

Memo

Environment

To: All Councillors

From: Boris Bolgoff
Acting Deputy General Manager

Date: 23 September 2013

Subject: Item 8.16, Rescission of Manly Warringah Pittwater Sporting Union's Delegated Authority to Determine the Allocation of Use of Warringah Council's Sports Grounds - Revision to Draft Sportsground Agreement (Attachment 3)

Link: 2013/242951 and 2013/277232

Council officers have been in negotiation with the Manly Warringah Pittwater Sporting Union (Union) regarding an agreement for some time and on 9 August 2013 a draft agreement was drawn up. The Draft Sportsground Agreement that was agreed to at that meeting was then reformatted, annotated with staff comments and amended slightly by Council staff in preparation for reporting to Council. This was included in the circulated business papers as Attachment 3 to Item 8.16, Rescission of Manly Warringah Pittwater Sporting Union's Delegated Authority to Determine the Allocation of Use of Warringah Council's Sports Grounds. There were no material changes to the agreement from the 9 August 2013 meeting.

Following a discussion with the President of the Union on Friday 21 September 2013 it was agreed to remove the amendments and annotations. This has been completed and the Draft Sportsground Agreement – September 2013 is being presented to Council.

To reflect the revision to the agreement the recommendation to Council has been slightly amended as follows:

RECOMMENDATION OF ACTING DEPUTY GENERAL MANAGER ENVIRONMENT

That:

- A. All delegations authorised by Council resolution at the meeting held 17 September 2002 related to Item 5.3 'Council Delegations to External Bodies - Manly Warringah Pittwater Sporting Union Incorporated: Allocation of use of Sports Grounds' be rescinded.
- B. Council's General Manager be given the authority to enter into an agreement, based on the Draft Sportsground Agreement - September 2013, with the Manly Warringah Pittwater Sporting Union Incorporated regarding the management and use of Warringah Council's sportsgrounds and associated facilities. The agreement is to provide for the Union to have a role in proposing allocations and for Council to have final approval.
- C. The Manly Warringah Pittwater Sporting Union Incorporated is acknowledged for the significant contribution made, over many years, to the development of sport and sporting infrastructure in Warringah.

A copy of the Draft Sportsground Agreement - September 2013 is attached for your convenience and hard copies will be available tomorrow night, prior to the Council Meeting.

If you require any further information regarding this please contact me on 9942 2329.



Boris Bolgoff
Acting Deputy General Manager - Environment

Draft

Sportsground Management Agreement

September 2013

Warringah Council

Draft

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Purpose

These Guidelines have been developed to assist sportsground users and managers in the sustainable management and use of sportsgrounds and associated facilities under the care control and management of Warringah Council.

Whilst these guidelines provide a framework for the development of the sustainable management and use of sportsgrounds and associated facilities, Council retains primary responsibility and control of facilities and remains the primary point of contact relating to the use, management and maintenance of those facilities.

Draft

1.0 Guiding Principles for Sportsground Management

1.1 Partnering Approach

The aim of allocating and using sportsgrounds and associated facilities is to foster the development of sport in the region as a means of promoting community health and wellbeing.

This is best achieved working in partnership to ensure positive outcomes in the use and development of sport facilities.

1.2 Community

Sportsgrounds and associated facilities are located within and alongside the 'community'. They are and remain community facilities for the enjoyment of everyone. All allocated use is non exclusive. Users are expected to be considerate of adjoining property owners and other members of the community during organised usage; in particular:

- ▶ ensure proper use of all allocated Sportsgrounds and facilities at all times and ensure behaviour of users, spectators and guests does not impact on other users or adjoining property owners; and
- ▶ ensure users, spectators and guests do not access private property without prior consent from the owners

1.3 Communication

A key principle in ensuring ongoing continual improvement of sportsground management and development of sports facilities is a commitment to effective communication between Council and sporting users. Success and future benefit will depend largely on a commitment from all stakeholders to ongoing consistency relating to primary point of contact, record keeping and reporting processes.

To formalise this process and to aid in the development of best practice, Council seeks by the use of these guidelines to establish lines of communication and commitment to progressing the sustainable management and use of sportsgrounds with the Sports Associations and the Manly Warringah Pittwater Sporting Union Incorporated (Sporting Union) representing sportsground users.

2.0 Information

2.1 The Season

a) Winter

The winter season will commence on the Monday after the last Sunday in March and conclude on the last Sunday in August.

b) Summer

The summer season will commence on the Monday after the last Sunday in August and conclude on the last Sunday in March

2.2 Seasonal Maintenance Period

Seasonal maintenance works on sports fields will generally take place in a one week period on either side of the changeover of seasons. The following events are necessary to facilitate this:

- The Associations will inform Council 30 days before the end of each season of those fields which they do not have semi finals, finals or grand finals on so Council can plan maintenance and season changeover activities. Further use of these vacant fields prior to season end will be subject to Council agreement.
- The summer competition commences on the second Saturday in September and ends last Sunday in March.
- The winter competition may commence on the first Saturday in April and ends last Sunday in August but any fields used in the last weekend of March may not be available for competition until the second weekend in April.
- For this arrangement to work at least 60% of the grounds must be available for maintenance prior to the last week of the competition season.

- Council will endeavour to inform the Associations as early as possible where major maintenance will be required which may disrupt training or competition but no later than 30 days before the end of season. Where this occurs Council will work with the sports to ensure equity in field availability irrespective of the allocation.
- Training for allocated sports can commence on allocated fields from the commencement of the season. Associations accept that line marking and goalposts may not be in place prior to the commencement of the competition rounds. Training on the fields may also be limited by maintenance activities.
- Major reconstruction of fields will be listed in Councils capital works programme and Council will endeavour to give at least 6 months' notice subject to Council resolutions, weather and contractor availability.
- At all times Council is able to close grounds for maintenance and safety reasons. The users will be notified and where possible alternate venues are identified.

2.3 Seasonal Allocations

- a) The Sporting Unions will provide draft next season allocations at least four weeks prior to the completion of the current season. Allocation is to be based on sports demands
- b) Council will accept or reject the draft allocation within one week of receiving the draft allocation.
- c) If Council objects to an allocation for a particular sport, or wishes an additional sport to be added, the allocation will be returned to the Sporting Union to reallocate and the Sporting Union shall complete within two weeks after Council has submitted.
- d) If the Sporting Union is unable to achieve the reallocation then Council, in consultation with the President of the Sporting Union, will resolve the allocation. Council will take into account the process followed by the Sporting Union. (i.e The Liaison Committee).
- e) If the Sporting Union does not agree with the outcome of the reallocation then the matter will be referred to the Recreation and Open Space Strategic Reference Group (SRG) to resolve.
- f) Council always maintains the ability to reject an allocation due to issues to do with maintenance, overuse, damage or project needs.

2.4 Hours of Use

In accordance with the determined allocation and subject to existing development consent and adopted plans of management the hours of use must be within the following time periods

Hours of use for sportsfields

Weekdays 4.00 p.m – 9.00 p.m

Weekends and Public Holidays 8:00 a.m – 9.00 p.m .(Council recognises the need for set up time prior to 8 a.m which could be up to an hour and Council needs to take this into account when considering bookings during the set up period).

