

Shoalhaven Sports Board

Meeting Date: Wednesday, 24 August, 2022

Location: Jervis Bay Rooms, City Administrative Centre, Bridge Road, Nowra

Time: 5.00pm

Please note: Council's Code of Meeting Practice permits the electronic recording and broadcast of the proceedings of meetings of the Council which are open to the public. Your attendance at this meeting is taken as consent to the possibility that your image and/or voice may be recorded and broadcast to the public.

Agenda

1. Apologies

2. Confirmation of Minutes

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3. Declarations of Interest

4. Reports

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5. General Business

Membership

Mr David Goodman – Chairperson
All Councillors
Chief Executive Officer or nominee
Mr Roger Walker
Ms Elaine Caswell
Ms Gemma Afflick
Mr Craig Howsan
Ms Kristina PejkoVIC
Ms Elizabeth Tooley
Dr Phill Newlyn
Ms Tameka Gogerly
Ms Lucy Burgmann
Disadvantaged Sporting Group
Representative – NSW Sport & Recreation

Quorum – Seven (7)

Purpose

To provide advocacy for the sporting community on policy, direction and strategic planning related to Council's objectives. To achieve this policy and strategic objective, the Board will be strategic in nature and focus on appointments to achieve this outcome.

Role

- Represent the whole Shoalhaven Sporting Community (all sports)
- Provide ongoing, high level policy and planning advice to Council.
- Make recommendations to the Council on all relevant business presented before it
- Advocate and maintain specific sports related portfolios.
- Advocate and promote Board recommendations

MINUTES OF THE SHOALHAVEN SPORTS BOARD

Meeting Date: Wednesday, 25 May 2022
Location: Council Chambers, City Administrative Centre, Bridge Road, Nowra
Time: 5.07pm

The following members were present:

Clr Patricia White
Mr David Goodman - Chairperson
Mr Roger Walker
Mr Craig Howsan
Ms Elizabeth Tooley
Ms Lucy Burgmann
Mr Kevin Norwood – Acting City Lifestyles Director (CEO Nominee)

Apologies / Leave of Absence

Apologies were received from Phill Newlyn, Catherine Campbell

Confirmation of the Minutes

RESOLVED (Craig Howsan / Clr White)

That the Minutes of the Shoalhaven Sports Board held on Wednesday 09 March 2022 be confirmed.

CARRIED

Declarations of Interest

Nil

REPORTS

SB22.10 Acknowledgement of Resignation - Martin Aicken

**HPERM Ref:
D22/126557**

Recommendation (Item to be determined under delegated authority)

That:

1. The Shoalhaven Sports Board note the resignation received from Mr Martin Aicken (community member) and thank him for his commitment to the Board and the Sporting Community.

2. The vacancy be filled via a casual position until the next round of vacant positions are called in March 2023.

RESOLVED (Roger Walker / Craig Howsan)

That:

1. The Shoalhaven Sports Board note the resignation received from Mr Martin Aicken (community member) and a letter be sent from Council, signed by the Chair to thank him for his commitment to the Board and the Sporting Community .
2. The vacancy be filled via a casual position until the next round of vacant positions are called in March 2023.

CARRIED

SB22.11 Sportsground Floodlighting - Replacement Schedule

**HPERM Ref:
D22/193520**

In relation to Ison Field Park, it was suggested that the main field be upgraded with the Lux required to enable the recording of games at night under lights.

Clr White advised that there would need to be a reason attached to the request, such as the AFL Sports Park at Ulladulla that does have the capability as well as the Tennis Club as NSW Australian Tournaments are played there at night.

The Shoalhaven Sports Board thanked Council for the upgrades that have occurred to date.

Recommendation (Item to be determined under delegated authority)

That the report regarding development of a Floodlighting Program / Schedule for Sporting Fields and other Facilities be received for information by Shoalhaven Sports Board.

RESOLVED (Clr White / David Goodman)

That

1. The report regarding development of a Floodlighting Program / Schedule for Sporting Fields and other Facilities be received for information by Shoalhaven Sports Board.
2. Kevin Norwood clarify with the Manager Minor Projects within Community Planning and Projects to seek advice on the lux required to hold major sporting events at Ison Park and the possibility of upgrading the main field at Ison Park with the lux required to enable the recording of games at night under lights and clarify if there are any other determining factors to be taken into consideration for this to occur and advise the Shoalhaven Sports Board.

CARRIED

SB22.12 Shoalhaven Sports Board - Current Projects Update

**HPERM Ref:
D22/193955**

The Fencing of Thurgate Oval (stage 1) is anticipated to commence this month. It is still considered to no be longer safe for games.

It was clarified that the 12 month defect liability period for Boongaree refers to the warranty period.

Council had considered the findings of an independent assessment of the play equipment. The independent assessment has been completed and based on that advice Council has now installed additional educational signage in the Skywalk areas to supplement the existing signage already displayed at Boongaree's formal entrances.

These additional signs were developed in consultation with industry experts to enhance the community's awareness of the Skywalk areas and also expand parents / guardians knowledge of the equipment's intended use.

Concerns were raised as to whether a Development Application had been lodged for the new club house and the lack of community consultation that has occurred to date.

It was queried what Council does to learn from unsuccessful applications (and successful ones) to improve on future applications. Cllr White clarified these can be followed up for feedback by the contact persons listed when the grants are applied for.

Recommendation (Item to be determined under delegated authority)

That Shoalhaven Sports Board accept the Current Projects Update report for information.

RESOLVED (Roger Walker / Lucy Burgmann)

That

1. Shoalhaven Sports Board accept the Current Projects Update report for information.
2. Completed Projects are no longer included for future reports.
3. Kevin Norwood to report back to the Shoalhaven Sports Board in relation to the new club house including the club grant application and the letter of support provided and whether there is a Development Application and any community consultation to date.
4. The historically received Tourism report for all upcoming events be included within future agendas

CARRIED

SB22.13 Shoalhaven Heads Pump Track - Aboriginal Heritage Assessment Criteria

**HPERM Ref:
D22/189878**

Clarification on Native Title and Aboriginal Heritage Impact Permit (AHIP) were provided by Kevin Norwood and Liliana Hutchinson.

Native Title for the purpose of extinguishing. AHIP is the management of systems to identify history and impacts.

The Review of Environmental Factors (REF) has been completed internally and this potentially triggers an AHIP. It was noted that this could take up to 12 months to come through and comes with instructions on how it can be delivered.

Recommendation (Item to be determined under delegated authority)

That the Shoalhaven Sports Board receive this report for information on Aboriginal Heritage Assessment Criteria, and legislative requirements in relation to the amenities block at the Shoalhaven Heads Pump Track.

RESOLVED (Cllr White / Roger Walker)

That

1. The Shoalhaven Sports Board receive this report for information on Aboriginal Heritage Assessment Criteria, and legislative requirements in relation to the amenities block at the Shoalhaven Heads Pump Track.
2. Staff to provide an update on the Thomas St, Sussex Inlet Sporting Native Title at the next Shoalhaven Sports Board meeting.

CARRIED

SB22.14 Additional Items - Various - General Business - Actions

The preparation work undertaken for the Aboriginal NRL Knockout at rugby park included widening of the fields and extended civil drainage. The weather has meant it has been a little delayed. The floodlight poles are ready to go in and the staff are currently sourcing quotes for the widening of the access road and leveling of the carpark. The REF is complete and the 3 fields will be over sowed with rye grass.

The Bomaderry Sporting Complex has been recently top dressed and is holding up well after the installation of drainage.

The Knockout will be held over the October long weekend (Friday – Monday).

The upgrade is estimated to have cost \$580K in total (\$200K received from the State Government).

Clr White explained the claim process for potholes from the State Government for the Board's information.

Jessica Richardson advised that in the absence of a member from the Office of Sport, Office of Sport Illawarra Shoalhaven are currently asking for support to identify suitable young people (aged 13 to 18 years) who may be interested in a unique opportunity to become a mentor for young people of all abilities. Training will be provided as part of the program. The Office of Sport are working in collaboration with the Kiama Shoalhaven Community College to facilitate the training, there is an expectation that students who undertake the training will provide volunteer hours at the Shoalhaven Active Fest on 14 July 2022 at Archer Racecourse, South Nowra and within local community organisations in the Shoalhaven. Students will need to satisfy the necessary time requirements of the provided training program (approximately 6 hours). The Office of Sport will contact all identified students about the registrations process. Being involved in the Inclusive Mentor Program would not only add value to any young person's CV.

Student expression of interest close Friday 10 June 2022.

Liliana Hutchinson advised Council has put in an application for the Local Government Awards of Excellence within the Community Empowered Infrastructure Projects category for "Safety And Sustainability in Pump Tracks and Skate Parks for the Kangaroo Valley Pump Track, Shoalhaven Heads Pump Track and the • Sanctuary Point Skate Park Associated Works".

Jessica Richardson also mentioned that Shoalhaven City Council is holding a Shoalhaven Health and Well Being Expo 2022 - Wednesday, 22 June 2022 between 10am – 3.30pm at the Shoalhaven Indoor Sports Centre for more information please visit

<https://www.eventbrite.com.au/e/shoalhaven-health-wellbeing-expo-registration-269254305877>.

The Shoalhaven Sports Board members were invited to attend and hold a stall if they are interested.

RESOLVED (By consent)

That

1. A tour of the Bomaderry Sporting Complex be provided to the Shoalhaven Sports Board members upon completion of the works.
2. An update be provided at the next Shoalhaven Sports Board meeting on the Federal Government Funding (\$50K) provided for the Outriggers Club in Barkers Reserve Burrill Lake and replacement of the playground.
3. Kevin Norwood to investigate and provide an update on how the tennis court booking system will work, using Errowal Bay as an example if a code is provided for one court and the ball is hit into an adjacent court.
4. The information on the Office of Sport Youth Sport Mentor Program be sent with the minutes

CARRIED

There being no further business, the meeting concluded, the time being 6.13pm.

Mr David Goodman
CHAIRPERSON

SB22.15 Acknowledgement of Resignations - Gemma Afflick and Elaine Caswell

HPERM Ref: D22/248430

Department: Business Assurance & Risk
Approver: Jane Lewis, Director - City Lifestyles

Reason for Report

To advise the Shoalhaven Sports Board of the resignations received from Ms Gemma Afflick and Ms Elaine Caswell – community members.

Recommendation (Item to be determined under delegated authority)

That:

1. The Shoalhaven Sports Board note the resignations received from Ms Gemma Afflick and Ms Elaine Caswell (community members) and thank them for their commitment to the Board and the Sporting Community.
2. The vacancies be filled via a casual position until the next round of vacant positions are called in March 2023.

Options

1. As Recommended

Implications: The membership of the Sports Board will be reviewed and updated accordingly.

2. Adopt an alternate resolution with direction for staff.

Implications: Unknown

Background

On 8 June 2022, Council received notification from Ms Gemma Afflick advising that she was no longer in a position to be a member and was resigning from the Shoalhaven Sports Board.

Ms Afflick has been a member of the Board since April 2019.

On 8 June 2022, Council received notification from Ms Elaine Caswell advising that she was no longer in a position to be a member and was resigning from the Shoalhaven Sports Board.

Ms Caswell has been a member of the Board since January 2009.

Community Engagement

As reported in May 2022 regarding the resignation of Martin Aicken, Council staff will engage in an EOI to fill the vacancies via a casual position until March 2023.

