



all communication to
GENERAL MANAGER

our ref: MS:HP:S837:06-6062

your ref:

contact: Mr Martin Soutar

RECEIVED
21/8/06

July 28, 2006

Parliament of New South Wales
Macquarie Street
SYDNEY NSW 2000

Dear Sir

Sportsground Management in NSW – NSW Standing Committee on Public works

Thank you for your letter dated July 7, 2006 requesting information regarding Sportsground Management. I hope the following information assists you in your enquiry.

1. Provision of Quality Sportsfields

Council has not completed any specific needs analysis studies in the recent past. However, from observations, there is generally a lack of sportsfields across the Local Government Area, (LGA), of Lismore. The quality of those provided would be satisfactory for general sports use, however, due to increasing demand, the quality is reduced significantly by the end of the winter season.

Issues affecting the provision of quality open space includes: rising costs of constructing and maintaining facilities; poor sub-division design; poor development specifications for open space; rising insurance costs; and stretching legislative requirements such as risk management and OH&S.

2. Costs and Revenue Details

Council has a fees and charges system that attempts to recover approximately 25-30% of its costs of maintaining grounds from Council adopted hire fees. The complexity of ground and facilities maintenance activities makes it a difficult task provide an accurate fee recovery system that is uniform across all sporting groups in terms of percentage recovery.

3. Environmental Concerns

Council's Parks and Recreation section look at Environmental Management procedures to ensure legislation is abided by. Pesticide use, erosion controls and weed removal are all part of a management system within scheduled maintenance programs.

4. Effective Administration

The booking system is an integral part of Council's administration of sporting fields and customer focus. Council's existing corporate system has a computer-based booking system that is satisfactory however, there are some minor areas that can be improved upon that would benefit the administration in terms of accurate planning and time-management. A new corporate system is currently being developed.

The labour force directly involved with Sporting Ground Administration includes Roads & Parks Manager, Parks Coordinator, Parks Supervisor and Parks Administration Officer.

5. Impact on Health Outcomes and Social Cohesion

Lismore City Council has not researched this issue to be able to provide valuable feedback.

6. Traffic, Noise and other Impacts on Residents

Council has had minor issues with residents adjacent to two major ovals being Oakes Oval and Crozier Field. Both have small grandstands and have in recent years catered for NRL fixtures, Pura Cup Cricket, A-League Queensland Roar promotions and Waratah Rugby training sessions. Traffic Management plans and section 68 forms are completed for any large events held on these larger ovals.

7. Affect of Litigation and Insurance Costs on Financial Viability

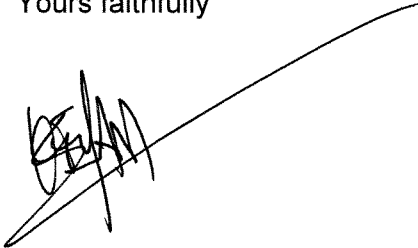
Although hard to estimate the impacts as there has been no formal investigations, there is the obvious impacts of insurance on field bookings and local club associations.

8. Access to Open Space for Active and Passive User Groups

Lismore has reasonable access to Open Space for both active and passive users. It has three off-leash areas for dogs, a showground (run as a trust on Crown Land), and ample sports grounds and park network. However, in recent years, the population has increased significantly due to sub-division releases. Open space allocation within recent sub-divisions have been limited and of low quality. More work is required in the area of sub-division negotiations in terms of quantity and quality of open space.

If you have any further queries, please contact Council's Parks Coordinator, Mr Martin Soutar on telephone number 02 6625 0555.

Yours faithfully



Stephen Yam
Manager – Roads and Parks

Attachment: Policy no. 8.8.1 – Hire of Council Sports Grounds (Urban and Rural)
Parks and Recreation Fees and Charges



POLICY MANUAL

POLICY NO: 8.8.1	HIRE OF COUNCIL SPORTS GROUNDS (URBAN AND RURAL)
FUNCTION:	Recreation and Culture
ACTIVITY:	Sporting Grounds
OBJECTIVE:	To provide clear guidelines for local clubs and associations in the hiring of Council sports grounds.
SECTION RESPONSIBLE:	Parks and Recreation
AUTHORISED: 11/3/97	REVIEWED: 10/6/03

Introduction:

In recent times there have been changing patterns emerging with regard to ground usage as new trends have developed in sports participation. Consequently there have been new demands placed on Council's active recreational facilities demonstrating the need to review Council's ground hire policy.