- Use of sportsgrounds outside of the above times is stipulated in the Development Approval or Plan of Management restrictions
- Where additional times for lighting are possible in a Development Approval or Plan of Management lights will turn off at 9.30 p.m.
- Additional times will be booked via seasonal summer/winter Sporting Union allocation with the rationale for these requests.

- These bookings (outside of the hours of use for sports fields) will not be subject to fees where usage of fields does not increase above current (2013) levels. The Sporting Union and Council to establish a procedure to ensure field usage is not increased by an extension of hours.

2.5 Requests for access to vary allocation within seasons and pre season

Where a sport with allocation seeks to use fields allocated to another sport during the season, the requesting sport will initially raise the request in writing with Council. Council will authorise negotiations to proceed subject to carrying capacity and condition of the requested field. The sports will then negotiate and provide Council with written confirmation of the agreed arrangements for Council to record in Council's booking system.

Use of sportsgrounds for pre-season training or games outside of allocation will require Council consent and must be obtained by completing a separate booking application which will be subject to fees and charges applicable to such use. See Attachment 3 for an example of a Booking Form for sport specific bookings. Where relevant Council will consult with users and provide confirmation of availability. Council reserves the right to refuse such bookings taking into account current usage levels and sportsground conditions. *See also 2.2 Seasonal Maintenance Period.*

2.6 Fees and Charges

Fees and charges for the use of Council sportsgrounds, floodlighting and associated facilities will be in accordance with Council's adopted fees and charges.

Sportsground Use Fee

- (a) Sports users shall pay a Sporting Use Fee which will be recovered from organisations with seasonal allocations of sports facilities. These fees will be collected through Sports Associations or Clubs/Groups by Council.
- (b) The amount of the Sporting User Fee for each Sport Season to be collected from associations/groups is to be:
 - (i) the number of Junior Players 18 years or under for that Sports Season multiplied by the rate per Junior Player listed in Council's adopted fees and charges:
 - plus
 - (ii) the number of Senior Players for that Sports Season multiplied by the rate per Senior Player listed in Council's adopted fees and charges.
- (c) i. The sportsground user fee shall not exceed 15% of the annual total recurrent sportsground expenditure less income received from any users of the Sportsgrounds and associated facilities that are not covered by this fee calculated over the two previous completed financial reporting periods.
 However the fees for the Sporting Union will be adjusted by CPI only based on the current fee up until and including winter 2016
 ii..After this period Council reserves the right to adjust the fees basis. The new basis may include a cost and level of service model including, but not limited to, the ability to charge a premium for "special" surface, e.g low cut grass, artificial surface, turf wickets etc.
- (d) All year to date Income and Expenditure figures, by Service Areas, as displayed in the Community Strategic Plan, are to be made available to the Sporting Union when requested.

2.7 Line marking

Council will undertake initial line marking prior to the commencement of the season. Following provision of initial line marking allocated users are responsible for their own line marking throughout the season using purpose made line marking materials approved for public use. Use of herbicides is not permitted.

2.8 Goal Posts, Softball/Baseball Dugouts and Back Nets and Cricket Nets

Council provides, installs and maintains fixed goal posts on sportsgrounds and associated facilities. Goal post nets of the type associated with soccer and hockey are the responsibility of users. Council does not

provide install or maintain goal post nets. Council also installs and maintains softball/baseball dugouts/back nets and cricket nets.

Any activity that involves the use of portable goal posts requires consent of Council and is dependent on the use and installation of structures complying with Australian Standard HB 227-2003

2.9 Irrigation of sportsgrounds

Only Council staff are permitted to activate and control irrigation systems on Council managed sportsgrounds unless prior arrangements have been entered into. Users are reminded that water restrictions may be in operation and with the exception of alternative water supply, irrigation systems are generally programmed to irrigate during times allowed by Sydney Water and where conflict with organised use is minimised. Council will ensure that the use of irrigation is optimised.

2.10 Maintenance and improvements

Council will undertake the preparation and maintenance of sportsgrounds and associated facilities for the primary purpose associated with the seasonal allocated user.

Sports or Associations proposing to undertake sportsgrounds maintenance and/ or improvements works are required to apply in writing and receive the express consent/prior written approval of Council prior to commencement of works. Consent may be given with conditions or may be withheld. Workplace health and safety requires particular attention.

For any maintenance related issues or requests for improvement/new works please use Council's Service Request System.

2.11 After Hours Contact

Should the need arise to contact Council after normal hours of operation please contact Council's after hours contact on 99422111.

2.12 Planning

To enhance the partnership between sports and Council there should be a sharing of information regarding planned usage and maintenance.

Summer sports would be expected to provide the Council with "end of season" ground usage by start of March, and in April the Winter sports are asked for the information found in 9.1. Winter Sports are asked for end of season" ground usage by start of August. Summer sports are asked for the information found in 9.1. in September so the Council has this input in preparing their plan for the following season.

The Council will provide the sports with the planned maintenance program and other information according to the schedule in Clause 9.2 The plan should show the work proposed and the indicative time that the work is expected to start and finish. The sports associations and Council may have a round table discussion before the plans are set.

3.0 Conditions of Sportsground Use

3.1 Permitted Usage

A sportsground may be used for the conduct of organised sporting events whether training or competition on a seasonal basis, in accordance with the allocation approved by Council.

Allocation does not give the user exclusive rights to use the playing field and must be considerate of the general community using the field for non-organised sporting activities or passive recreation. This is a requirement under the Local Government Act 1993 regarding management of community land.

Other related use may be considered e.g. celebrations, vacation programs - by completing a separate booking application (see Attachment 3) which may be subject to fees and charges and conditions applicable to such use.

3.2 Floodlighting

Floodlights, where available can be used by the allocated user from 4.00 pm until 9.00pm, Monday to Friday and weekends and public holidays (see clause 2.4)..

The user is responsible for turning the floodlights on and off. The user shall also be invoiced for and pay the metered cost of flood lighting for allocated sportsgrounds as per Council's fees and charges. Where clubs share allocation clubs are encouraged to share the turning on and off the lights to more equitably share the charges. If necessary Council is able to split the metered hours according to field use information provided by the clubs.

Users are advised that the level of floodlighting available may not be compatible with particular usage requirements as outlined in AS 2560.1 (2002). It is the responsibility of users to ensure that prior to the commencement of any proposed use that the level of floodlighting provided at Council facilities is adequate.

3.3 Facilities

All Council Facilities are non-smoking areas and this ban is enforceable by Council Rangers. Users are required to advise and promote this ban to all players and spectators including all visiting teams.

Any electrical equipment brought onto Council property must be approved by Council and tested and tagged by an accredited tester in accordance with statutory requirements.

a) Amenities

Where an amenity building is located on a sportsground that has been allocated and is the subject of a user agreement, the amenity is available for use by the user under the conditions of the user agreement. The general public cannot be excluded from the use of public amenities.

Should an existing lease or licence agreement be in place for any amenity described above, existing usage rights will prevail and use of the amenity will be in accordance with the term of any current lease/licence agreement.

b) Canteens

In general, sporting clubs have seasonal use of a canteen/kiosk at the ground during the hours of allocation. Any group, including schools, wishing to use a canteen must contact the seasonal user to negotiate access. Such requests must be made at least 7 days prior to the day required.

Sporting clubs are responsible for all stock and merchandise purchased or stored in canteen/kiosks.