The EOI will be seeking to fill the three (3) current vacancies.

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SB22.16 Shoalhaven Sports Board - Current Projects Update

HPERM Ref: D22/269073

Department: Community Planning & Projects
Approver: Jane Lewis, Director - City Lifestyles

Reason for Report

To provide a project update to Shoalhaven Sports Board on current projects under development by Council and recent grant funding applications submitted and successful grant funding applications.

Recommendation (Item to be determined under delegated authority)

That Shoalhaven Sports Board accept the Current Projects Update report for information.

Options

1. Adopt the Recommendations as written.

Implications: This will enable the Sports Board to be kept informed of projects.

2. Provide an alternative direction.

Background

The following is an update of current projects under development:

Summary of Work Program Projects Being Undertaken or in Development	
Project	Comment
Irrigation & Drainage Construction	<p>Projects Underway</p> <ul style="list-style-type: none"> • Finkernagel Reserve Oval Irrigation programmed for September 2022 completion. • Bill Andriske Oval underway but put on hold until end of 2022 winter season. <p>Projects Delayed</p> <ul style="list-style-type: none"> • Crookhaven Park Rugby League, Lyrebird Park, and Callala Sportsground, Kangaroo Valley Showground and Francis Ryan Oval drainage projects have been delayed until the end of the winter season 2022 due to the recent wet weather.
Floodlighting upgrades	<p>Projects Underway</p> <ul style="list-style-type: none"> • Bernie Regan and Ison Park Baseball are underway but delayed by weather. • Ulladulla Tennis Complex with completion programmed for September 2022 • Crookhaven Park Soccer floodlights replacement to be tendered in September 2022

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Milton Showground Roads	Works underway and programmed for completion October 2022.
Ulladulla Skatepark	The Ulladulla Skate Park detailed design package is scheduled for completion in August 2022. Upon completion of detailed design, Council will proceed to Tender for construction of the skate park. Grant funding from the Multi-Sport Community Facility Fund 2021/22 of \$1,500,000 has been confirmed.
Milton Ulladulla Croquet Courts – Ulladulla Sports Park	Milton Ulladulla Croquet Committee (MUCC) have submitted a development application for clubhouse in March 2022. Club has committed \$50,000 towards the new clubhouse however, green keeping fees, architectural fees, and DA costs are coming from that allocation. Quantity Survey for proposed building has come in over budget. Staff are now reviewing alternative options. DA however is continuing to be assessed. Council have applied to Club Grants Infrastructure fund for the Clubhouse. Announcement to occur in October 2022.
Thurgate Oval Bomaderry	Dog off leash area on Thurgate Oval. Stage 1 - Perimeter fencing completed.
Rugby Park South Nowra – Grandstand replacement	Site establishment underway. Practical completion currently scheduled for September 2022.
Worrigee Equestrian Common	Shoalhaven Dressage Club are finalising project funding sources by March 2022. Construction pending, delays have been experienced due to consistent wet weather and flooding on site. Construction of amenities building is complete. Shoalwater to connect sewer, start date to be confirmed by Shoalwater.
Shoalhaven Community & Recreation Precinct (SCaRP)	<u>Bomaderry Sporting Complex</u> A brief is being prepared for Architectural services for the detail design of the Northern section of the SCaRP project which will include: <ul style="list-style-type: none"> • Community / Recreation Pavilion (including indoor 50m 8 lane pool, offices, community spaces, gym, cafe etc). • Synthetic Athletics track and supporting infrastructure • Rugby League fields and supporting infrastructure • Lift and Change facilities <u>Artie Smith</u> <ul style="list-style-type: none"> • Construction has commenced with site hand over to contractor Joss Group in November 2021 • Demolition of existing amenities building completed prior to Christmas 2021. • Bulk earth works have been completed, work on underground services has recently commenced. • Sod Turning event held on the 10 February with funding bodies, Council and User groups.

	<p><u>Refurbishment of the Bomaderry Basketball Stadium and Integration with Shoalhaven Indoor Sports Centre</u></p> <ul style="list-style-type: none"> • Council endorsed Option 3 concept plan on 26 April 2022 – CL22.198. Design option 3 with extended footprint and sawcut roof has been endorsed and will progress to detailed design • Conybeare Morrison (CM+) has been engaged to work with Council Projects Major within the Community Planning and Projects team to prepare the DA/CC documentation and to lodge the Development Application.
NRL Aboriginal Knock Out Cup October Long Weekend 2022	<ul style="list-style-type: none"> • Venues for the event have been decided, Council staff continue to work closely with the event organiser and stakeholders. • Preparation is underway at Bomaderry Sporting Complex and Rugby Park. Staff are working closely with sporting groups to manage fields allocations and minimise field interruptions to allow for field enhancements required for the event. • Bomaderry Sporting Complex: Has recently been top dressed, undergone floodlighting system upgrade and had sub surface drainage installed. The fields have responded well to these upgrades. • Rugby Park: Field 2 drain modification and field extension complete. Piping installed and covered with compacted imported fill. Top soil has been spread, turf laying to follow 11th & 12th August by suitable contractor. Floodlight pole relocation and southern field extension complete. Road widening underway, carpark grading to begin 3rd week August. Main field fence to be removed prior to event and replaced following tournament. • \$200,000 grant funding has been secured towards the ground improvements
Bay & Basin Leisure Centre – Recreational Hub	<ul style="list-style-type: none"> • Council has awarded a contract to CO-OP Studio to undertake the design works – February 2022. • A concept option has been selected after review of four options that have been developed. <p>The architects will design extensions to the indoor leisure centre with:</p> <ul style="list-style-type: none"> • Learn to swim pool. • Improvements to existing facilities and amenities. • Extension of gym. • 24 hr access to gym. • Inclusion of community spaces, indoor play. <p>Outdoors will include:</p> <ul style="list-style-type: none"> • Addition of netball courts.

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	<ul style="list-style-type: none"> • Improvements to existing sporting amenities. • Carparking, landscaping etc. <p>A Councillor briefing is scheduled for September to provide an update on the project</p>
Paringa Park – Non-Motorised Water Sports Precinct	<p>Council has received notification from Crown Lands in relation to the Sea Scouts tenure and will now come under Council Control and Management.</p> <p>Further development of the precinct will be informed and in-line with the Nowra River Foreshore Development.</p>
Boongaree	<ul style="list-style-type: none"> • Stage 1 works are now completed, and the Boongaree Rotary Nature play park was officially opened in January 2022. It is currently in 12-month defect liability period. A staff member has been allocated to the Precinct full time 5 days a week and a roving cleaning crew on weekends. • Stage 2 and 3 – Pump Track and Skatepark. Construction works construction commenced in June. Completed work to date has been the demolition of the old skate park. • Stage 4a – Netball Courts & Cricket Nets commenced. Scheduled for completion September 2022. • Stage 4b - Reconciliation Garden is currently in concept design phase. National Tree Day occurred on 31 July. 500 trees were planted and over 170 people attended. This was an important event as there was a joint Welcome to Country. Participants included Jerrinja Tribal Council, Jerrinja Local Area Land Council (LALC), Nowra LALC, and the Aboriginal Advisory Committee. This monumental occurrence was noted by the Hon Fiona Phillips in Parliament. • Stages 5 - 7 are in detail design development phase. These stages include a further 170 space car parking for cars, coaches, and RV's. This is progressing to the detailed design stage and is integrated with other elements of the park. Grant funding of \$1,821,398 from the Multi-Sport Community Facility Fund 2021/22 has been awarded. • Boongaree Stage 6 - Dog Fenced Off Leash Area (FOLA) is in the final stages of concept design. • Staff are investigating alleviating short term car parking constraints until final stages of car parking are able to be delivered. This includes reopening consultation of car parking along North St to the west of Alexandra St intersection and fast-tracking final section of Stage 1 carpark. An additional 48 car parking spaces will be implemented in the main car park on North Street by the end of September.

Showground Stimulus Grant Funding – NSW Resilience \$1,075,605 secured	<p>Full funding awarded is listed at bottom of report. All projects completed, or updates given here:</p> <ul style="list-style-type: none"> • Round 1: <ul style="list-style-type: none"> ○ Construction for Milton Showground amenities building underway with completion expected August 2022. • Round 2: <ul style="list-style-type: none"> ○ Funding has been announced, to a total of \$153,586 across 4 showgrounds. ○ Solar power and batteries at 4 showgrounds to be delivered and underway. • Round 2A: <ul style="list-style-type: none"> ○ Berry Showground Pavilion has been painted externally. ○ Underfloor insulation at Kangaroo Valley Hall has been completed. ○ Kangaroo Valley Showground Carpark upgrade has commenced. ○ Awaiting quotes for Milton Showground Cattle Yards ○ Milton Showground Stadium Shutters installed.
Frogs Holla – Reserve Upgrades	Drainage budget deferred to 2023 / 24 financial year.
Jerry Baily Oval	New amenities building tender released July 2022.
Park Road Netball Courts - Nowra	Tender to be released in August 2022. For completion in April 2022.
Generic Plans of Management – Sportsgrounds	<p>Council is continuing to prepare Generic Plans of Management for Sportsgrounds.</p> <p>Council have reported the draft Plans of Management to Council and received endorsement to proceed to public exhibition. The Plans of Management are currently with the Minister, seeking their approval to proceed to exhibition.</p>
Lighthouse Oval Storage Shed Repairs	Repairs to damaged wall of cricket storage / curator shed completed.
Online Booking System	<ul style="list-style-type: none"> • Camping module is live. • Fees and Charges Review has taken effect as of July 2022. • Bookings for venues (Council managed) went live 1 August 2022. • Bookings for venues (Management Committee managed) part of next stage of rollout.

WHS Manual Inductions	The remaining Management Committee inductions will roll out this financial year by the appropriate Facility Officers.
Management Committee Workshops	Workshops for showground and sportsground Management Committees have been coordinated by Shoalhaven Swim Sport Fitness. Workshops for Community Halls / Centres that do not have sportsgrounds (or only 1 tennis court), will be coordinated by Assets and Works Directorate in future.
Sports Grants Program	2021/22: Sports grants applications were received June 2021, approved October 2021 and projects are underway with several complete. Nowra Croquet Club Inc has withdrawn their application. 2022/23: 5 Applications have been received and are currently under evaluation. To be reported to Sports Board for November meeting.
Financial Statement and Subsidy Applications	New processes have been reviewed and Capital Budget Requests submitted for adoption for 2022 / 23 financial year.
Ulladulla Sports Park Master Plan	Community consultation for the Master Plan has been completed. The results of the consultation are now being incorporated into a draft Master Plan which was reported to Council and approval with public exhibition now completed.
Berry Showground Master Plan	A redesign of the Berry Showground Master Plan is currently underway. Due to be reported at Council's Ordinary Meeting in October 2022.
Nowra Showground Master Plan	Public exhibition period has now ended. Feedback is being reviewed.

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Department of Education Memorandum of Understanding (MoU)

Council has entered into a new MoU with the Department of Education to look at ways we can share spaces and work together to develop opportunities for sport and community use. This is an ongoing scheduled meeting with the Department.

Grants

Staff have been pro-active in preparing and submitting grant funding applications aligned with Council's strategic priorities.

Community Led Projects requiring landowners' consent have been reviewed and where supported, letters of in principle support have been prepared.