Definitions:

The following definitions apply when interpreting this policy document:

Year round hire is where a sports group hires a sports field either beyond the normal seasonal hire period or for 12 months of the year. Fees for this hire will be calculated on a combination of either a seasonal hire plus casual hire, or seasonal hire fee plus a portion of a seasonal hire fee, at the discretion of the Manager - Parks and Recreation.

Seasonal hire is broken up into two categories summer and winter -

Summer seasonal hire is from October 1 to March 31 of each year.

Winter seasonal hire is from April 1 to September 30 of each year.

Seasonal hire extending beyond these dates will attract a fee, which will be a percentage (%) of the seasonal rate determined by the period of extended use.

Casual hire is calculated at either a day rate, or a weekly rate, or a portion of a seasonal rate, by negotiation given each individual circumstance. Casual hire will entitle the hirer to exclusive use of the venue for the casual hire period only.

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POLICY NO: 8.8.1 (Cont.)	Hire of Council Sports Grounds (Urban and Rural)
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A local sports club is a club registered to play in the local domestic competition in the Northern Rivers area for any particular sport.

Domestic competition is defined as games involving local sports clubs not representative teams.

Major event is an event involving regional, state, or national or international teams, or teams from national competitions or from outside the region.

General Conditions of Hire:

Oakes Oval and Crozier Oval as the region's premier venues, are subject to their own special hire arrangements. These are referred to later in this document and also include the conditions of hire on their relevant booking forms.

Schools can hire all grounds (except Oakes and Crozier Ovals and turf wickets) free of charge, on the understanding that there is no additional preparation of the relevant ground required. In the event that special preparations are required then a fee will be charged for such works, calculated in accordance with Council's adopted Fees and Charges.

With respect to hire of all Council sports grounds, including Oakes and Crozier Ovals, the following conditions apply -

1. Council has three categories for hirers of its sports fields, these categories are: *year round hire, seasonal hire and casual hire.*
 2. Council reserves the right to close any ground if in the opinion of Council staff that the ground is excessively wet or that the ground is unsafe for any particular reason.
 3. Council also reserves the right to close a ground for refurbishment/renovation works. Such a decision will be made after consultation with the relevant hirer. A reduction in the hire fee will be granted to the hirer corresponding to the time the ground was closed and the hirer's individual category.
 4. If a hirer wishes to sell and/or supply alcohol at any of Council's grounds during an event then the hirer must show proof of having the appropriate liquor licence or permit (whichever is required), in accordance with the Liquor Licensing Act and as it may be amended from time to time. If the dates for hire change from that originally booked then the licence/permit must show such change and Council must be advised. This clause applies to both seasonal and casual hirers.
 5. Council's adopted Fees and Charges will determine the fees for sports field hire. Where no such fee exists a fee as determined by the Manager - Parks & Recreation using a combination of the three categories of hire will determine the fees for sports field hire.
 6. The fees and charges will be examined annually in conjunction with Council's annual budget process with a view to ensuring a cost recovery percentage as set by Council and amended from time to time.
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Hire of Council Sports Grounds (Urban and Rural)