Council does not generally provide lockable storage for user groups. Any groups wishing to create such storage facilities in a canteen/kiosk must contact Council and obtain written permission/approval.

The preparation and/or sale of food and drink, including alcoholic beverages, shall comply with the provisions of the Public Health Act and Regulation, Food Act and Regulation and Liquor Licensing Laws and any requirement of Council's Compliance Unit. See example of Conditions of Use in Attachment 2. The user has sole responsibility for ensuring that these requirements are known and met.

The allocated user is to ensure that equipment is stored in a safe and proper manner. Hazardous and dangerous goods are not permitted to be stored on or within Council facilities. Non-allocated user groups not actively using a sports facility must ensure equipment and related items are removed from the facility.

c) Keys to facilities

Users are responsible for contacting Council to arrange for the collection and return of keys.

Lost keys are to be reported to Council and will result in loss of bond. New and replacement keys and locks will incur a fee and bond.

d) Playing Fields

There is a mutual obligation to ensure that playing surfaces and associated facilities are safe. Council endeavours to provide sportsgrounds and associated facilities that are fit for the intended use associated with allocation.

All users are responsible for checking on the condition of the ground before the commencement of use to ensure that facilities are safe and compatible for intended use Refer to 3.11.

In the event that the allocated user intends to supply and install crowd control barriers, they are to be placed, monitored, removed and stored appropriately during the course of the booking observing the requirement of any applicable Plan of Management.

3.4 Ground closures

Grounds can be closed at any time by Council. Users cannot use grounds closed by Council.

Users may be liable for damage caused through unauthorised use of grounds closed by Council.

Generally grounds will only be closed due to capital works projects, planned maintenance, unscheduled or reactive works or wet weather.

If a ground is expected to be closed due to capital work projects or planned maintenance, Council will contact all relevant users in advance to notify of such closures and advise of any alternative arrangements for use.

If a ground is closed to undertake unscheduled or reactive works or in emergency situations the Council will notify all relevant users as soon as is practicable.

If a ground is closed due to wet weather, users can obtain information from Council's website, wet weather hotline 9981 2099 or via twitter and face book. Handling of ground closures due to wet weather shall be in accordance with Attachment 4.

In all situations the Council will notify users as soon as is practicable when grounds are open.

All users are responsible for checking on the condition of grounds before the commencement of use to ensure that facilities are safe and compatible for intended use. See 3.3 and 3.11.

3.5 Vehicles on Sportsgrounds

Unauthorised vehicular entry to sportsgrounds is prohibited. Access for setting up and packing up of sports fields can be obtained for a small number of vehicles with an Access to Reserves Permit (note Council will allow a number of drivers to be covered by this Permit). All ambulance and emergency vehicle access areas are to be free of obstruction at all times.

3.6 Waste Management and Litter

Sportsgrounds and associated facilities must be left in a clean and tidy state by the allocated user group. User groups are responsible for ensuring the grounds and amenities are clean and litter free before departure. To assist in ensuring that facilities and playing fields are left clean and litter free following use, bins are provided and serviced by Council. Additional bins may be arranged by contacting Council.

Additional bins may be subject to a fee dependent on waste management arrangements. Council provided bins are not to be used for commercial waste removal. Should users require removal of commercial waste please contact Council to request this service. A fee may be applicable.

Sports specific bins are typically emptied on Saturday, Sunday and Monday each week.

Glass containers other than those used for catering purposes within canteen/kiosk areas are not permitted on sportsgrounds and associated facilities.

3.7 Temporary structures

Allocated user groups intending to install and use temporary structures during the season including signs, fencing and ancillary sporting equipment do so at their own risk. Allocated user groups shall advise Council of any proposed installation. Where practicable, Council will provide information and orientation to assist with identification of the location of irrigation, electrical systems and other infrastructure likely to be interfered with. After each use, all fixing devices such as stakes or spikes are to be removed to prevent injury or damage to equipment. All temporary structures and equipment must be stored appropriately and made safe after use by the allocated user.

3.8 Ancillary Items

The use of PA systems, generators, stalls, amusements and fire works are prohibited unless requested through a booking and given written approval from Council (subject to Development Consent and Plans of Management).

3.9 Assignment and subletting

The allocated user must not enter into any sub-letting arrangements of their allocation or assign allocation of the field or buildings to others.

3.10 Review of Allocation

Council reserves the right to review any allocation arrangement to ensure that the allocated user is utilising allocated facilities in accordance with the approved allocation and the terms and conditions of this agreement. Significant departure from the approved allocation in terms of days and hours of use may result in cancellation or alternative allocation arrangement more compatible with actual use.

If at any time during the term the allocated user is found to be unable to maintain a commitment to adhere to the conditions of use and guidelines set out in this document Council will inform the relevant Sporting Association and this may result in loss of the allocation.

3.11 Risk Management

It is recognised that there is a mutual obligation to minimise risk associated with the provision and use of sportsgrounds and associated facilities. Conditional upon approval of the annual budget for sport fields, Council undertakes to provide facilities, for the next 12 months that are fit for the allocated and or intended purpose. In exchange for payment of fees and rates, the Council retains the primary responsibility. Users however have a shared responsibility to undertake risk assessment to ensure the safety and well being of their members. Council will work with the sports to provide guidance to users as to their obligations and responsibilities regarding risk management.

Subject to Council delivering the sportsgrounds as stipulated in this document, users are to undertake a causal secondary risk assessment of sportsgrounds and associated facilities prior to use and action any identified risks accordingly including but not limited to the following:

- remove / rectify any minor safety hazards before use
- ensure all equipment and facility fittings and fixtures are safe before use
- notify Council of any risk or hazard requiring Council response
- DO NOT use the sportsground or any associated facility if risks or hazards cannot be rectified and/or if a risk inspection indicates that the sportsground or facility is unsafe to use

3.12 Child Protection

Allocated use is to be undertaken taking into account and compliance with relevant requirements of Child Protection legislation in force in NSW.

3.13 Insurance

The allocated user must maintain a public liability insurance policy for a cover of not less than \$20,000,000. A copy of the current policy must be provided at the commencement of allocation. A request for allocation that does not meet Council's insurance requirements will not be considered. Council carries its own insurance for this purpose as well

4.0 Sportsgrounds covered by these guidelines

4.1 A Sportsground:

- ▶ is a Park that is reserved for sports;
- ▶ may include
 - goal post installations
 - line markings,
 - cricket wickets:
 - synthetic grass over concrete, and
 - natural grass (turf) wicket table,
 - cricket practice nets and cricket covers including off season use
 - basketball courts and hoops,
 - netball courts and hoops:
 - grass, and
 - asphalt,
 - baseball and softball diamonds and back nets, dugouts and boundary fences

Sportsgrounds are further defined in this section and encompass:

- ▶ Categorised Sportsgrounds
- ▶ Designated NSW Department of Education School Ovals

4.2 Categorised Sportsgrounds

A Categorised Sportsground is a Sportsground sub-categorised as follows:

- ▶ **Regional.** Regional Sportsgrounds are specialised sites with higher-level facilities for competitive sports at national, state and/or regional level. They are usually associated with particular sporting clubs and require a high standard of maintenance.
- ▶ **Sub-Regional.** Sub-Regional Sportsgrounds are extensively utilised sites with club facilities for year round Sub-regional, district, and local competitions requiring a significant level of maintenance. They are usually associated with particular sporting clubs and may have additional community facilities such as playgrounds and BBQ's.
- ▶ **Local.** Local Sportsgrounds are sites with facilities predominantly for local or social competitions and other sporting events and are used for non-structured recreation. With the increasing demands for open space these grounds are subject to increasing use and now require increasing levels of maintenance.
 - **Local A** are the standard playing field suitable for competition and training. These fields may have amenities, changing rooms, a kiosk and storage areas
 - **Local B** are usually smaller and have fewer opportunities for development and are often little more than a local park. Parking is often limited and the fields are not accessible from major, or collector roads.