The table below provides a summary of applications, their current status, funding sought, funding received and Council's and / or community contribution, along with the status of the works.

Funding Program	Projects Submitted	Funding Sought	Status	Comment
Showground Stimulus Round 2	Nowra Showground – Solar power and battery, plus generator connection	\$28,234	Successful	Works underway

Funding Program	Projects Submitted	Funding Sought	Status	Comment
Showground Stimulus Round 2	Berry Showground – Animal Nursery – replace existing building removing internal pillars	\$76,282	Successful	Design Works underway
Showground Stimulus Round 2	Berry Showground Replace Roof Pavilion	\$46,420	Successful	Works completed. Funding redirected to painting the external façade due to cost of works significantly exceeding the grant.
T20 Cricket Fund	Berry Sporting Complex (Boongaree) Practice Cricket Nets X 4	\$35,000	Successful	Works underway
Showground Stimulus Round 2A	Berry Showground External paint - Pavilion	\$20,780	Successful	Works completed
Showground Stimulus Round 2A	Kangaroo Valley Showground – Under floor insulation KV School of Arts Hall	\$29,210	Successful	Works completed
Showground Stimulus Round 2A	Nowra Showground – Replace Committee room kitchen cabinets oven and cooktop	\$25,667	Successful	Works completed
Showground Stimulus Round 2A	Nowra Showground – Woodchop Arena safety fencing	\$10,909	Successful	Works completed
Showground Stimulus Round 2A	Milton Showground – Repair cattle yard fencing	\$32,043	Successful	Works underway
Showground Stimulus Round 2A	Milton Showground – Replace louvre windows – Southern Basketball Stadium	\$33,125	Successful	Works completed
ACIF (Australian Cricket Infrastructure Fund)	Berry Sporting Complex (Boongaree) Practice Cricket Nets X 4	\$30,000	Successful	Works underway
Crown Land Improvement Fund	Culburra Beach Tennis Courts – resurface Courts, install picnic table and shelter	\$8,000	Successful	Works completed
Crown Land Improvement Fund	Nowra Showground PA System	\$89,689	Successful	Works completed
Crown Land Improvement Fund	Milton Pony Club – tree works	\$15,000	Successful	Works completed
Regional Sport Facility Fund	Bernie Regan Sporting Complex – Floodlights	\$306,000	Successful	Works underway

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Funding Program	Projects Submitted	Funding Sought	Status	Comment
Regional Sport Facility Fund	Ison Park – Baseball floodlighting	\$305,000	Successful	Works underway
Club Grants 3	Shoalhaven Tennis Association – Court resurfacing	\$300,000	Unsuccessful	SSSF have submitted a grant
Club Grants 3	Nowra Croquet Club – development of croquet courts	\$300,000	Provided	Provided letter of support
Stronger Country Community Fund	Park Road Netball – redevelopment of courts		TBD	Works scheduled for October 2022
Club Grants 3	MUDTA – lighting	\$100,000	Unsuccessful	Funding obtained from alternate grant program
Local Roads & Community Infrastructure Round 1	Ulladulla Tennis Complex Floodlight upgrade	\$180,000	Successful	Works underway
Local Roads and Community Infrastructure Rounds 2	Lake Conjola Community Hall Grounds (fence and wall), Painting	\$30,000.00	Successful	Works completed
Local Roads and Community Infrastructure Rounds 2	Milton Village Pool Shelters	\$20,000.00	Successful	Works completed
Local Roads and Community Infrastructure Rounds 2	Nowra Aquatic Park Cabana Shelters and Solar (PV) System	\$60,000.00	Successful	Works underway Solar complete
Local Roads and Community Infrastructure Rounds 2	Ulladulla Leisure Centre Covered deck	100,000.00	Successful	Works underway
Local Roads and Community Infrastructure Rounds 2	Ulladulla Sea Pool Fencing and Pathways	\$95,000.00	Successful	Works completed
Local Roads and Community Infrastructure Rounds 2	Nowra Showground Pavilion painting	\$150,000.00	Successful	Tender evaluation underway
Local Roads and Community Infrastructure	Nowra Showground Pavilion Landscaping	\$170,000.00	Successful	Tender evaluation underway

Funding Program	Projects Submitted	Funding Sought	Status	Comment
Rounds 2				
Local Roads and Community Infrastructure Rounds 2	Crookhaven Sports Park Subsoil drainage	\$110,000.00	Successful	On Hold
Local Roads and Community Infrastructure Rounds 2	Ulladulla Tennis Complex Floodlight upgrade	\$220,000.00	Successful	Works underway
Local Roads and Community Infrastructure Rounds 2	Milton Showground Upgrading of roadways	\$400,000.00	Successful	Works underway
NSW Government Multisport facility Fund	Bongaree – Stages 5 & 7 Junior Sports field and Senior Sports fields (with associated carparking) Berry	\$1,821,398	Successful	Submitted February 2022
NSW Government Multisport facility Fund	Ulladulla Sport spark – All wheels skatepark	\$1,500,000	Successful	Submitted February 2022
NSW Government Open Spaces Program	Marriott Park Playground	\$500,000	TBD	Submitted March 2022
BLERF	Nowra Showground	\$1,140,484	Successful	Works underway
BLERF	Berry Showground	\$1,200,965	Successful	Works underway
BLERF	Milton Showground	\$763,628	Successful	Works underway
BLERF	Kangaroo Valley Showground	\$930,290	Successful	Works underway

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Financial Implications

These projects are progressing with funding provided as part of the 2021 / 22 and also 2022 / 23 Delivery Program & Operational Plan. Additional funding requirements will be sourced through grant funding opportunities where available or reported to Council as part of the project update / approval process, or via quarterly budget reviews.

The capital investment and improvement in facilities raise the standard of Council facilities. Maintaining facilities at these levels requires commensurate funding within operational budgets to ensure the facilities remain fit for purpose. Additional operational funding bids have been submitted as part of the draft budget planning process for consideration.

Sports Grants Program

Grant recipients from previous round have been advised and distribution of funding is being processed.

The applications program for 2022 / 22 are included in the business paper for this meeting.

SB22.17 Update on Actions - August 2022

HPERM Ref: D22/312420

Department: Community Planning & Projects

Approver: Jane Lewis, Director - City Lifestyles

Attachments: 1. Actions Uncompleted/Completed [↓](#)
2. Flow chart for Native Title - Sports Board - August 2022 [↓](#)

Reason for Report

To provide the Shoalhaven Sports Board with a progress report on outstanding actions.

Recommendation (Item to be determined under delegated authority)

That

1. The Shoalhaven Sports Board accept and receive the Update on Actions report for information.
2. The following actions are considered complete and removed from the action table:
 - a. SB22.6 Nowra High School Sporting Fields – Termination of License
 - b. SB22.7 Shoalhaven Sports Board – Current Projects Update – Shoalhaven Heads Pump Track – Aboriginal Impact Assessment Criteria – Information to Members
 - c. SB22.11 Sportsground Floodlighting - Replacement Schedule - lux - major sporting events - Ison park – lights
 - d. SB22.12 Current Projects Update - Completed - Club House - grant application - Tourism events - reports required
 - e. SB22.13 Shoalhaven Heads Pump Track - Aboriginal Heritage Assessment Criteria - amenities - Sussex Inlet - Native Title
 - f. SB20.4 Sports Grants Program - Round 2 - 2019/2020 - Successful applicants
 - g. SB21.3 Shoalhaven Sports Board - Membership - Tameka Gogerly / Lucy Burgmann / Liz Tooley / Phil Newlyn
 - h. SB22.9 Additional Item - Sussex Inlet - Pump Track - Flood Lighting Tennis Court - Report request
 - i. SB22.12 Current Projects Update - Completed - Club House - grant application - Tourism events - reports required

Options

1. Adopt the recommendation as written.

Implications: The Shoalhaven Sports Board is updated on progress of actions and recommendations made at previous meetings.

2. Provide staff with alternate recommendation.

Implications: Unknown.

SB22.17

Background

This report is to update the Shoalhaven Sports Board on outstanding actions from previous meetings.

Subject to the Board concurring that satisfactory progress has been made to complete the items on the August 2022 Action Sheet Report, the Board is requested to adopt the Recommendation above.

Attachment 1 provides information regarding the status of actions and resolutions made at previous meetings, including items which are still in works. Should Board members require further information on the status of the actions in the table attached Council staff will provide as requested.

Attachment 2 provides information supporting the directive under SB22.13.

Community Engagement

It is important that the members of the Board are kept informed on progress towards the completion of actions and projects. This report provides a structured approach to facilitate this information exchange.

Shoalhaven Sports Board Completed: 25 May 2022 to 10 August 2022	Action Sheets Report
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Meeting Date: 11/04/2022	Item No: SB22.6	Officer: Goodger, Julie	Completed:
Title: Nowra High School Sporting Fields - Termination of Licence			
RESOLVED* (Clr Wells / Clr Kotlash) MIN22.237 That Council: 1. Make arrangements to advise the Director – NSW Department of Education, of Council's intention to terminate the current licence agreement over NSW Department of Education's open space fields, at the rear of Nowra High School, Moss Street, Nowra. 2. Redistribute annual savings (\$20,000) from licence termination towards the maintenance and upkeep of Council owned and managed sporting assets. FOR: Clr Findley, Clr Kotlash, Clr Norris, Clr Butler, Clr D'Ath, Clr Copley, Clr Ell, Clr Christen, Clr White, Clr Wells, Clr Watson, Clr Kitchener and Clr Gray AGAINST: Nil CARRIED		Notes: Property sent a letter, and the Licence terminates as of 29 th October 2022. COMPLETE	
Meeting Date: 09/03/2022	Item No: SB22.7	Officer: Stevenson, Alyssa	Completed:
Title: Shoalhaven Sports Board - Current Projects Update - Shoalhaven Heads Pump Track - Aboriginal Impact Assessment Criteria - Information to members			
RESOLVED (Phill Newlyn / Craig Howsan) That Shoalhaven Sports Board: 1. Accept the Current Projects Update report for information. 2. Receive information in relation to the Aboriginal Impact Assessment Criteria and when that is triggered for the amenities block at Shoalhaven Heads Pump Track. CARRIED		Notes: Presentation made by Social Infrastructure Planner at May 2022 Sports Board meeting. COMPLETE	

Shoalhaven Sports Board Completed: 25 May 2022 to 10 August 2022			Action Sheets Report
Meeting Date: 09/03/2022	Item No: SB22.8	Officer: Thomas, Kathy	Completed:
Title: Council Directed Projects - Policy Preparation - Working Group / Membership			
RESOLVED (Clr White / Roger Walker) That the Sports Board: <ol style="list-style-type: none"> Note the current Community Infrastructure Guidelines which provide information to groups seeking assistance with community driven infrastructure projects; Support the establishment of a working group and nominate three (3) Sports Board members to work with representatives from the Community Planning and Projects Staff to consider an appropriate governance framework: <ol style="list-style-type: none"> David Goodman Craig Howsan Lucy Burgmann The working party consider the current Community Infrastructure Guidelines and the requirement to develop a specific Policy for community groups to undertake work on behalf of Council on Council owned or managed land Receive a future report with the recommended way forward with a draft document and governance framework to provide clear direction for our community. CARRIED		Notes: The establishment of a working group to develop policy for community led projects is assigned to Strategic Asset Planner position within the Social Infrastructure Planning team. The Strategic Asset Planner position is currently in the recruitment process, therefore this project will commence upon the successful recruitment of this position. Initial discussion have commenced in relation to a project plan, as it has been determined that other community groups and organisations would be of benefit to be members of an established working group.	