7. Council reserves the right to cancel any pre-arranged ground allocation in the event of any contravention of regulations, directions, policies or hiring conditions specific to the continued care, protection, and management of sports grounds.
 8. Council reserves the right to temporarily relocate games from any venue to another (in consultation with the hirer), if sport of a higher level has requested its use. If in such an instance an event is relocated to a venue that costs less to hire then the difference in hire fees and charges between the two venues will be refunded. Assistance with identifying an alternative venue under Lismore City Council's control will also be offered.
 9. In the case of seasonal or year round hire, the grounds be accepted on the understanding that the amount or rental payable is set by the Council irrespective of weather conditions prevailing and further that the Council will not grant any concession in rental whatsoever should weather conditions hinder the holding of any sporting fixture or interrupt a season.
 10. Traditional seasonal hirers will enjoy "right of way" (exclusive use) with regards to use of their venue and on their chosen or preferred days.
 11. All seasonal hirers must supply documented evidence of appropriate and current insurance cover. This evidence is to accompany lodgement of their hire form. This applies to both seasonal and casual hirers. Seasonal bookings are to be completed one month prior to the commencement of each season's activities.
 12.
 - a) **Clubs and associations may use their one day allocation as they see fit. Seasonal hire includes: competition fixtures, carnivals, training, mid week-night and/or twilight competitions and invitation events. All dates for such activities must be provided to Council for approval and completion of relevant hire/insurance forms, etc and within the timeframes specified by the Club via their seasonal hire form and approved by Council.**
 - b) **No hirers are permitted to sub-let Council grounds, including Oakes and Crozier Ovals, without Council's Parks and Recreation Department being notified and providing permission.**
 - c) **If an extra-ordinary event is planned then the hirer shall advise Council and the Manager for Parks and Recreation in consultation with the LDSA Secretary and Chairperson and if the Chairperson is unavailable then the Vice Chairperson, shall resolve if any fee is due for that extra-ordinary event.**
 13. If Clubs/Associations or hirers are deemed to be damaging or overusing certain venues or certain areas of certain grounds, Council reserves the rights to intervene and reduce or modify the level of activity. A maximum of three (3) days competition activity in any one given week is recommended.
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Hire of Council Sports Grounds (Urban and Rural)

14. Given that most hirers run canteens all hirers are responsible for the collection of litter on the grounds they hire. Litter is to be collected to one central location and contained within appropriate litter containers as agreed with Council staff. This litter is then to be removed from the grounds at the cost of the hirer. This policy is based on the fact that hirers often make notable profits from their canteen activities. If in the opinion of Council staff, the hirer has left the ground in an unsatisfactory manner (excess litter on the ground), then Council will collect such litter and charge the hirer for these works. The charge will reflect the time it took to collect the litter. Removal of all canteen and bulk type packaging is the responsibility of the hirer to dispose of. Such waste can be disposed of at the various recycling depots around the City or at the Wyrallah Road waste facility.
15. Further matters associated with sports ground hire to be determined by Council's "conditions of hire" attached to the individual hire forms.
16. If regular hirers require grounds outside their one day allocation, they shall be charged at a rate equal to the pro rata seasonal hire.

Hire of Oakes Oval and Crozier Oval:

When hiring Oakes Oval it is possible to also hire the Gordon Pavilion and other exclusive spectator facilities (such as corporate boxes) if they exist. The fee for such facilities will be additional to the ground hire fees and will be as listed in Council's adopted Fees and Charges.

Given that a hirer may need to hire both Oakes and Crozier Ovals during the one season a dual or shared hire fee can be negotiated for these grounds. Each situation will be addressed on its merits and a fee negotiated with the relevant hirer on an individual basis. **It is not possible to hire Oakes and Crozier Ovals together when the Lismore Car Boot Market is on.**

As these grounds are considered to be superior venues there is a need to ensure superior playing surfaces throughout the year. As such, it is considered necessary to limit the amount of games that can be played on any one day on each of these grounds. Accordingly a maximum of three (3) games in total will be allowed on each ground on each day, irrespective of the code of sport. This excludes semi finals, grand finals, as well as carnivals or tournament events that are considered to be of significant economic benefit to the City or are one-off events.

Seasonal hire for these facilities is for domestic competition games only. Seasonal hire includes one round of competition fixtures per week. If there is a need to hire these grounds for additional days, then the additional days hire shall be at the seasonal hire fee for regular hirers.

No training is allowed on these grounds with the exception of teams associated with major events, in such a case access to the grounds for training purposes is allowed by arrangement.

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Hire of Council Sports Grounds (Urban and Rural)

Games involving representative teams are not considered as domestic competition - refer Clause 12 (a), (b) and (c) under 'General Conditions of Hire', and will be charged at the casual rate according to Council's adopted Fees and Charges. The relevant hire forms, insurance and licensing documentation will again need to be provided.