4.3 School Ovals

A School Oval is an area of NSW Department of Education and Training property for which Council provides limited maintenance in exchange for public access for Sports who have local agreements with the Schools.

School ovals are made available to the community on a school by school basis at the discretion of the Principal of each school.

Council and the Sporting Union are to work with schools to clarify usage and maintenance requirements.

4.4 Leased Sportsgrounds

Leased Sportsgrounds are Sportsgrounds that Council has leased to local sports clubs who are obliged under the leases to maintain the associated facilities as defined in the lease agreements

An inventory of sportsgrounds sites is included as Attachment 5. This list is subject to change and excludes sportsgrounds unavailable for allocation.

5.0 Council Maintenance Service Description

In providing sportsgrounds to the community, Council aims to prepare and maintain sportsgrounds, within allocated budgets to meet the primary purpose associated with the seasonal allocated user.

At the commencement of the competition, the Council will provide an assurance that the ground(s) that have been prepared in accordance with this document.

5.1 Sportsground Preparation

(Service Goals for categorised sportsgrounds are provided in Table 1)

- ▶ Scheduled activities in meeting the primary purpose associated with the seasonal allocated user are to include but are not limited to:
 - Sportsground mowing and playing surface preparation
 - Line marking in meeting the primary purpose associated with the allocated user to be undertaken by Council on all allocated sportsgrounds prior to the commencement of the season. Subsequent line marking is to be arranged and completed by allocated users.
 - Changeover activities in meeting the primary purpose associated with the allocated user is to be undertaken by Council prior to the commencement of the competition and is to include but may not be limited to the following:
 - Erection and dismantling of fixed goal posts, back nets and other infrastructure
 - Covering and uncovering of cricket pitches
 - Playing surface renewal activities such as topdressing, grass replacement, fertilising and decompaction/aeration as specified in this agreement.
- ▶ Unscheduled and reactive works to rectify asset condition and availability for use. Responsiveness will be determined by available funding, resource availability and risk assessment.

5.2 Infrastructure

(Service Goals for categorised sportsgrounds is provided in Table 2)

All built facilities associated with sportsgrounds to be prepared and maintained by Council within allocated budgets in meeting the primary purpose associated with the seasonal allocated user. Toilets are cleaned according to the current Contract. Locked toilets are currently cleaned Sunday and Thursday, Open toilets are cleaned daily 7pm and 8am with additional cleaning from 1 October to 28 February between 11am to 3pm..

Scheduled activities in meeting the primary purpose associated with the seasonal allocated user are to include but are not limited to

- Facility maintenance
- Cleaning of public amenities excluding change rooms, club rooms, canteens, storage areas and toilets which are not generally accessible to the general public during allocation.
- Unscheduled and reactive works to rectify asset condition and availability for use. Responsiveness will be determined by available funding, resource availability and risk assessment.

5.3 Programmed Maintenance

Current indicative “planned maintenance program”

- June: soil testing and weed eradication quotations/procurement
- July: soil tests results analysed weed eradication (bindii & broadleaf), review of current condition and required repairs.
- August: begin aeration program, deep slicing on damaged grounds, vertidrain, where relevant develop and implement soil nutrient plan. Assess turf replacement requirements. Commence wicket maintenance.
- September: continue aeration, apply products as required (dependent on soil test results) & implement turf replacement program. Removal of soil & covers from synthetic cricket wickets. Preventative spraying for weeds and pests.

- October: Irrigation of new turf, application of fertiliser, assess top dressing needs.
- November/December: implement top dressing program.
- March/April: additional fertiliser applied, second aeration program.
- Ongoing maintenance: Mowing- weekly in summer, fortnightly or monthly in winter, minor top dressing and post maintenance

5.4 Communication

- ▶ Council and allocated users are to ensure appropriate contact details are exchanged to ensure a high level of communication
- ▶ Council is to notify allocated users of any disruption to scheduled use at the earliest convenience
- ▶ Council is to consult and liaise with allocated users to minimise cancellation of scheduled use and to identify alternative sites where practicable to assist with completion of scheduled use
- ▶ Sporting Associations to ensure adequate information exchange with member clubs ensuring feedback is communicated to all members on a regular basis
- ▶ See 9.1 and 9.2 for more details

5.5 Budget

Council shall furnish to the Sporting Union

- a) No later than 30th April, a draft detail budget for 12 months 1st July to 30th June of the following year
- b) A final draft budget on the day Budget is exhibited to public.
- c) Confirm budget approved after Council has passed the budget.

Council will provide detailed information to the sporting bodies pertaining to the breakdown of sportsfield budgeted expenses.

5.6 Maximising Allocated Budget

The parties warrant to the other parties that each party shall assist each other and every effort shall be explored, to wisely spend available funds for the greatest benefit to the community.

Sportsground Preparation Service Goals

Categorisation	Grass Height for competition	Line marking	Changeover Activities	Grass Coverage	Health and Vigour	Weed Content	Surface Quality
Regional A				Not subject to allocation			
Regional B				Not subject to allocation			
Sub-Regional	Winter Min 35mmMax x 60mm Summer Min 30mmMax 40mm	Once per year prior to commencement of season	<ul style="list-style-type: none"> ▶ Erection of posts prior to commencement of season ▶ Removal of posts at end of season ▶ Covering of wickets prior to commencement of season ▶ Prepare long jump pits and ensure adequate sand supply 	Maximum coverage replacing 20000m2 per annum across all Warringah's fields according to need; working on priorities with Associations where possible	Healthy state in growing season with allowance for water restrictions and availability of fixed irrigation	Annual assessment and Treatment according to final needs	Both parties will remove holes, ruts, erosion and variations in the surface before they become a hazard where known.
			<ul style="list-style-type: none"> ▶ Install back nets prior to commencement of the season ▶ Remove back nets at the completion of the season ▶ Supply dolerite for sports to restore infield prior to commencement of the season 	As per above	As per above	As per above	As per above
Local A	Winter Min 35mmMax x 60mm Summer Min 30mmMax 40mm	Once per year prior to commencement of season	<ul style="list-style-type: none"> ▶ Uncovering of wickets prior to commencement of season <p>Wicket covering soil to be re-used, stockpiles may remain on site due to removal and spreading being done by different contractors.</p>				

Table 1 – Sportsground preparation service goals

Infrastructure Service Goals						
Categorisation	Irrigation	Lighting	Goal Posts/Back nets	Synthetic surfaces	Amenity Maintenance	Amenity Cleaning
Regional A			Not subject to allocation			
Regional B			Not subject to allocation			
Sub-Regional Local A Local B	<ul style="list-style-type: none"> ▶ Annual system inspection and repairs ▶ Reactive service to rectify asset condition and availability of use 	<ul style="list-style-type: none"> ▶ Annual inspection and repairs/replacement of lamps ▶ Reactive service to rectify asset condition and availability where condition impacts on playability. 	<ul style="list-style-type: none"> ▶ Annual inspection and repair ▶ Reactive service to rectify asset condition and availability where condition impacts on playability. 	<ul style="list-style-type: none"> ▶ Annual inspection and repair ▶ Reactive service to rectify asset condition and availability where condition impacts on playability. 	<ul style="list-style-type: none"> ▶ Programmed inspection and maintenance. ▶ Reactive service to rectify asset condition and availability where condition impacts on playability. 	<ul style="list-style-type: none"> ▶ Locked toilets are cleaned Sunday and Thursday, Open toilets are cleaned daily 7pm and 8am with additional cleaning from 1 October to 28 February between 11am to 3pm.