Shoalhaven Sports Board Completed: 25 May 2022 to 10 August 2022	Action Sheets Report
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Meeting Date: 25/05/2022	Item No: SB22.11	Officer: Norwood, Kevin	Completed:
Title: Sportsground Floodlighting - Replacement Schedule - lux - major sporting events - Ison park - lights			
RESOLVED (Clr White / David Goodman) That 1. The report regarding development of a Floodlighting Program / Schedule for Sporting Fields and other Facilities be received for information by Shoalhaven Sports Board. 2. Kevin Norwood clarify with the Manager Minor Projects within Community Planning and Projects to seek advice on the lux required to hold major sporting events at Ison Park and the possibility of upgrading the main field at Ison Park with the lux required to enable the recording of games at night under lights and clarify if there are any other determining factors to be taken into consideration for this to occur and advise the Shoalhaven Sports Board. CARRIED		Notes: Council's sportsfield floodlights typically deliver a lux level of approximately 100 lux. The more recent upgraded floodlights have been designed to deliver 120 lux, with a minimum 70 lux and maximum 200 lux capacity, which is above most lighting levels for sportsfields. In the case of Crookhaven Park (soccer), Ison Park (baseball), Bernie Regan (cricket / soccer) floodlighting enhancement projects, the scope of works included upgrading the lux level delivery to 220 lux (average) with a 475 lux (maximum) and 145 lux (minimum) using 1800 WLED floodlights. The cost to upgrade increases from \$3,500 (exGST) to \$6,128 (GST inc) per individual floodlight, with labour to install and potential pole upgrade to be added on, dependent on location and level of lux to be achieved. Using Bomaderry Sporting Complex as an example, to achieve the higher level of lux for the floodlighting upgrade recently completed, the cost difference would approximately be an additional \$42,000 (exGST). For an NRL standard game, dependent on televising (or otherwise) of the match: <ul style="list-style-type: none"> A televised game needs a lux level of 1500 lux, which would cost approximately \$30,000 (GST inc) to hire temporary lighting to achieve. A non-televised game needs 500 lux, which would cost approximately \$15,000 (GST inc) to hire temporary lighting to achieve COMPLETE	

Shoalhaven Sports Board Completed: 25 May 2022 to 10 August 2022	Action Sheets Report
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Meeting Date: 25/05/2022	Item No: SB22.12	Officer: Hutchinson, Liliana	Completed:
Title: Current Projects Update - Completed - Club House - grant application - Tourism events - reports required			
RESOLVED (Roger Walker / Lucy Burgmann) That 1. Shoalhaven Sports Board accept the Current Projects Update report for information. 2. Completed Projects are no longer included for future reports. 3. Kevin Norwood to report back to the Shoalhaven Sports Board in relation to the new club house including the club grant application and the letter of support provided and whether there is a Development Application and any community consultation to date. 4. The historically received Tourism report for all upcoming events be included within future agendas CARRIED		Notes: 31 May 2022 12:21pm Andriske, Claire Part 2 - Alyssa Stevenson, Part 3 - Kevin Norwood, Part 4 - Coralie Bell 20 Jun 2022 1:25pm Aldous, Brooke - Reallocation Action reassigned to Hutchinson, Liliana by Aldous, Brooke - reassigned in trim not in infocouncil - reassigning in infocouncil for administration purposes 28 Jun 2022 1:56pm Andriske, Claire Vincentia Sailing Club had submitted a Club Grant application for a shipping container, boats, insurance and educational programs. The shipping container will be approved by the District Engineer as the asset custodian. Further info to be included in the Sports Board Report. Tourism has not reported to Sports Board for six years. Information regarding sporting events is available on their website. COMPLETE	

Shoalhaven Sports Board Completed: 25 May 2022 to 10 August 2022	Action Sheets Report
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Meeting Date: 25/05/2022	Item No: SB22.13	Officer: Fung, Courtney	Completed:
Title: Shoalhaven Heads Pump Track - Aboriginal Heritage Assessment Criteria - amenities - Sussex Inlet - Native Title			
RESOLVED (Clr White / Roger Walker) That 1. The Shoalhaven Sports Board receive this report for information on Aboriginal Heritage Assessment Criteria, and legislative requirements in relation to the amenities block at the Shoalhaven Heads Pump Track. 2. Staff to provide an update on the Thomas St, Sussex Inlet Sporting Native Title at the next Shoalhaven Sports Board meeting. CARRIED		Notes: 31 May 2022 12:25pm Andriske, Claire Courtney Fung - Part 2 – Complete Attached is the Native Title Flow Chart. In depth information was provided to the Sports Board in May 2022. COMPLETE	

Meeting Date: 25/05/2022	Item No: SB22.14	Officer: Punnett, Troy	Completed:
Title: Additional Items - General Business - Tour Sporting Complex Complete - Federal Funding - Outriggers - Burrill - Tennis Booking - Youth Mentor			
RESOLVED (By consent) That 1. A tour of the Bomaderry Sporting Complex be provided to the Shoalhaven Sports Board members upon completion of the works. 2. An update be provided at the next Shoalhaven Sports Board meeting on the Federal Government Funding (\$50K) provided for the Outriggers Club in Barkers Reserve Burrill Lake and replacement of the playground. 3. Kevin Norwood to investigate and provide an update on how the tennis court booking system will work, using Erowal Bay as an example if a code is provided for one court and the ball is hit into an adjacent court. 4. The information on the Office of Sport Youth Sport Mentor Program be sent with the minutes CARRIED		Notes: 31 May 2022 12:29pm Andriske, Claire Part 1 & 3 - Kevin Norwood, Part 2 - Kathy Thomas, Part 4 - Claire Andriske 02 Jun 2022 3:00pm Bowley, Kay - Reallocation Action reassigned to Punnett, Troy by Bowley, Kay - Part 2 reassigned to Troy Punnett 2. Troy Punnett had signed a letter of support to the Outriggers Club in Barkers Reserve Burrill Lake to find a site for their boat shed in line with the club's grant responsibilities. D22/337722 Mayoral Response - Mollymook Outriggers - Council support to find boatshed site.	

Shoalhaven Sports Board Completed: 25 May 2022 to 10 August 2022	Action Sheets Report
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Meeting Date: 10/06/2020	Item No: SB20.4	Officer: Coker, Clinton	Completed: 09/08/2022
Title: Sports Grants Program - Round 2 - 2019/2020 - Successful applicants			
RESOLVED (Clr White / David Goodman) That the Shoalhaven Sports Board recommend the Sports Grants program as listed below (being Option 1): 1. Approve equipment applications, detailed below, totalling \$63,864.88 for the Sports Grants Program Round 2 – 2019/20. a. Milton Ulladulla Junior Rugby League Inc - \$1,995.00 b. Sussex Inlet & District Rugby League Football Club - \$2,771.00 c. Nowra Water Dragons Paddling Club \$4,277.40 d. Culburra Beach Touch Association \$4,188.00 e. Shoalhaven Heads Tennis Club - \$2,064.00 f. Berry Shoalhaven Heads Junior Rugby League Football Club - \$4,998.00 g. Bay and Basin Cricket Club Inc \$4,175.00 h. Sussex Inlet Cricket Club - \$4,695.90 i. North Nowra Cambewarra Cricket Club Inc - \$2,599.00 j. Futsal Shoalhaven SDFA - \$1,679.60 k. St Georges Basin Touch Football - \$5,000 l. Manyana Soccer Club - \$4,603.73 m. Bomaderry Cricket Club \$5,000 n. Shoalhaven Pony Club Inc - \$4,845.00 o. Milton Ulladulla Dog Training Club Inc - \$3,382.25 p. Shoalhaven Rowing Club Inc - \$3,270.00 q. Culburra Beach Tennis Club - \$550.00		Notes: 05 Apr 2022 10:39am Bowley, Kay Action sheets not processed in June 2020 09 Aug 2022 9:20am Coker, Clinton - Completion Completed by Coker, Clinton (action officer) on 09 August 2022 at 9:20:53 AM - All actions have been completed. COMPLETE	

Shoalhaven Sports Board Completed: 25 May 2022 to 10 August 2022	Action Sheets Report
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<p>r. Shoalhaven Netball Association - \$3,771.00</p> <p>2. Allocate an additional amount of \$5,550.88 from existing operational budget to cover the shortfall in the budget program, to fund the above 18 applications.</p> <p>3. Notify the successful applicants</p> <p>4. Notify the unsuccessful applicants of next financial year's grants program.</p> <p>5. Defer the four (4) infrastructure applications for consideration in the 2020/2021 Sports Grants Program.</p> <p>6. Approve another round later in the 2020/21 Financial year if Council does not expend the total budget in the first round 2020/21.</p> <p>CARRIED</p>	
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Meeting Date: 29/06/2021	Item No: SB21.3	Officer: Woodbridge, Ruth	Completed: 28/07/2022
Title: Shoalhaven Sports Board - Membership - Tameka Gogerly / Lucy Burgmann / Liz Tooley / Phil Newlyn			
<p>RESOLVED* (Clr Gartner / Clr Wells) MIN21.416</p> <p>That Council:</p> <p>1. Endorse the Sports Board's recommended nominees to the Sports Board membership, being:</p> <p>a. Tameka Gogerly (new member)</p> <p>b. Lucy Burgmann (new member)</p> <p>c. Liz Tooley (existing member)</p> <p>d. Dr Phill Newlyn (existing member)</p> <p>2. Write to all nominees thanking them for their interest</p> <p>3. Write to the successful applicants, congratulating them, and sending the Sports Board Terms of Reference, Strategic Plan and upcoming meeting dates.</p> <p>CARRIED</p>		<p>Notes:</p> <p>01 Jul 2021 12:20pm Bowley, Kay Ruth to write to unsuccessful applicants - Claire to write to successful applicants</p> <p>02 Jul 2021 3:52pm Woodbridge, Ruth Unsuccessful applicants emailed 2/7/2021</p> <p>28 Jul 2022 2:21pm Woodbridge, Ruth - Completion Completed by Woodbridge, Ruth (action officer) on 28 July 2022 at 2:21:31 PM - Action completed in 2021 - unsuccessful & successful applicants written to in August 2021</p> <p>COMPLETE</p>	

Shoalhaven Sports Board
Completed: 25 May 2022 to 10 August 2022
Action Sheets Report