PARKS AND RECREATION

Code	Ref No.	Description	GST	2005/06	2006/07
Miscellaneous					
M	9115.9	Key Deposit.....	N	25.00	25.00
M	1581.1	Supply of electricity from parks per day (use Ref No. 1581.2 for rural parks).....	T	60.00	62.00
M	1581.4	Street Banner per week – Uralba Street.....	T	145.00	150.00
M	1581.4	Street Banner per week – Carrington Street.....	T	90.00	95.00
M	1581.4	Street Banner per week – Oakes Oval.....	T	60.00	65.00
M	1581.4	- Dawson Street.....	T	N/A	100.00
M	1581.4	Drop Banners.....	T	N/A	50.00
P	1058.3	Casual Hirers Insurance (See Financial Service).....	T	113.00	113.00
P	1581.7	(Permanent hirers must have their own public liability insurance)			
P	1581.7	Vegetation Management Orders – Application Fee.....	N	50.00	50.00
P	1581.7	Vegetation Management Orders – re-assessment following appeal (second inspection).....	N	75.00	75.00
Event Support Services					
M	1581.1	Wheeler Bins – Supply per bin.....	T	8.00	14.00
M	1581.1	Toilets per day.....	T	31.00	POA
M	9115.9	Security Deposit.....	N	POA	POA
M	1581.1	Portable Seating – per stand.....	T	17.00	18.00
M	1581.1	Mowing/ground preparation/litter collection outside the normal programme may attract this fee.....	T	82.00	POA
Filming Fee					
Use of Councils Parks and/or facilities for photography/filming for promotional purposes					
M	1581.1	Half Day (Minimum Fee).....	T	110.00	POA
M	1581.1	Full Day.....	T	220.00	POA
Lighting Fees					
M	1572.1	Council owned lights are available at the Riverview/ Arthur/Hepburn/Clifford Park per season.....	T	487.00	502.00
M	1572.1	following locations. Seasonal use of Blair Oval / Jolley Field per season.....	T	487.00	502.00
M	1572.1	lights incorporate one night per week. Nesbitt Park per season.....	T	243.50	251.00
M	1572.1	Additional use of light by negotiation. Light per hour(per light per hour).....	T	2.26	2.33
Private Works – Method of Calculation (Minimum Charge \$300)					
M	1581.6	Costs (Labour, Oncosts, Plant and Materials) + 20% (Administration/Profit) + 10% GST.....	T	POA	POA
Circuses and Travelling Carnivals					
M	9115.9	- Security Deposit (held pending state of grounds).....	N	POA	POA
M	1581.1	- Per day/night (plus actual cost of charges).....	T	310.00	POA

PARKS AND RECREATION continued

Code	Ref No.	Description	GST	2005/06	2006/07
Coronation Park					
M	1581.2	The Channon Craft Market per day	T	360.00	371.00
M	1581.2	Coronation Park – Pony Club per annum	T	396.00	408.00
M	1581.2	“The Shed”	T	30.00	31.00
M	1581.2	Daily events other than the Markets	T	90.00	93.00
Crozier Oval					
M	1572.1	Canteen - Seasonal hire per day	T	56.00	40.00
M	1572.1	- Casual hire per day	T	72.00	60.00
M	1572.1	Soccer per season	T	3,018.00	3,018.00
M	1572.1	Rugby per season (i.e. one day per week)	T	3,018.00	3,018.00
M	1572.1	Casual bookings from local hirers and regular users with crowds less than 250:- Soccer/Rugby field per day	T	188.00	194.00
Spectators					
M	1572.1	Up to 500	T	263.00	271.00
M	1572.1	501 to 1,000	T	490.00	505.00
M	1572.1	1,001 to 1,500	T	678.00	698.00
M	1572.1	1,501 to 2,000	T	1,133.00	1,167.00
Gordon Pavilion					
M	1572.16	Function Room only per hour	T	23.00	25.00
M	1572.16	Function Room per day/evening	T	155.00	160.00
M	1572.16	Function Room in conjunction with sports event	T	88.00	100.00
P	9115.9	Security Deposit (For any costs associated with damage or special cleaning if required)	N	200.00	300.00
Oakes Oval					
M	1572.15	Cricket per season	T	4,532.00	4,668.00
M	1572.15	Soccer per season	T	4,532.00	4,668.00
M	1572.15	Rugby League per season	T	4,532.00	4,668.00
M	1572.15	Northern Canteen (per day)	T	16.00	16.00
M	1572.15	Southern Canteen (per day)	T	80.00	80.00
M	1572.15	Casual bookings from local hirers and regular users with crowds less than 250: - Turf wicket per day	T	283.00	291.00
M	1572.15	- Soccer/Rugby field per day	T	283.00	291.00
Oakes Oval Advertising					
M	1572.18	Fence Advertising – Per Metre (3 metre panels)	T	69.00	71.00