Table 2 – Infrastructure Service Goals

6.0 Quality Assurance

6.1 Quality Policy

One of the key objectives of sustainable sportsground management is to develop a Quality approach to the management and use of sportsgrounds. To fulfil this objective Council agrees to provide sportsground management services in a manner that reflects commitment to service quality and customer satisfaction. This means:

- ▶ Encouraging all staff and associated service providers to strive for individual excellence in their work and association with management of sportsgrounds
- ▶ Meeting defined service goals
- ▶ Implementing and embedding a comprehensive quality approach that will provide a framework for service management, implementation and monitoring of service goals and reporting
- ▶ Institutionalising the principle of continual improvement.

6.2 Quality Methodology

The purpose of a quality approach is to achieve continuous improvement. The most important variable for managing quality for the purpose of continuous improvement is to monitor and report the difference between actual performance and performance targets.

Council management of sportsgrounds adopts the following methodology to monitor and report actual performance against performance targets:

1. Services to be provided as per Service Goals
2. Internal reporting of completed works as per Service Goals
3. Council to undertake seasonal review meetings to identify opportunities for improvement and modification namely:
 - What was supposed to happen?
 - What actually happened?
 - What was the difference?
 - Why there was a difference and what can we learn?

Outcomes from these meetings will provide opportunities for improvement.

6.3 Quality Record Keeping and Reporting of Level of Service – Key Performance Indicators (KPI)

Council is to demonstrate that they are performing the Level of Service - KPI, in accordance with this agreement.

For this purpose, Council is to keep records and provide annual performance reports associated with the Services performed.

7.0 Mutual Obligations

All parties agree that they share obligations for the sustainable management and use of sportsgrounds and undertake to maintain open channels of communication in achieving positive outcomes.

8.0 Continuous Improvement

All parties agree that continuous improvement strategies will be developed to improve delivery of sportsground management services. This includes but should not be limited to improved policies, procedures, standards and guidelines.

All parties agree to undertake ongoing consultation to ensure commitment to consistency and standardisation of process in relation to the objectives of sustainable sportsground management.

9.0 Communication, reporting and review

All parties agree to identify preferred contact representative(s) to be primarily responsible for ensuring the effective management, implementation and review sportsground management objectives.

Regular review meetings should be scheduled to discuss the ongoing management and use of sportsgrounds, reviewing performance of sportsground facilities and services associated with the use and management.

9.1 Information to Council from Seasonal Sport Users

Activity	Responsibility	Required
Organisation Details <ol style="list-style-type: none"> 1. ABN number 2. Committee Executive (after each AGM) 3. Copy of Public Indemnity Insurance 4. Copy of annual report and audited financial statements 	Sporting Union, Associations, Clubs	Annually and or prior to each Season
Manly Warringah Pittwater Sporting Union to negotiate seasonal allocations with relevant Associations and then send draft allocations to Warringah Council.	Sporting Union	At least four weeks prior to the completion of the current season (see 2.3 (a)).
Field preparation Form <ol style="list-style-type: none"> 1. Ground Configuration – general e.g. <ul style="list-style-type: none"> • line marking - measurements / location / scheduling • goal posts / nets - type/ location / scheduling 2. Any other specific requirements e.g. <ul style="list-style-type: none"> • Special events • Finals • Services such as supply of extra bins 	Associations	At least 28 days prior to start of season. As required for additional activities.
Complete Sports field Allocated User Form. This form requires information including: <ol style="list-style-type: none"> 1. List of Association Executive Committee and contact details 2. List of Clubs in each Association – contact person and details, home / base grounds and club facilities use. 	Associations, Clubs	2 weeks after season starts. Finals information to be provided 30 days prior to the end of the season (see 2.2)

Activity	Responsibility	Required
<ol style="list-style-type: none"> 3. List of fields and usage times for training, allocated to each club at team level and approximate numbers expected at training. 4. A list of competitions, including draws and grades operating in each Association. 5. List of any proposed out of season use- pre season training/trials or post season activities. 6. A list of special events and competitions, gala days or regional/ state / representative competitions being held by the Association / Clubs including proposed locations and schedules. 7. Notice of any non use periods within the season for training and competition. 8. List of intended dates, venues and fields being used in all finals. 9. Information on any specific arrangements Associations / Clubs have with third parties e.g. schools, other sports for use of their allocated fields and venues. 		
<p>Complete a Seasonal User Payment Data information form. This form requires information including:</p> <ol style="list-style-type: none"> 1. Participation numbers (juniors and seniors) for each Club in each Association. 2. Numbers of players in each age group for each club for each association. 	Associations	Prior to the end of the season.
<p>Complete a lighting access form: This form requires information including:</p> <ol style="list-style-type: none"> 1. Contact details of representatives to have access to lights for each club at each ground 2. Venues and timing required 	Associations, Clubs	Prior to the start of each season and as required.
<p>Complete a seasonal survey of sportsgrounds and amenity use (See attached sample survey – Attachment 1)</p>	Associations, Clubs Union	At the end of each season

9.2 Information to Seasonal Sport Users from Warringah Council

Activity	Responsibility	Required
Capital works schedules and detailed budgets for each of the relevant sports grounds and relevant infrastructure	Warringah Council	One month prior to seasonal Sporting Union allocation meetings.
Maintenance works schedules, including rectification, and detailed budgets for each of the relevant sports grounds and relevant infrastructure	Warringah Council	One month prior to seasonal Sporting Union allocation meetings.
Maintenance costs for sportsgrounds.	Warringah Council	Annually after Council's annual report is completed.
Ground availability information including seasonal change over schedules for all sports grounds	Warringah Council	One month prior to seasonal Sporting Union allocation meetings. As required for reactive maintenance, safety, wet weather and scheduling of agreed activities.
Warringah Council Capital Assistance Grants program information	Warringah Council	As soon as program is launched
Relevant grant and capital assistance program information from other agencies and groups	Warringah Council	As relevant
Review of seasonal allocations and out of season request for access	Warringah Council	Seasonal allocation review - within one week of receiving draft from the Sporting Union and as required for any requested changes. Out of season approvals – as required.
Invoice for Sports field User Fees and Service Fees	Warringah Council	End of Season As required for use outside of allocation.
Invoice for Light Usage	Warringah Council	End of Season As required for use outside of allocation.
Sport & Recreation Strategic Planning including for renewal of existing infrastructure and for new infrastructure on sports grounds.	Warringah Council	Relevant consultation from the project planning phase through to completion with stakeholders
Provide access to up to date information about sports grounds e.g. wet weather, fees charges, conditions of use (see attachment for an example of conditions of use), ground conditions assessments etc	Warringah Council	Social media, web pages, regular liaison and meetings

Term / Review / Mediation

This agreement is to come into effect on the (date to be determined) and is to apply for this period (period to be negotiated).