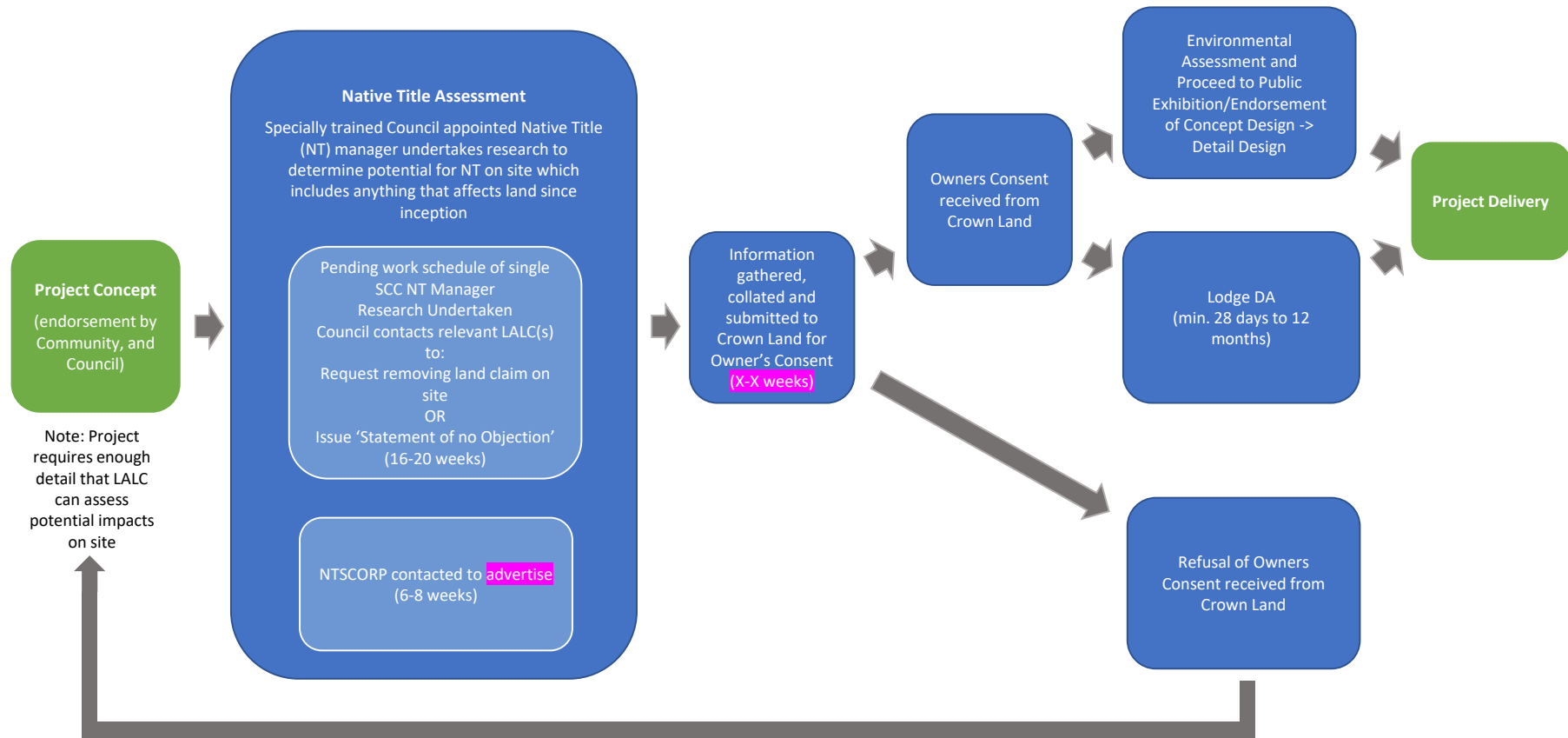
Meeting Date: 09/03/2022	Item No: SB22.9	Officer: Thomas, Kathy	Completed: 28/07/2022
Title: Additional Item - Sussex Inlet - Pump Track - Flood Lighting Tennis Court - Report request			
RESOLVED (Roger Walker / David Goodman) That the Shoalhaven Sports Board note that staff will submit a report to the Sports Board regarding floodlighting program/schedule for Sporting Fields and other Facilities. CARRIED		Notes: 28 Jul 2022 2:51pm Woodbridge, Ruth Reported to Shoalhaven Sports Board 25 May 2022 - See Report D22/193520 28 Jul 2022 3:06pm Woodbridge, Ruth - Completion Completed by Woodbridge, Ruth on behalf of Thomas, Kathy (action officer) on 28 July 2022 at 3:06:06 PM COMPLETE	

Meeting Date: 25/05/2022	Item No: SB22.10	Officer: Woodbridge, Ruth	Completed: 28/07/2022
Title: Acknowledgement of Resignation - Martin Aicken - Casual Vacancy			
RESOLVED (Roger Walker / Craig Howsan) That: 1. The Shoalhaven Sports Board note the resignation received from Mr Martin Aicken (community member) and a letter be sent from Council, signed by the Chair to thank him for his commitment to the Board and the Sporting Community . 2. The vacancy be filled via a casual position until the next round of vacant positions are called in March 2023. CARRIED		Notes: 31 May 2022 12:20pm Andriske, Claire Part 1 and 2 - Kathy Thomas 02 Jun 2022 3:02pm Bowley, Kay - Reallocation Action reassigned to Woodbridge, Ruth by Bowley, Kay - Ruth is actioning this item 28 Jul 2022 2:23pm Woodbridge, Ruth - Completion Completed by Woodbridge, Ruth (action officer) on 28 July 2022 at 2:23:07 PM - Martin Aicken written to thanking him for his service D22/181055 3 May 2022 COMPLETE	

Shoalhaven Sports Board Completed: 25 May 2022 to 10 August 2022	Action Sheets Report
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Meeting Date: 25/05/2022	Item No: SB22.12	Officer: Bell, Coralie	Completed: 27/06/2022
Title: Current Projects Update - Completed - Club House - grant application - Tourism events - reports required			
RESOLVED (Roger Walker / Lucy Burgmann) That 1. Shoalhaven Sports Board accept the Current Projects Update report for information. 2. Completed Projects are no longer included for future reports. 3. Kevin Norwood to report back to the Shoalhaven Sports Board in relation to the new club house including the club grant application and the letter of support provided and whether there is a Development Application and any community consultation to date. 4. The historically received Tourism report for all upcoming events be included within future agendas CARRIED		Notes: 31 May 2022 12:23pm Andriske, Claire Part 2 - Alyssa Stevenson, Part 3 - Kevin Norwood, Part 4 - Coralie Bell 27 Jun 2022 3:38pm Bell, Coralie action complete, no historical report in recent years. 27 Jun 2022 3:40pm Bell, Coralie - Completion Completed by Bell, Coralie (action officer) on 27 June 2022 at 3:40:12 PM - Action Complete, there is no historical report in recent years, advice from Director City Futures, no further action needed. COMPLETE	

Overview of Crown Land Native Title Pathway



SB22.18 Policy Review - Sportsgrounds Management

HPERM Ref: D22/286646

Department: Shoalhaven Swim Sport Fitness
Approver: Jane Lewis, Director - City Lifestyles

Attachments: 1. Proposed Changes & Comments - Draft Sportsgrounds Management Policy [↓](#)
2. Sportsgrounds Management Policy [↓](#)

Reason for Report

The Sportsgrounds Management Policy and proposed changes therein is presented to the Shoalhaven Sports Board for endorsement prior to being reported to Council's Ordinary Meeting for adoption. The Local Government Act requires that all Council policies should be reviewed within 12 months of an election of a new Council.

Recommendation

That the Shoalhaven Sports Board endorses the reviewed Sportsgrounds Management Policy and that the policy is reported to Council's Ordinary Meeting to be adopted.

Options

1. As recommended

Implications:

- Will simplify, streamline, and update the Policy, including changes to reflect Shoalhaven Swim Sport Fitness' new Northern, Central and Southern areas management model
- Will improve transparency and communication in sportsgrounds management by increasing the quantity and clarity of information provided to sporting user groups

2. Adopt an alternative recommendation

Implications:

- May delay the Policy Review report to Council, impacting Council's ability to meet the requirement for review of policies within twelve (12) months of the election of a new Council

Background

The Local Government Act requires that all Council policies should be reviewed within twelve (12) months of the election of a new Council. This Policy Review is presented for the approval of the Shoalhaven Sports Board, prior to a report to Council's Extra Ordinary Meeting, 19 September 2022.

The Sportsgrounds Management Policy is overseen by Council's Shoalhaven Swim Sport Fitness Department which, following Council's internal custodial restructure in May 2021, now operates Council's aquatics and sporting facilities in three geographical areas in the Shoalhaven: Northern, Central and Southern. The Precinct Manager in each area is

responsible for the financial and operational management of all Swim Sport Fitness facilities in that area, and reports to the Manager, Shoalhaven Swim Sport Fitness.

The purpose of this Policy is to provide guidance for the management of sporting facilities at sportsgrounds, showgrounds and destination parks managed by Shoalhaven Swim Sport Fitness.

The following changes are included in the draft Policy attached, with the changes and explanations outlined in Attachment 1:

- Updates to reflect changes brought about in Council's May 2021 custodial restructure, that all Shoalhaven sporting facilities are managed by Shoalhaven Swim Sport Fitness Department in three geographical areas in the Shoalhaven: Northern, Central and Southern
- Clarification, grammatical and formatting editing of the Policy's text
- Addition of information in alignment with Council and Management Committees' historical procedures
- 3.1b Explanation of the Shoalhaven Sports Board Terms of Reference and Mission, Values and Aims, including communications between Council and the Board
- 3.1c Clarification that this Policy outlines the functions of Council, whereas functions of the Shoalhaven Sports Board are identified by the Shoalhaven Sports Board Terms of Reference and Mission, Values and Aims
- Clarification that infrastructure management is Council's responsibility: 3.1g, 3.2a, 3.2e, 3.2f
- 3.1i Addition of information regarding seasonal sporting user-group workshops
- 3.2d Addition of requirement for clubs to use bright fluorescent pegs and be responsible for repairs to cylinder mowers caused by pegs left on sportsgrounds. This damage can incur high costs and inconvenience to all user-groups when the mowers are out of service for repairs. Where the damage is repeated cylinder mowers will not be used on club's fields for a period of 12 months
- 3.10e Addition of information that Management Committees will refer all events that would displace a sporting or other user group, or that are over 200 people per day, to Council for approval prior to acceptance of the booking

Should the Shoalhaven Sports Board endorse the revised Policy it will be reported to Council's Extra Ordinary Meeting, 19 September 2022, to be reaffirmed.

Community Engagement

In July 2022 the draft Policy was circulated for comment to the following stakeholders:

- Sportsground and Showground Management Committees
- All Members, Shoalhaven Sports Board, Shoalhaven City Council
- Shoalhaven Swim Sport Fitness staff, Shoalhaven City Council
- Community Planning and Projects staff, Shoalhaven City Council
- Customer Experience staff, Shoalhaven City Council
- Tourism staff, Shoalhaven City Council
- Works and Services staff, Shoalhaven City Council
- Business Assurance and Risk staff, Shoalhaven City Council

Minor comments were received from Council staff only, and appropriate changes made to the Policy text.

Upon adoption the Policy will be distributed to all Management Committee and sporting user-group members, and associated entities, as well as being tabled at Shoalhaven Swim Sport Fitness seasonal sporting user groups workshops.

Policy Implications

The Local Government Act requires that all Council policies should be reviewed within twelve (12) months of the election of a new Council.

Financial Implications

Distribution of the adopted Policy will be funded from existing operational budgets.