PARKS AND RECREATION continued

Code	Ref No.	Description	GST	2005/06	2006/07
		Oakes Oval - One-Off Events: As the premier sporting venue in the region Oakes Oval is governed by specific hiring conditions. Fees are generally calculated with regard to the specific hiring conditions and are generally not subject to concession or reduction. The hiring options are:- Option 1 A fixed fee based on the following scale plus \$1.00 per head. A prepaid bond is payable on estimated numbers subject to agreement by both parties.			
M	1572.15	Spectators - Up to 500	T	396.00	408.00+
M	1572.15	501 to 1,000	T	736.00	758.00+
M	1572.15	1,001 to 1,500	T	1,019.00	1,050.00+
M	1572.15	1,501 to 2,000	T	1,699.00	1,750.00+
M	1572.15	2,001 to 3,000	T	2,266.00	2,334.00+
M	1572.15	3,001 to 4,000	T	2,832.50	2,917.00+
M	1572.15	4,001 to 5,000	T	3,399.00	3,501.00+
M	1572.15	5,001 and over	T	3,965.00	4,084.00+
M	1572.15	Per Spectator Fixed Fee	T	N/A	1.00
		Option 2 A prepaid bond is payable on estimated numbers subject to confirmation after the event.			
M	1572.15	Per Spectator Fixed Fee	T	N/A	2.00
		Other Charges Charges for additional services such as for waste collection/removal, special ground preparation, etc will be on full cost recovery basis.....			
F	1572.15	Other Charges	T	POA	POA
		Oakes Oval Lighting Fees Use of all floodlights per hour (i.e. 56 lights)			
M	1572.17	Use of a specific number of lights per hour each	T	123.00	130.50
M	1572.17	Use of a specific number of lights per hour each	T	2.26	2.33
		Perradenya Tennis Courts – per day (cleaned) Tennis Courts – per day (not cleaned) Tennis Courts – per hour			
P	1571.2	Tennis Courts – per day (cleaned)	T	55.00	57.00
P	1571.2	Tennis Courts – per day (not cleaned)	T	110.00	113.00
P	1571.2	Tennis Courts – per hour	T	11.00	11.00
		Residents free of charge but required to leave area clean. Local Committee (Spring Grove and Caniaba) also free but required to leave area clean.			
P	1571.2	Tennis Courts – per light per hour	N	N/A	N/A
P	1571.2	BBQ	T	2.26	10.00
P	1571.2	Pavilion	T	N/A	N/A
P	1571.2	Oval	T	56.00	58.00
P	1571.2	Oval (school hire)	T	113.00	116.00
P	1571.2	Oval (per season)	T	55.00	57.00
P	1571.2	Oval (per season)	T	1,529.00	1,575.00