The agreement is to be reviewed regularly by all parties. Process for review to be determined.

Signatories

Warringah Council

Name of representative:

Position:

Date:

Warringah Council (witness)

Name of representative:

Position:

Date:

Organisation (s)

Name of representative:

Organisation:

Position:

Date:

Organisation (s) (witness)

Name of representative:

Organisation:

Position:

Date:

ATTACHMENT 1: Warringah Council – Example of Seasonal Survey

Nothing in these attachment or questionnaire shall override the governing principles of the main agreement, as stipulated in Clauses 1 - 9. In the event of any conflict, the terms of the agreement shall prevail.

To assist with sports ground operations and maintenance and capital works planning, the Council will request that allocated users complete a seasonal survey. A sample survey is outlined below. A similar survey was used to gather information about the winter season 2012. Survey questions will be regularly reviewed. Feedback received will be discussed with allocated users and the Sporting Union.

1. Sportsground/field

Name of group using this ground/field in 2012:

Contact person: Position:

Phone:

Mobile:

Email:

2. Usage

Training

Please indicate who has been using this field during a typical week in Winter 2012 for training - please list the team name, age group and the approximate number of people training. Feel free to alter the time slots if necessary and leave any time slots blank if they were not used on a regular basis.

Use	Mon	Tues	Wed	Thurs	Friday	Use	Sat	Sun
4- 5pm						8 -10pm		
5- 6pm						10- 12pm		
6- 7pm						12-2pm		
7- 8pm						2-4pm		
8- 9pm						4-6pm		

Competition

Please indicate if this field was used for any competitions in the 2012 winter season and on what days by using the following key:

*Jr or Snr * Male or Female * All * combinations – eg Jr Females

Use	Mon	Tues	Wed	Thurs	Friday	Use	Sat	Sun
4-9pm						8 - 6pm		

Do you have any general comments about your usage of this field?

3. The specifics. This section aims to collect information for potential improvements

Fields

How satisfied were you with this field and its ability to cope with the 2012 winter season:

Very satisfied ☐ Satisfied ☐ Neither satisfied nor unsatisfied ☐ Not unsatisfied ☐ Very unsatisfied ☐

Do have you any comments or suggestions for improving the condition of this field?:

If any, what works or maintenance did your club do on this field this winter?:

Lights

Do you use the lights on this field? Yes ☐ No ☐ N/A ☐

Do you have any comments or suggestions for improving the lights at this field?:

Bins and rubbish

Are there ample bins for this field? Yes ☐ No ☐ If no how many extra bins do you feel are required?

Where are the bins stored during the week?: Are the bins out for use during the week? Yes ☐ No ☐

At the moment there is an emptying service on Sat, Sun & Mon. Do you have any comments on this service?

How do you dispose of your canteen rubbish?:

Do you have any further comments on bins and rubbish?:

Amenities and other buildings

What buildings does your club use on this sportsground?:

Do you have access to toilet amenities on this field? Yes ☐ No ☐ If no why not?:

Do you have any comments on the amenities at this reserve?

Do you share the building with any other users during the winter season? Yes ☐ No ☐

If yes - Do you have any comments regarding this shared arrangement?:

Do you have a formal lease/ agreement for the use of this building?: Yes ☐ No ☐

If yes who is this agreement with and when does it expire?

Do you store any equipment in a building on the reserve during the season? Yes ☐ No ☐

Or between seasons? Yes ☐ No ☐

Do you use the canteen in a building? Yes ☐ No ☐ If so which building?:

If yes is this canteen shared with any other user during winter season?: Yes ☐ No ☐

Do you have any comments or suggestion regarding the buildings on this reserve (please note if referring to all buildings or just one in particular)?:

Other sportsground matters

Do you have any general comments regarding the following?:

Line marking:

Goal posts:

Field numbering:

Signage:

Field configuration:

Keys:

Parking:

Further comments:

Do you have any other suggestions or comments you would like to make about this sportsground?:

Thank you, please do not hesitate to contact us should you wish to discuss this further.

ATTACHMENT 2: Warringah Council – Example of Conditions of Use for Allocated Users

Nothing in these this attachment or questionnaire shall override the governing guiding principles of the main agreement, as stipulated in Clauses 1 - 9. In the event of any conflict, the terms of the agreement shall prevail.

Following approval of the seasonal allocations each Association is sent confirmation of their allocations. This includes the details of the approved sports ground (s), dates and times and the conditions of use. An example of the conditions of use for allocated users of Warringah Council sports grounds is outlined below. These conditions were applied to the Summer Season 2012/2013. Conditions are reviewed regularly and amended as required by any relevant regulations or legislation, direction of Council or operational change. (11/9/13 note that a generic Example of Conditions of Use will replace the information in this Attachment 2 for the final agreement)

Introduction

Approval has been granted to use a sportsground for thesports season. Use is approved as per the venue, dates and times listed on the attached document only. Approval has been based on the Association and all members adherence to the following conditions:

Insurance

1. Your organisation is to effect, at its own cost, Public Liability Insurance for a cover not less than ten million dollars (this was the relevant cover required for Summer 2012/2013 – the Sporting Agreement will require cover of not less than \$20,000,000 once adopted) for each claim in the names of Council as owners and your organisation as occupiers of the area concerned as to their respective rights and liabilities. Please ensure a copy of the current policy is forwarded to the Reserve Bookings office prior to the first event date of the season.

Fees and payment

2. Your organisation will be required to send the total number of senior and junior registered players to Council prior to the end of this season. This will be used to generate an invoice for the Sportsfield User Fee. The amount will be payable to council as per Council's standard terms and conditions.
3. That your organisation has paid the Sportsing User Fees for any previous summer periods prior to commencement of this season. Failure to do so may jeopardise access to the fields.
4. A separate fee will be charged to cover floodlighting costs as per Council's adopted Fees and Charges. Your organisation will be invoiced accordingly at the end of this season.

Reserve Usage

5. All operations to be confined to the dates, times and sportsgrounds as listed in the contract - this has been based on the approved Manly Warringah Pittwater Sporting Union Allocations. Any changes to this must be approved by Council.
6. Council reserves the right to close a sportsground due to wet weather, capital works and maintenance or other ground conditions, users are asked to confirm the availability of a field by checking the wet weather line on 9981 2099 or on the web at www.warringah.nsw.gov.au/community/sportsgrounds, face book <http://www.facebook.com/warringahcouncil> or twitter <http://twitter.com/#!/mywarringah>. The use of a field while closed is not permissible unless discretion has been explicitly provided to your sport or organisation. Any discretionary use of a field is to be communicated to the Reserve Booking office within 48 hours of use. It is recommended that Associations provide links to Council wet weather information on their websites.