New Item Ref.	Current Text	Draft Text	Reason for change
	Dot points demarcate items under subheadings.	Lettering to demarcate items under subheadings.	Increased clarity for discussing the document/identifying clauses.
	Statement	Added description of Shoalhaven Swim Sport Fitness management structure	Added description of Shoalhaven Swim Sport Fitness management structure
3.1	Sporting Group Communications	Communications	Broaden the subject to include communications with Sports Board and other entities.
3.1a	Council will receive sports planning, policy and funding recommendations from Shoalhaven Sports Board.	Council will consider sports planning, policy and funding recommendations from Shoalhaven Sports Board.	Clarification of the function "consider"
3.1b	no text	The Shoalhaven Sports Board "Terms of Reference" defines the board's operational parameters. The "Shoalhaven Sports Board Mission, Values and Aims" document (adopted 24/07/2018) outlines the board's actions. The board receives status updates from staff regarding operational matters at quarterly meetings. The board is invited to attend annual sporting user-group workshops.	Define Council's communications with the Shoalhaven Sports Board.
3.1c	Shoalhaven Sports Board will receive planning, policy and funding recommendations from the one Sporting Association/Peak Body based in the Shoalhaven. Where a Shoalhaven sports club has no Sporting Association/Peak Body based in the Shoalhaven, the Board will accept recommendations from the appropriate representative body for that sport.	Council will receive planning, policy and funding recommendations from the relevant Sporting Association/Peak Body based in the Shoalhaven. Sporting Clubs are required to forward planning, policy and funding requests to their Sporting Association/Peak Body. Where a Shoalhaven sports club has no Sporting Association/Peak Body based in the Shoalhaven, the Board will consider recommendations from the appropriate representative body for that sport.	This Policy outlines the functions of Council rather than the Shoalhaven Sports Board (the Board's functions are identified in its Terms of Reference and Mission, Value and Aims documents).
3.1d	Sporting Individuals are requested to forward planning, policy and funding requests to their Sporting Club or Association/Peak Body.	Sporting Individuals are required to seek support for planning, policy and funding requests from their Sporting Club in the first instance, and via the club, from the Association/State Sporting Organisations (SSO)/Peak Body.	Move to point d for clarity. Advise individuals to contact club in first instance.

3.1f	Risk management issues associated with any sport played in or on a Council managed facility should be communicated immediately to Council.	Risk management issues associated with any Council managed facility should be communicated immediately to Council.	The item has been revised to more clearly specify risk management issues associated with the facility. Risk management issues associated with the sport are the responsibility of the club/user-group to manage.
3.1g	no text	All Council infrastructure (e.g. buildings, fixtures, irrigation, fire exits and fire-fighting equipment) is managed by Council in compliance with legislation. Please advise Council of any issues.	Asset protection and risk management safeguard.
3.1h	Sporting Clubs are requested to forward and confirm ground allocation requirements with Council before use of a ground.	Sporting Clubs are required to make Seasonal Applications for ground allocations to Council, and to have received Council's confirmation of the bookings prior to use of a ground.	Provide additional information in alignment with Council's historical procedures.
3.1i	General planning, policy, legislation, funding and specific Shoalhaven based sporting information will be communicated to Associations/Peak Bodies, Sporting Clubs and sporting individuals via the Shoalhaven Sports Board. However, in some circumstances this may involve written correspondence to relevant Associations/Peak Bodies, Sporting Clubs and sporting individuals.	General planning, policy, legislative, funding and Shoalhaven-based sporting information will be communicated to Associations/SSOs/Peak Bodies, sports clubs and sporting individuals via Council's sporting precincts' staff, the Shoalhaven Sports Board and/or at annual sporting user group workshops.	Add annual sporting user-group meetings
3.2a	no text	Peak Bodies and user groups are required to refer to Council's Community Infrastructure Guidelines before making submissions for proposed works to Council. No works are to proceed without Council's written approval (excluding pre-approved routine maintenance).	Provide additional information in alignment with Council's historical procedures. Asset protection and risk management safeguard.
3.2c	User groups shall meet the cost of line marking (including the line marker/materials).	User groups shall meet the cost of line marking (including the line marker/materials). Non-toxic line marking chalk/paint is to be used. Herbicides are prohibited in line marking solution/preparation.	Provide additional information in alignment with Council's historical procedures.

3.2d	no text	<p>Pegs used on sportsgrounds (eg. for securing covers/nets) are either to be painted a bright fluoro colour, or be plastic, coloured pegs, or have a cap placed on them.</p> <p>i. All pegs are to be removed from the field when covers/nets are removed.</p> <p>ii. Due to the disadvantage caused to all clubs when mowers are damaged and put out of service by pegs left on sportsgrounds, any costs associated with damage caused to the mowers will be charged to the responsible clubs. Should the incident be repeated by a club, the following will take effect:</p> <p>A. the club will be invoiced for all costs associated with the damage</p> <p>B. cylinder mower will not be used on club's fields for a period of 12 months.</p>	<p>New policy measure to address increasing incidence of major damage to cylinder mowers, incurring high costs of repair to Council and inconvenience to all user-groups.</p>
3.2e	no text	<p>Irrigation systems on sports grounds are routinely monitored and maintained according to monthly maintenance schedules. Council staff program the irrigation systems according to site conditions and facility usage. User groups are not to adjust irrigation programs. Any request for changes to irrigation programming are to be made to the relevant Precinct Coordinator. Council may cease irrigation where programs conflict with other scheduled maintenance.</p>	<p>Asset protection and risk management safeguard.</p>
3.2f	no text	<p>All topdressing materials and other proposed works are to be approved by Council prior to works commencing .</p>	<p>Asset protection and risk management safeguard.</p>

3.2g	User groups shall be responsible for the supply and maintenance of goal posts and seasonal removal and replacement where required. All posts must conform to Council requirements and meet appropriate guidelines and standards for each sporting code.	User groups who use goal posts shall be responsible for the supply and maintenance of goal posts and seasonal removal and replacement. At shared facilities, where posts are required to be removed or replaced mid-season (for example for an event), the event organiser will be responsible for the costs of removing and replacing the posts. Works are to be approved by the sporting group who own the posts. All posts must conform to Council requirements and meet appropriate guidelines and standards for each sporting code.	Clarify the process and ensure clubs approve works on their posts.
3.2h	User groups shall be responsible for the maintenance and preparation of turf wickets.	User groups shall be responsible for the maintenance and preparation of turf wickets, however Council may assume these responsibilities by mutual agreement with user groups. Synthetic wickets and nets are maintained by Council.	Provide additional information in alignment with Council's historical procedures.
3.2i	no text	Council maintains Council-managed fields according to a monthly maintenance schedule. In the event of overuse of an area, user groups are responsible for repair to degraded areas, e.g. returfing goalmouth areas. No works are to proceed without Council's written approval.	Provide additional information in alignment with Council's historical procedures.
3.2j	no text	In general, user groups shall meet the costs of alterations/maintenance required for the purpose of their sport. For example: 1. for off-season play at cricket fields, off-season clubs are responsible for the costs of laying and spreading dirt/sand composite over synthetic cricket wickets before and after the season (Council will lay mats over the pitch prior to laying of the dirt to ensure protection of the wicket). 2. Baseball facilities, including diamonds and mounds. 3. Cleaning/maintenance of playing surfaces/courts beyond scheduled maintenance as per item 3.2.i.	Provide additional information in alignment with Council's historical procedures.
3.2k	User groups are responsible for cleaning amenity facilities (i.e. change rooms & canteen) after each use.	User groups are responsible for cleaning canteen and amenity facilities (i.e. change rooms, changeroom toilets and showers, and canteen) after each use. Public toilets should be left in a tidy state and any issues reported to Council staff.	Provide additional information in alignment with Council's historical procedures.
3.2l	no text	Where a sportsground has a clubroom, the user group(s) is responsible for the cost associated with the maintenance of the interior of the building (i.e. cleaning,	Provide additional information in alignment with Council's historical procedures.

		<p>routine maintenance, utility accounts, general building improvements).</p> <p>Where the clubroom is hired out to casual users by Council, Council will contribute to the costs associated with maintenance, by agreement with the Precinct manager.</p>	
3.2m	no text	<p>Pest control in clubrooms and amenity buildings is the responsibility of user groups.</p>	<p>Provide additional information in alignment with Council's historical procedures – pest control relates to the club's usage and cleaning practices.</p>
3.2n	no text	<p>Where a sportsground has a canteen, user groups are responsible to ensure their use of the canteen complies with legislated Environmental Health standards. Council is responsible to ensure the building's fixtures and fittings are maintained to legislated Environmental Health standards.</p>	<p>Provide additional information in alignment with Council's historical procedures.</p>
3.2o	no text	<p>Council's insurance does not provide cover for items that are left on the premises by user-groups. User-groups are recommended to obtain insurance for any possessions stored in buildings or on public land.</p>	<p>Provide additional information in alignment with Council's historical procedures.</p>
3.2p	no text	<p>All use of Council-managed land/buildings must comply with Council's <i>Terms and Conditions of Hire/Use – Public Halls/Community Centres, Meeting Rooms, Reserves, Sportsgrounds, Courts, Camping & Showgrounds</i>.</p>	<p>Provide additional information in alignment with Council's historical procedures.</p>
3.4	Sportsground Closures	<p>a. At all times a club/user group which has been given a seasonal ground allocation is responsible for determining the suitability of a sportsground for play/training and to advise its members/participants of a sportsground closure.</p> <p>b. Council or a Management Committee, in consultation with Council, may determine the suitability of the ground for play and override a club/user group's determination.</p> <p>c. Council or a Management Committee, in consultation with Council, may determine whether a sportsground should be declared closed for a casual booking.</p> <p>d. Where a club/user group has determined a ground to be usable and excessive damage is caused, the club/user group will be responsible for repairs, to be undertaken in accordance with Council's policies and</p>	<p>This section has been re-structured for ease of understanding. The Management Committees' functions have been added.</p>

		procedures. Precinct managers will determine if the damage is excessive, in liaison with the club/user group. e. Council reserves the right to cancel any booking or close any ground without notice.	
3.5a	One fenced 'feature' sportsground be provided in each of the Northern, Central and Southern areas of the City by Council where an entry fee can be collected and the accessible by all legitimate hirers is not affected.	One fenced 'Feature' sportsground be provided in each of the Northern, Central and Southern areas of the City by Council where an entry fee can be collected. "Feature" grounds must be made accessible to all legitimate hirers, in an equitable manner.	Grammatical corrections
3.5d	no text	Some sportsgrounds will be protected by way of locked fencing eg synthetic surfaces, however these facilities should still be available to the community by way of casual hire.	Provide additional information in alignment with Council's historical procedures.
3.6	no text	a. Sponsorship Signage Signage must clearly identify the said company as sponsors of that club and must contain the sporting clubs name and logo. Signage must be inward facing to the sportsground and not visible from the road. At multi-use facilities these signs may be displayed at the sporting field or clubhouse over the current sporting season only. b. Game Day Signage Signage displaying a private company's details with no reference to sports club or association can only be put out on game day and must be removed at the end of that day. c. Other Signage All other signage must have Council approval and follow all legislative requirements in consultation with Precinct managers.	Provide additional information regarding legislative requirements
3.8	no text	Filming / Drone Use These are to be conducted in accordance with Council's Film and Video Production in Public Reserves and Public Places Policy.	Provide additional information in alignment with Council's historical procedures.
3.9	no text	Helicopter pilots land at their own discretion and are responsible for managing the operational and public risk of this activity, in accordance with the requirements of the relevant authority. Booking of the field is required.	Provide additional information in alignment with Council's historical procedures.