PARKS AND RECREATION continued

NOTE: ALL SPORTS "PER DAY" IS THE MINIMUM CHARGE UNLESS OTHERWISE STATED

Code	Ref No.	Sport	Description	GST	2005/06	2006/07
M	1572.1	Athletics	Riverview Park per season	T	469.00	483.00
M	1572.1	Athletics (Including Schools for providing athletic facilities)	Riverview Park per day (Contribution to be paid to Lismore Athletic Club prior to booking)	T	41.00	42.00
M	1572.2	Little Athletics	Balzer Park per season	T	258.00	266.00
M	1572.1	Australian Rules	Clifford Park or Mortimer Oval per season	T	1,586.00	1,634.00
M	1572.1	Australian Rules	Clifford Park or Mortimer Oval per day	T	113.00	116.00
M	1572.1	Australian Rules	Carnival event per day	T	283.00	291.00
M	1572.1	Baseball	Diamond per season	T	1,348.00	1,388.00
M	1572.1	Baseball	Diamond per day	T	118.00	123.00
M	1572.1	Baseball	Junior diamond per season	T	226.00	233.00
M	1572.1	Cricket	Synthetic wicket per season	T	1,529.00	1,575.00
M	1572.1	Cricket	Synthetic wicket per day	T	113.00	116.00
M	1572.1	Cricket	Turf wicket per season	T	2,832.00	2,917.00
M	1572.1	Cricket	Turf wicket per day	T	254.00	262.00
M	1572.1	Cricket	Turf wicket per day for Schools (35% of fee)	T	88.60	91.00
M	1572.1	Cricket	Twilight oval per season	T	322.00	332.00
M	1572.1	Cricket	Kanga cricket field per season	T	170.00	175.00
M	1572.1	Cricket	Winter – field per day	T	40.00	84.00
M	1572.1	Cricket (social)	Synthetic wicket per day (no seasonal concessions apply)	T	82.00	84.00
M	1572.1	Rugby League	Riverview Park – Carnival event only	T	283.00	290.00
M	1572.1	Rugby League	Senior field per season	T	1,574.00	1,621.00
M	1572.1	Rugby League	Senior field per day	T	170.00	175.00
M	1572.1	Rugby League	Junior field per season	T	407.00	419.00
M	1572.1	Rugby League	Junior field per day	T	118.00	122.00
M	1572.1	Dog Kennel Club	Clifford Park seasonal fee	T	103.00	107.00
M	1572.1	Dog Kennel Club	Dog Show special events	T	103.00	107.00
M	1572.1	Hockey	Field per season	T	1,475.00	1,519.00
M	1572.1	Hockey	Field per day	T	128.00	132.00
M	1572.1	Hockey	Twilight oval per season	T	339.00	349.00
M	1572.1	Hockey	Junior oval per day	T	63.00	65.00
M	1572.1	Netball	Grass courts per season	T	390.00	402.00
M	1572.1	Netball	Bitumen courts per season	T	170.00	175.00
M	1572.1	Netball	Court per day	T	45.00	46.00

PARKS AND RECREATION continued

NOTE: ALL SPORTS "PER DAY" IS THE MINIMUM CHARGE UNLESS OTHERWISE STATED						
Code	Ref No.	Sport	Description	GST	2005/06	2006/07
M	1572.1	Soccer	Senior field per season	T	1,574.00	1,621.00
M	1572.1	Soccer	Senior field per day	T	133.00	137.00
M	1572.1	Soccer	Junior field per season	T	413.00	425.00
M	1572.1	Soccer	Junior field per day	T	103.00	107.00
M	1572.1	Softball	Diamond per season	T	664.00	684.00
M	1572.1	Softball	Diamond per day	T	96.00	99.00
M	1572.1	Tennis	Court per year	T	170.00	175.00
M	1572.1	OZTAG	Field per season	T	407.00	419.00
M	1572.1	OZTAG	Field per day	T	51.50	53.00
M	1572.1	Touch Football	Field per season (Hepburn Park has 9 fields)	T	407.00	419.00
M	1572.1	Touch Football	Field per day (Hepburn Park has 9 fields)	T	51.50	53.00
Code	Ref No.	Description		GST	2005/06	2006/07
		Riverview Park				
M	1572.1	Rugby League Carnival or Soccer Carnival		T	283.00	291.00
M	1572.1	Lights (Seasonal – one night per week)		T	487.00	502.00
M	1572.1	School Athletic Carnival (plus contribution of \$50 to Lismore Athletic Club)		T	41.00	42.00
		Litter Collection Fees (Industrial Bin)				
M	1572.1	Crowd Nos. <100		T	26.00	27.00
M	1572.1	101-250		T	51.50	53.00
M	1572.1	>251		T	77.00	79.00
		Licence/Lease Agreements				
M	1572.1	Great Eastland Archery Club – Arthur Park Reserve per annum		T	573.00	590.00
M	1572.1	Lismore Model Flying Club per annum		T	558.00	575.00