7. That your organisation monitors the ground and reports relevant issues to Council. Where relevant all operational issues with the field and building are to be reported through the Council's 'request a service' section on www.warringah.nsw.gov.au/ request a service.
8. Apart from runners or dimpled shoes only short blades and studs are to be worn on the grounds during both training and competition to minimise the damage on the fields.
9. Training activities to be managed to ensure the load is spread across the ground and that where relevant the goal and centre areas are protected and not over used.
10. All noise and especially any amplification systems being maintained of a character which is not "offensive" as defined by the Protection of the Environment Operations Act 1997.
11. Any request for changes to the times, dates and sportsgrounds used must be applied for through Reserve Booking office. Council will negotiate requests from other users on your behalf.
12. Subletting or reallocating use of a field and any related facilities to another club, group or individual is not permitted.
13. Permission must be sought from Council to reallocate an approved season allocation.
14. That information on competition draws, organisational contacts, lighting users, training schedules, fields required for finals and any other relevant data requests be forwarded to Council by the stated deadlines.

Lights and other field requirements

15. It is the responsibility of your organisation to contact the Reserve Bookings office to confirm any special requirements and to ascertain provision of facilities, including line marking, sms light access, goal posts and accessibility to toilets prior to the season. Any changes or further requests throughout the season are to be made through the Reserve Booking office.
16. Any line making undertaken by your organisation may include a growth retardant such as Primo (at 2ml per litre). Herbicides which kill the grass such as Roundup and Buster are not to be used.
17. Lights may only be used on the dates, times and sportsgrounds listed in the attached rental contract. Council approval is required for any additional use of the lights.
18. Any issues with the lights should be reported to the Reserves Booking office as soon as possible.
19. Where relevant the amenities at each field are made available to users and any spectators. It is the responsibility of your organisation to ensure that the amenities are open and available to use. Please contact the Reserve Booking office should keys or further information be required.

Special events during the season

20. Any use of the reserves outside of the allocated hours listed in the contract requires Council's permission. Such use will incur a cost as per Council's adopted Fees and Charges. Sports use outside of the allocated hours requires completion of a sportsfield application form found at <http://www.warringah.nsw.gov.au/community/documents/BookingApplication2012-Sportsfields.pdf> . The completed form is to be sent to Reserve Bookings office.
21. Special events require the completion of an event application form which is found at <http://www.warringah.nsw.gov.au/community/documents/BookingApplication2012-MajorEvent.pdf> . The completed form is to be sent to Reserve Bookings office. Fund raising events and centenary celebrations etc. and Gala days, regional or state competitions, if the scale is outside of normal weekly sporting activities would all be considered a special event Please contact the Reserve Booking office for further information.
22. The use of PA systems, music, generators, stalls, amusements (including jumpy castles, animal farms and carnival rides and games) and fireworks on the sportsground is prohibited unless prior written approval is obtained from Council. This may be applied through the event application form.

Waste and cleansing

23. The reserve must be left in a clean and tidy condition. Please ensure all waste is removed from the site upon departure. Should it be necessary for Council to conduct extra cleaning, your organisation will be invoiced accordingly. Please contact the Reserve Bookings office if additional bins are required as they are subject to a separate charge.
24. Due to the litter and safety problems caused by glass bottles, they are not to be sold or distributed. It is also suggested that paper cups, rather than foam or plastic cups, be used to minimise the problems associated with broken foam or plastic on the reserve.
25. Waste from canteen operations is the responsibility of your organisation and will not be collected by Council. Do not use the Council bins for canteen waste.
26. Your organisation will be invoiced accordingly for any damage to any property or the environment at the allocated fields.

Safety and Security

27. Your organisation is responsible for taking all necessary precautions to ensure the safety of participants and any spectators. First aid must be available for participants and spectators of the event.
28. That your organisation undertakes a risk assessment of the sportsground/s prior to use and determine if they are fit for the intended use. Appropriate action should be taken to remove and/or rectify any risks; if a risk can not be nullified the field is not to be used. Council should be notified of any relevant risks as soon as possible.
29. That no undue inconvenience is caused to other users of the reserve. All tents, marquees and structures must be positioned so as not to inconvenience or pose any risk to the general public.

Food and Drinks

30. Temporary food premises operating within the Warringah local government area must comply with all aspects of the Food Act 2003. All temporary food premises must be constructed in accordance with the Food Handling Guidelines for Temporary Events. NSW Food Authority
<http://www.warringah.nsw.gov.au/environment/TemporaryFoodPremises.aspx>
31. Only portable above ground gas barbecues are to be used except where Council has provided BBQ facilities. This consent is subject always to current fire restrictions. Please refer to www.rfs.nsw.gov.au for up to date fire restriction information.
32. All mobile food vans must have a 'working on reserve' permit and certification to operate a mobile food van in Warringah. They must follow the NSW Food Authority Guidelines; further information can be obtained from <http://www.warringah.nsw.gov.au/environment/TemporaryFoodPremises.aspx>.

Traffic and Road Management

33. All Australian road rules in relation to traffic and parking must be complied with. Normal parking restrictions will be in operation.
34. Approval must be obtained from Warringah Traffic Committee regarding any road closures. This is to be forwarded to Reserve Booking prior to the specific event and all conditions as outlined in the Warringah Traffic Committee approval implemented.
35. No vehicles other than those approved by Council are permitted on Council's reserves. Please contact the Reserve Bookings office should vehicle access be required. Access will only be approved for vehicles imperative to the operations of a sport.
36. Closure of any Council facilities such as car parks is not permitted without the appropriate approval. Please contact the Reserve Bookings office for the appropriate process.

Stage, Scaffolding and marquees

37. Stages and scaffolding must be erected by appropriately ticketed scaffolders and be certified as structurally stable by a practicing Structural Engineer if they exceed 1000mm height.

38. All tents, marquees and structures are positioned so as not to inconvenience or pose any risk to the general public.

Advertising

39. Signs may only be displayed at a reserve where an allocation for your association has been approved.

40. All signs must be secured safely and not pose any risk. They are not to be nailed onto trees or buildings.

41. Any signs must be of a temporary nature and may only be displayed within the reserve area itself for a maximum of 2 weeks at any one time. Cigarette or alcohol advertising is not permitted on the reserve

Other

42. Please contact 9942-2111 for any after hour's emergency assistance. Please note however that should it be deemed that the call was unnecessary your organisation will be charged accordingly. Contact of Council officers or contractors out of hours is not to be encouraged.

43. That a copy of this 'Approval' is onsite at the event at all times and is available for review by Council staff as required.

44. That all Clubs, coaches, team managers and other relevant volunteers and members be provided with a copy of these conditions.

Please contact the Reserve Bookings office should you require any further information. Council wishes you every success with this season.

Attachment 3 : Sport field request form

Nothing in these attachment or questionnaire shall override the governing principles of the main agreement, as stipulated in Clauses 1 - 9. In the event of any conflict, the terms of the agreement shall prevail.