3.10a	no text	During season, turf cricket pitches will not be available for hire by user groups other than the seasonally allocated club, except in consultation with that club.	Provide additional information in alignment with Council's historical procedures.
3.10b	no text	In the first instance Council promotes the use of showgrounds for one-off events – the Crown Land Management Act 2016 identifies the purpose of showgrounds on Crown Land to be “Public Recreation” or “Showground”. “Sportsground” (which is another possible purpose) is not identified by the Act for showgrounds. It is for this reason that non-sporting or one-off large sporting events take precedence over regular sporting use at Shoalhaven showgrounds.	Provide additional information in alignment with Council's historical procedures.
3.10c	no text	There is no limit to the frequency with which regular sporting use can be displaced from showgrounds. Where practically possible, advanced notice (60 days) will be provided to sporting clubs, and Council officers/Management Committees will endeavour to assist in identifying alternate grounds for the use of displaced sporting user groups.	Provide additional information in alignment with Council's historical procedures.

3.10d	no text	Large events at Sportsgrounds – Large events and festivals (attracting, in total, more than 500 people in attendance throughout the event) which are inclusive and open to the broader community have a positive impact in bringing the community together, and are often used to raise funds for charities, community groups and community projects. They are integral to the visitor economy and provide significant tourism, trade and investment opportunities for the region. Large events will also have priority over regular events at sportsgrounds, if it is not possible or is inappropriate to conduct the event at a showground. If there are regular bookings for a sporting user group that conflict with a large event with significant community benefit, the sporting group will relocate to another ground, to free up the venue (Sports Board recommendation January 2009).	Provide additional information in alignment with Council's historical procedures.
3.10e	no text	Management Committees will refer all events that would displace a sporting or other user group, or that are over 200 people per day, to Council for approval prior to acceptance of the booking.	Provide additional information in alignment with Council's historical procedures.
3.10f	no text	Council or Management Committees will determine appropriate bond amounts, based on Council's Fees and Charges, to carry out repairs to grounds/facility post-events, where deemed necessary. Council will close grounds indefinitely where required, to ensure adequate playing surface recovery.	Provide additional information in alignment with Council's historical procedures.

3.11 a	no text	Many of Council's sporting facilities are used predominantly on weekends or in the evenings and most are currently sole purpose. Where sporting facilities experience downtime, it may be due to recovery time for fields to regenerate between use, turnover of seasons, or renovations. Overuse of sportsgrounds may lead to significant repair costs if not managed correctly. Sporting fields during down time also provide an aesthetic outlook for the public or for schools, and for the public to use when required.	Provide additional information in alignment with Council's historical procedures.
3.11 b	no text	In line with Council's Community Infrastructure Strategic Plan 2017-2036, Council will focus on assisting clubs in upgrading facilities that provide for multiple sporting and recreation codes, shared social facilities and co-location of multi-purpose venues, with a focus on increasing facility usage.	Provide additional information in alignment with Council's historical procedures.
3.12	no text	Shipping Containers Council's Temporary Storage (shipping) Container on Public Land policy outlines the conditions for placement of shipping containers on sportsgrounds. The policy is available on Council's website.	Provide additional information in alignment with Council's historical procedures.

Sportsgrounds Management Policy

Adoption Date:	04/04/2017
Amendment Date:	
Minute Number:	MIN17.245
Review Date:	26/09/2022
Directorate:	City Lifestyles
Record Number:	POL18/70

Sportsgrounds Management Policy

1. Purpose

To provide policy guidance for the management of Council's sporting facilities at sportsgrounds, showgrounds and destination parks.

2. Statement

In the context of this policy a sporting facility or sportsground is public open space which Council maintains for active recreational use by organised sporting groups. A sportsground is not a natural area, park, beach, streetscape etc.

Council's sportsgrounds are managed by the Shoalhaven Swim Sport Fitness Department in three geographical areas in the Shoalhaven: Northern, Central and Southern. The Precinct manager in each area is responsible for the financial and operational management of all Swim Sport Fitness facilities in that area, and reports to the Manager, Shoalhaven Swim Sport Fitness.

3. Provisions**3.1. Communications**

- a. Council will consider sports planning, policy and funding recommendations from the Shoalhaven Sports Board.
- b. The Shoalhaven Sports Board *Terms of Reference* define the Board's operational parameters. The *Shoalhaven Sports Board Mission, Values and Aims* document (adopted 24/07/2018) outlines the Board's actions. The Board receives status updates from staff regarding operational matters at quarterly meetings. The Board is invited to attend annual sporting user group workshops.
- c. Council will receive planning, policy and funding recommendations from the relevant Sporting Association/Peak Body based in the Shoalhaven. Sports clubs are required to forward planning, policy and funding requests to their Sporting Association/Peak Body. Where a Shoalhaven sports club has no Sporting Association/Peak Body based in the Shoalhaven, the Board will consider recommendations from the appropriate representative body for that sport.
- d. Sporting individuals are required to seek support for planning, policy and funding requests from their sports club in the first instance and, via the club, from the Sporting Association/State Sporting Organisation (SSO)/Peak Body.
- e. Sporting Associations/SSOs/Peak Bodies are required to assess planning, policy and funding requests prior to forwarding their recommendation to Council. These Associations/SSOs/Peak Bodies are encouraged to formally meet at least once a year with relevant Council Officers to discuss current issues and development of their sport. Depending on the outcome of this meeting, Sporting Associations/Peak Bodies may be invited to present a report to the Shoalhaven Sports Board.
- f. Risk management issues associated with any Council managed facility should be communicated immediately to Council.
- g. All Council infrastructure (e.g. buildings, fixtures, irrigation, fire exits and fire-fighting equipment) is managed by Council in compliance with legislation. Please advise Council of any issues.

Sportsgrounds Management Policy

- h. Sporting Clubs are required to make seasonal applications for ground allocations to Council, and to have received Council's confirmation of the bookings prior to use of a ground.
- i. General planning, policy, legislative, funding and Shoalhaven-based sporting information will be communicated to Associations/SSOs/Peak Bodies, sports clubs and sporting individuals via Council's sporting precincts' staff, the Shoalhaven Sports Board and/or at annual sporting user group workshops.

3.2. User Group Responsibilities

- a. Peak Bodies and user groups are required to refer to Council's Community Infrastructure Guidelines before making submissions for proposed works to Council. No works are to proceed without Council's written approval (excluding pre-approved routine maintenance).
- b. Sportsground charges are applied in accordance with Council's adopted Fees and Charges. Local sporting and school groups are not charged for use of Shoalhaven sportsgrounds, canteens and floodlighting.
- c. User groups shall meet the cost of line marking (including the line marker/materials). Non-toxic line marking chalk/paint is to be used. Herbicides are prohibited in line marking solution/preparation.
- d. Pegs used on sportsgrounds (e.g. for securing covers/nets) are either to be painted a bright fluoro colour, or be plastic, coloured pegs, or have a cap placed on them.
 - i. All pegs are to be removed from the field when covers/nets are removed.
 - ii. Due to the disadvantage caused to all clubs when mowers are damaged and put out of service by pegs left on sportsgrounds, any costs associated with damage caused to the mowers will be charged to the responsible clubs. Should the incident be repeated by a club, the following will take effect:
 - A. the club will be invoiced for all costs associated with the damage;
 - B. cylinder mower will not be used on club's fields for a period of 12 months.
- e. Irrigation systems on sportsgrounds are routinely monitored and maintained according to monthly maintenance schedules. Council staff program the irrigation systems according to site conditions and facility usage. User groups are not to adjust irrigation programs. Any request for changes to irrigation programming are to be made to the relevant Precinct Coordinator. Council may cease irrigation where programs conflict with other scheduled maintenance.
- f. All topdressing materials and other proposed works are to be approved by Council prior to works commencing.
- g. User groups who use goal posts shall be responsible for the supply and maintenance of goal posts (including fixed posts) and seasonal removal and replacement. At shared facilities, where posts are required to be removed or replaced mid-season (for example for an event), the event organiser will be responsible for the costs of removing and replacing the posts. Works are to be approved by the sporting group who own the posts. All posts must conform to Council requirements and meet appropriate guidelines and standards for each sporting code.
- h. User groups shall be responsible for the maintenance and preparation of turf wickets, however Council may assume these responsibilities by mutual agreement with user groups. Synthetic wickets and nets are maintained by Council.

Sportsgrounds Management Policy

- i. Council maintains Council-managed fields according to a monthly maintenance schedule. In the event of overuse of an area, user groups are responsible for repair to degraded areas, e.g. returfing goalmouth areas. No works are to proceed without Council's written approval.
- j. In general, user groups shall meet the costs of alterations/maintenance required for the purpose of their sport. For example: 1. for off-season play at cricket fields, off-season clubs are responsible for the costs of laying and spreading dirt/sand composite over synthetic cricket wickets before and after the season (Council will lay mats over the pitch prior to laying of the dirt to ensure protection of the wicket). 2. Baseball facilities, including diamonds and mounds. 3. Cleaning/maintenance of playing surfaces/courts beyond scheduled maintenance as per item 3.2.i.
- k. User groups are responsible for cleaning canteen and amenity facilities (i.e. change rooms, changeroom toilets and showers, and canteen) after each use. Public toilets should be left in a tidy state and any issues reported to Council staff.
- l. Where a sportsground has a clubroom, the user group(s) is responsible for the cost associated with the maintenance of the interior of the building (i.e. cleaning, routine maintenance, utility accounts, general building improvements).

Where the clubroom is hired out to casual users by Council, Council will contribute to the costs associated with maintenance, by agreement with the Precinct manager.
- m. Pest control in clubrooms and amenity buildings is the responsibility of user groups.
- n. Where a sportsground has a canteen, user groups are responsible to ensure their use of the canteen complies with legislated Environmental Health standards. Council is responsible to ensure the building's fixtures and fittings are maintained to legislated Environmental Health standards.
- o. Council's insurance does not provide cover for items that are left on the premises by user groups. User groups are recommended to obtain insurance for any possessions stored in buildings or on public land.
- p. All use of Council-managed land/buildings must comply with Council's *Terms and Conditions of Hire/Use – Public Halls/Community Centres, Meeting Rooms, Reserves, Sportsgrounds, Courts, Camping & Showgrounds*.

3.3. Glass Bottle Free Sportsgrounds

Council prohibits the supply, sale and consumption of drinks in glass bottles or glass containers on Council managed sportsgrounds.

3.4. Sportsground Closures

- a. At all times a club/user group which has been given a seasonal ground allocation is responsible for determining the suitability of a sportsground for play/training and to advise its members/participants of a sportsground closure.
- b. Council or a Management Committee, in consultation with Council, may determine the suitability of the ground for play and override a club/user group's determination.
- c. Council or a Management Committee, in consultation with Council, may determine whether a sportsground should be declared closed for a casual booking.
- d. Where a club/user group has determined a ground to be usable and excessive damage is caused, the club/user group will be responsible for repairs, to be undertaken in accordance with Council's policies and procedures. Precinct managers will determine if the damage is excessive, in liaison with the club/user group.
- e. Council reserves the right to cancel any booking or close any ground without notice.

Sportsgrounds Management Policy

3.5. Sportsground Perimeter Fencing

- a. One fenced “Feature” sportsground will be provided by Council in each of the Northern, Central and Southern areas, where an entry fee can be collected. “Feature” grounds must be made accessible to all legitimate hirers, in an equitable manner.
- b. Perimeter fencing of other sportsgrounds may be permitted in consultation with Council and where public access to the facility is not significantly affected. The fencing is to be provided by the Club.
- c. Showgrounds are excluded from this policy as perimeter fencing is needed to facilitate event usage.
- d. Some sportsgrounds may be protected by way of locked fencing, for example synthetic surfaces; however, these facilities should still be available to the community by way of casual hire.

