quorum is not present within half an hour after the time designated for the holding of the meeting, or at any time during the meeting. In either case, the meeting must be adjourned to a time, date and place fixed by the Chairperson, or, in his or her absence, by the majority of the members present.
- This is an Advisory Committee, and it is unlikely that there will be a need for voting, however, should that eventuality arise, each member of the Committee shall have one vote and decisions of the Committee shall be by simple majority. In the event of the votes and the members being equal the Chairperson of the meeting shall have a casting vote in addition to his/her deliberative vote.
- Council Secretariat and staff will attend meetings but have no voting rights, and provide administrative support and professional advice, as determined by the General Manager.
- Items may only be raised under General Business if the permission of the Chairperson is obtained before the meeting starts, and each such item is to have a recommendation;
- The first item on the agenda for all committee meetings (after apologies and requests for leave of absence) shall be the declaring by members present of **pecuniary and non-pecuniary interests** and these shall be recorded in the minutes.
- Any committee member who has a pecuniary interest in any matter on the agenda for a committee meeting, or that arises during a meeting at which they are present, must disclose the nature of the interest to the meeting as soon as practicable, and must not be present at, or in sight of, the meeting at any time during which the matter is being considered or discussed, or at any time during which the committee is voting on any question in relation to the matter.

- Conflicts of interest may also arise due to a strong relationship or affiliation the member may have with a matter being discussed by the committee. These are referred to as non-pecuniary interests. A non-pecuniary interest would be considered significant where the relationship or affiliation is such as it would prevent the member from impartially and objectively considering all the relevant information as a result of this conflict of interest.
- A Councillor committee member who has a non-pecuniary interest in any matter on the agenda for a meeting, or that arises during a meeting at which they are present, must disclose the nature of the interest to the meeting as soon as practicable, and, in the case of a “significant” non-pecuniary interest must disclose the nature of the interest to the meeting as soon as practicable, and must not be present at, or in sight of, the meeting at any time during which the matter is being considered or discussed, or at any time during which the committee is voting on any question in relation to the matter.
- A community member of a committee who is also a member or representative of a community group that could be affected by any matter on the agenda, or that arises during a meeting at which they are present, (irrespective of whether or not the person has a pecuniary or a non-pecuniary interest), must state the name of the community group of which the person is a member or representative, and the matter shall be recorded in the minutes.

6. Working Groups

- The Committee may appoint any number of Working Groups at any time to investigate any matter or thing to which the Committee may require information or to organise and manage, subject to the control of the Committee, any activity which may be considered by the Committee to be essential to the objectives of the Committee.
- Each Working Group appointed shall have Terms of Reference and a fixed term.
- The Working Group must ensure that full and accurate minutes of the proceedings of its meetings are kept and completed within 2 weeks of the meeting and then reported to the next available Committee meeting.

7. Minutes, Communications and Reporting

- The agendas and minutes of the Committee shall be stored as a permanent record of Council, as determined by the General Manager.
- Once the draft minutes have been approved they will be referred to the Chair of the Committee for confirmation. The draft minutes will then be circulated to Committee members. Any questions by members regarding the minutes

are to be referred immediately to the Staff Officer and if any error in the minutes is confirmed, the Staff Officer shall arrange to make the appropriate changes.

- Minutes will be completed within 2 weeks of the Committee meeting and then reported to the next available Council Meeting.
- All agendas shall be published on Council's website prior to the meeting.
- All minutes shall be published on Council's website within 5 days of adoption by Council.
- Members of the Committee are not permitted to speak to the media as representatives of the Committee unless approved by Council.

8. Insurance

- Council shall effect personal accident insurance on Committee members together with legal liability cover, Voluntary Workers, cash in transit and personal property insurance cover.

Note: Legal liability cover will only be provided to members of the Committee and voluntary workers whilst they are acting within the scope of their duties for and on behalf of Council.

9. Statutory Requirements

- The Committee shall ensure that the *Local Government Act 1993* and related Regulations, all other statutory provisions and all Council's Codes and Policies relating to its activities are at all time strictly observed.

10. Dissolution

All committees are automatically dissolved from the date of the quadrennial election.

Adopted

Modified

Addendum:

Members of the Sports and Recreation Facilities Advisory Committee

Councillor Representatives:

- The Mayor Jean Hay AM
- Councillor Bingham
- Councillor Pickering

Members:

.....	-	OZTAG Tough
Stuart Davies	-	Manly Roos Junior Rugby Club
.....	-	Northern Beaches Health Promotion
Anthony Seminara	-	Manly Warringah Football Assn and Brookvale
Sean Rout	-	Manly Rugby Club
William Tricker	-	Manly Savers Rugby Club
Tony Pecar	-	Manly Warringah Junior Cricket Association
David Gainsford	-	Manly Warringah District Cricket Club
Chris Goodmanson	-	Seaforth Football Club
Marc Manion	-	Manly Life Saving Club
Stuart Davis	-	Northern Beaches Volley Ball
Eric Galloway	-	Manly Warringah Sporting Union President



TO: Sports Facilities Committee

MEETING DATE: 1st February 2013

AUTHOR: Fenton Beatty Manager Parks and Reserves

TO: Sports Facilities Committee

SUBJECT: **General Business brought to the attention of the Chair prior to the meeting and approved for consideration**

SUMMARY:

General business items brought to the attention of the Chair prior to the meeting and approved for consideration

REPORT

General Business brought to the attention of the Chair prior to the meeting and approved for consideration It is a requirement in terms of committees to nominate items on future agenda listing.

RECOMMENDATION:

The report be received and noted by the committee.

Fenton Beatty
Manager Parks & Reserves
Sports Facilities Committee

Date: 1st February 2013