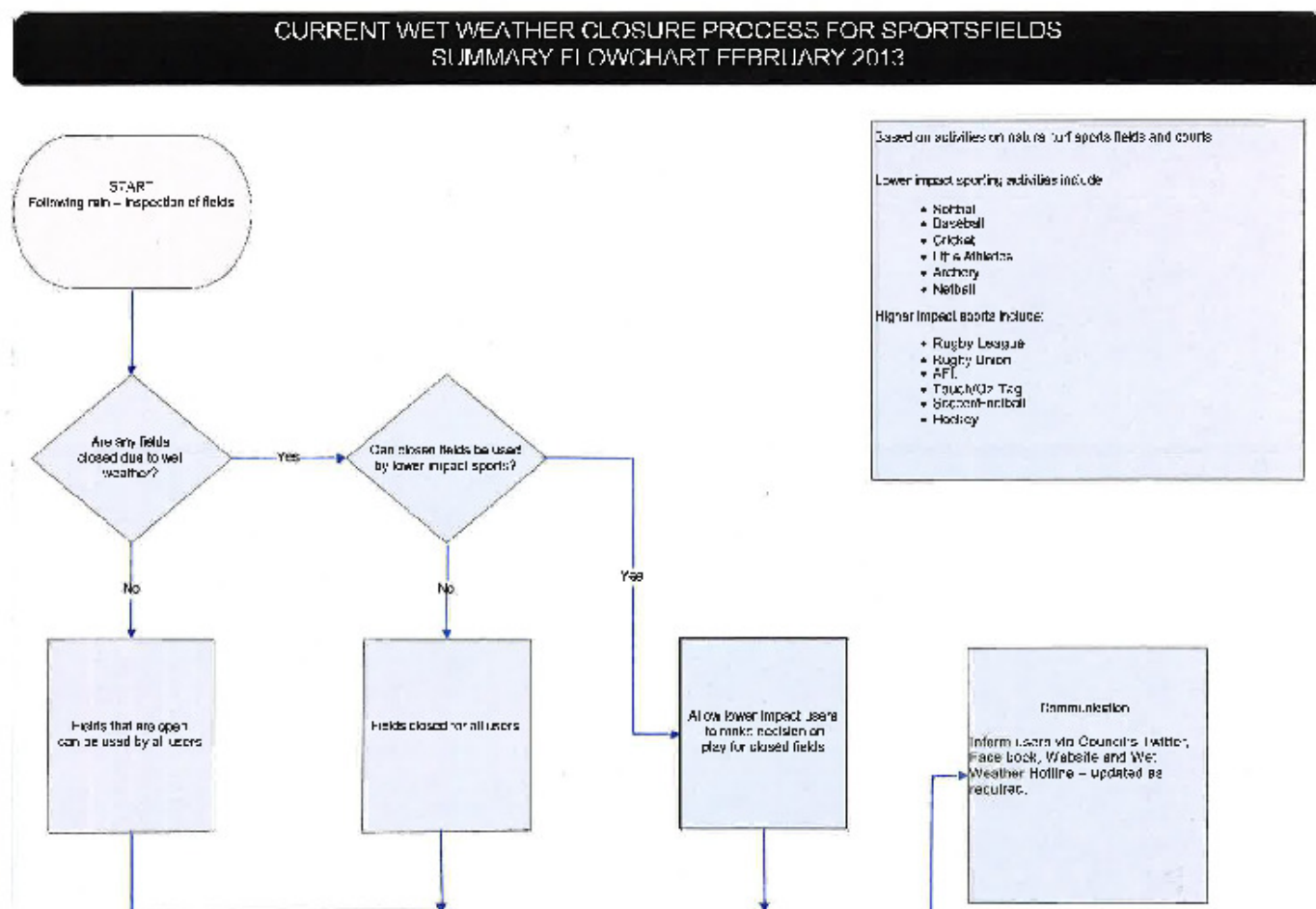
The following is an example of a form used to request a sports field outside of seasonal allocation.
Depending on the nature of the event more details may be required.

Applicant (please complete all sections)			
Name of Association/ organisation: _____			
Address: _____			
Contact person/s: _____			
Postal address: _____			
Suburb: _____		Postcode: _____	
Phone: () _____		Daytime Contact No: () _____	
Mobile: _____		Fax: () _____	
Email: _____			
Booking details (please complete one form per sportsground or reserve)			
Ground Requested : _____		Number of fields/ Courts: _____	
Date/s required: _____, _____, _____, _____, _____, _____, _____, _____ (Only include days needed)			
Time required access to site: _____		Time of activity : _____ to _____ Time will vacate site: _____	
Approx No of participants per day: _____			
Approx No of spectators / staff/ officials per day : _____			
Approx Total number of people per day: _____			
Activity details: please provide details of what the sportsground will be used for _____ _____			
Requirements/ usage of: Please tick the boxes to answer yes to any of the following questions. (Please note that no guarantee can be made that all requests will be approved)			
Do you require access to toilets? <input type="checkbox"/>	Do Vehicles need to access the field? <input type="checkbox"/>	Will you be selling food? <input type="checkbox"/> If so what: _____ Will there be any other food provided on site <input type="checkbox"/> If yes: what? _____	
Do you need floodlights <input type="checkbox"/> Time: _____ to _____	Will you require extra bins? <input type="checkbox"/> There will be an additional charge	Will there be any structures - stages/ tents/ marquees etc <input type="checkbox"/> If so please attach a site plan.	Will you use a PA System/ have music <input type="checkbox"/>
Will you need any road / car park/ footpath closures <input type="checkbox"/> if so where: _____	Will you use a generator <input type="checkbox"/>	Will there be any: Amusement devices <input type="checkbox"/> Fireworks <input type="checkbox"/>	
Please provide details as to the safety measures and precautions being taken at your activity. Please attach any other additional information including where relevant a risk management safety plan. _____			
Will you need special line marking <input type="checkbox"/> Request details: _____			
Please provide any additional details that may assist in assessing your request for use of this sportsground: _____ _____			

Attachment 4: Wet Weather Process – 2012

Nothing in these attachment or questionnaire shall override the governing principles of the main agreement, as stipulated in Clauses 1 - 9. In the event of any conflict, the terms of the agreement shall prevail.

The following gives an overview of the wet weather process for 2012.



Attachment 5: Warringah Council Sports Grounds include:

Allambie Heights Sports Ground	Killarney Heights Sports Ground
Aquatic Reserve Sports Ground	Lionel Watts Sports Ground
Ararat Sports Ground	MacFarlane Sports Ground
Beacon Hill Sports Ground (Willandra)	Millers Reserve Sports Ground
Belrose Sports Ground (Bambara Road)	Nolans Reserve Sports Ground
Beverley Job Sports Ground	Passmore Reserve Fields
Collaroy Plateau Sportsground	Richard Healey Field
Condoover Reserve	St Matthews Farm Sports Grounds
County Road	Terrey Hills Sports Ground
Cromer Park Sports Ground	Tristram Road Oval
David Thomas Sports Ground	Truman Reserve
Dee Why Sports Ground	Weldon Oval
Forestville Memorial Playing Fields	Wyatt Reserve Sports Ground
Griffith Park Sports Ground	
Harbord Park Sports Ground	
Hews Parade Sports Ground	
James Morgan Sports Ground	
John Fisher Park - Abbott Rd Softball Grounds	
John Fisher Park - Adams Street Field	
John Fisher Park - Denzil Joyce Field	
John Fisher Park - Fields 3, 4, 5	
John Fisher Park - Frank Gray Oval	
John Fisher Park - Netball Courts	
John Fisher Park - Old Reub Hudson	
John Fisher Park - Reub Hudson	
John Fisher Park - Mike Pawley Oval	