3.6. Signage

- a. Sponsorship Signage
Signage must clearly identify the said company as sponsors of that club and must contain the sporting clubs name and logo. Signage must be inward facing to the sportsground and not visible from the road. At multi-use facilities these signs may be displayed at the sporting field or clubhouse over the current sporting season only.
- b. Game Day Signage
Signage displaying a private company’s details with no reference to sports club or association can only be put out on game day and must be removed at the end of that day.
- c. Other Signage
All other signage must have Council approval and follow all legislative requirements as advised by Development Planners.

3.7. Smoke Free Act

All sportsgrounds are non-smoking venues as outlined in the Smoke Free Environment Act 2000.

3.8 Filming / Drone Use

These are to be conducted in accordance with Council’s Film and Video Production in Public Reserves and Public Places Policy.

3.9 Helicopters

Helicopter pilots land at their own discretion and are responsible for managing the operational and public risk of this activity, in accordance with the requirements of the relevant authority. Booking of the field is required.

3.10 Priority of Use

- a. During season, turf cricket pitches will not be available for hire by user groups other than the seasonally allocated club, except in consultation with that club.
- b. In the first instance Council promotes the use of showgrounds for one-off events – the Crown Land Management Act 2016 identifies the purpose of showgrounds on Crown Land to be “Public Recreation” or “Showground”. “Sportsground” (which is another possible purpose) is not identified by the Act for showgrounds. It is for this reason that

Sportsgrounds Management Policy

non-sporting or one-off large sporting events take precedence over regular sporting use at Shoalhaven showgrounds.

- c. There is no limit to the frequency with which regular sporting use can be displaced from showgrounds. Where practically possible, advance notice (60 days) will be provided to sports clubs, and Council Officers/Management Committees will endeavour to assist in identifying alternate grounds for the use of displaced sporting user groups.
- d. Large events at Sportsgrounds – Large events and festivals (attracting, in total, more than 500 people in attendance throughout the event) which are inclusive and open to the broader community have a positive impact in bringing the community together, and are often used to raise funds for charities, community groups and community projects. They are integral to the visitor economy and provide significant tourism, trade and investment opportunities for the region.
Large events will also have priority over regular events at sportsgrounds, if it is not possible or is inappropriate to conduct the event at a showground. If there are regular bookings for a sporting user group that conflict with a large event with significant community benefit, the sporting group will relocate to another ground, to free up the venue (Sports Board recommendation January 2009).
- e. Management Committees will refer all events that would displace a sporting or other user group, or that are over 200 people per day, to Council for approval prior to acceptance of the booking.
- f. Council or Management Committees will determine appropriate bond amounts, based on Council's Fees and Charges, to carry out repairs to grounds/facility post-events, where deemed necessary. Council will close grounds indefinitely where required, to ensure adequate playing surface recovery.

3.11 Maximising Facility Usage

- a. Many of Council's sporting facilities are used predominantly on weekends or in the evenings and most are currently sole purpose. Where sporting facilities experience down-time, it may be due to recovery time for fields to regenerate between use, turnover of seasons, or renovations. Overuse of sportsgrounds may lead to significant repair costs if not managed correctly. Sporting fields during down time also provide an aesthetic outlook for the public or for schools, and for the public to use when required.
- b. In line with Council's Community Infrastructure Strategic Plan 2017-2036, Council will focus on assisting clubs in upgrading facilities that provide for multiple sporting and recreation codes, shared social facilities and co-location of multi-purpose venues, with a focus on increasing facility usage.

3.12 Shipping Containers

Council's Temporary Storage (shipping) Container on Public Land policy outlines the conditions for placement of shipping containers on sportsgrounds. The policy is available on Council's website.

3 Implementation

The City Lifestyles Directorate will administer this policy.

4 Review

To be reviewed within one year of the election of a new Council.

SB22.19 Policy Review - Elite Athlete Support Program

HPERM Ref: D22/286735

Department: Shoalhaven Swim Sport Fitness
Approver: Jane Lewis, Director - City Lifestyles

Attachments: 1. Elite Athlete Support Program Policy [↓](#)

Reason for Report

To seek Shoalhaven Sports Board endorsement for changes to the Elite Athlete Support Program Policy, as part of Council's standard review of policies following the election of a new Council. Following consideration by the Shoalhaven Sports Board to report the changes up to Council for consideration and adoption.

Recommendation

That the Shoalhaven Sports Board endorses the draft Elite Athlete Support Program Policy, for consideration by Council.

Options

1. As recommended

Implications:

- Will simplify, streamline, and update the Policy, including changes to reflect Shoalhaven Swim Sport Fitness' new Northern, Central and Southern management model
- Will enable managers to value-add to the support provided to elite athletes, beyond monetary value only
- A report on all applications received will be included in the quarterly update reports presented to Sports Board Meetings

2. Adopt an alternative recommendation

Implications:

- May delay the Policy Review report to Council, impacting Council's ability to meet the Local Government Act requirement for review of policies within twelve (12) months of an election of a new Council.

Background

The Local Government Act requires that all Council policies should be reviewed within twelve (12) months of the election of a new Council. This Policy Review is presented for the approval of the Shoalhaven Sports Board, prior to a report to Council's Extra Ordinary Meeting, 19 September 2022.

This Policy is managed by Council's Shoalhaven Swim Sport Fitness Department which, following Council's internal custodial restructure in May 2021, now operates aquatics and sporting facilities in three geographical areas in the Shoalhaven: Northern, Central and Southern. The Precinct Manager in each area is responsible for the financial and operational management of all Swim Sport Fitness facilities in that area, and reports to the Manager, Shoalhaven Swim Sport Fitness.

The purpose of this Policy is to define the criteria and guidelines by which recognised elite athletes may receive Council support for the use of Shoalhaven Swim Sport Fitness aquatics and sporting facilities, as part of their training and development.

The following changes to this Policy are included in the draft Policy attached for the Sports Board's consideration:

- Updates to reflect changes brought about in Council's May 2021 custodial restructure:
 - All Shoalhaven sportsgrounds, showgrounds and Aquatic Centres have been identified in new Precincts and are managed by Shoalhaven Swim Sport Fitness
- Clarification and grammatical editing of the Policy's text.
- 3.1.2 Swimmers must have current or previous membership of the Swim Sport & Fitness Learn to Swim (squad) Program.
- 3.1.3 The addition of "significant", to enable applicants who receive small sponsorship benefits to be eligible for support under the Policy, as assessed by Precinct Managers and approved by Manager, Shoalhaven Swim Sport Fitness.
- 3.2.3 Removal of the phrase "Failure to do so may lead to the withdrawal of free casual entry and / or termination of membership." This outcome is implied by the previous clause that notes that recipients of support are required to abide by Council's current *Shoalhaven Swim Sport & Fitness – Patron and Staff Guidelines – Patron Behaviour – Standard Operating Procedure* (PRD16/71).
- Precinct Managers will assess applications against this Policy, seeking potential value-adding opportunities, in consideration of budgetary constraints in each precinct.
- Support provided under this Policy will be approved by the Manager, Shoalhaven Swim Sport Fitness who may exercise discretion in granting exceptions to this Policy, based upon the recommendations of Precinct Managers and current budgetary constraints in each precinct. This procedure will ensure that applications:
 - are processed in a timely manner
 - are assessed in liaison with the applicant
 - maximise value-adding of potential services offered by each Swim Sport Fitness Area
 - maximise fee discounts within current budgetary constraints
- A report on all applications received is to be included in the quarterly update reports presented to Sports Board Meetings.

Community Engagement

In July 2022 the Draft Policy was circulated for comment to the following stakeholders:

- All Members, Shoalhaven Sports Board, Shoalhaven City Council
- CEO, Illawarra Academy of Sport
- Shoalhaven Swim Sport Fitness staff, Shoalhaven City Council
- Community Planning & Projects staff, Shoalhaven City Council

No comments were received from the consultation.

Policy Implications

The Local Government Act requires that all Council policies should be reviewed within twelve (12) months of an election of a new Council.

Financial Implications

Applications will be assessed by Precinct Managers and the Manager, Shoalhaven Swim Sport Fitness in consideration of current budgetary constraints in each precinct, ensuring that the Program:

- o maximises value-adding of potential services offered by each Swim Sport Fitness Area
- o maximises fee discounts within current budgetary constraints

This procedure will ensure that the financial implications of the Elite Athlete Support Program are fully costed and accounted for within existing Shoalhaven Swim Sport Fitness budgets.

Elite Athlete Support Program Policy

Adoption Date:	17/12/2013
Amendment Date:	27/01/2015, 27/06/2017
Minute Number:	MIN13.1224, MIN15.52, MIN17.562
Review Date:	26.09.2022
Directorate:	City Lifestyles
Record Number:	POL22/97

Elite Athlete Support Program Policy

1. Purpose

To define ~~the Council's~~ criteria and guidelines ~~by in processing applications for which recognised elite athletes may receive Council support wishing to utilise for the use of Council's~~ Shoalhaven Swim Sport & Fitness ~~aquatics Centres and recreation and/~~ sporting facilities as part of their training and development.

2. Statement

~~Council's Shoalhaven Swim Sport Fitness Department operates aquatics and sporting facilities. The title shall be the Shoalhaven Elite Athlete Support Program, and the Policy will provide criteria for the assessment of candidates for the Program in three geographical areas in the Shoalhaven: the North, Central and South. The Precinct manager in each area is responsible for the financial and operational management of all Swim Sport Fitness facilities in that area. Precinct managers will assess applications against this Policy with consideration of potential value-adding and budgetary constraints in each precinct. Any Council support provided will be approved by the Manager, Shoalhaven Swim Sport Fitness. proposed by either:~~

- ~~• Shoalhaven Sports Board under the Shoalhaven Elite Athlete Support Program – Swimming~~
- ~~• Illawarra Academy of Sport under the Shoalhaven Elite Athlete Support Program for use of gymnasium facilities only – Gym use~~
- ~~•~~

~~This is to allow Council to assess approaches by elite athletes for the use of Council's Shoalhaven Swim & Fitness Centres or recreation / sporting facilities at no cost. This Policy is based on the following Council Minutes:~~

- ~~• Min13.891 – Preparation – Elite Athlete Support Program – Shoalhaven Swim & Fitness Centre & Sporting Facilities – Criteria~~
- ~~• Min13.1224 – Shoalhaven Sports Board – Council Policy – Adoption – Elite Athlete Support Program~~
- ~~• Min15.52 – Notice of Motion – Illawarra Academy of Sport – Scholarship holders – Leisure Centres – Free entry – Council Policy – Amendment – Elite Athletes Support Program~~

2.1. Scope

~~Fee support or value-added services approved under this Program may only apply to the use of Council's Shoalhaven Swim Sport Fitness aquatics and sporting facilities. It will not apply to the use of non-sporting assets.~~

~~The Aquatics Manager will preside over initial applications for use of Shoalhaven Swim & Fitness Centres.~~

This Policy does not apply ~~at where a Council facilities that are~~ is managed by contractors, ~~by under lease or licence agreement, or by under control by a volunteer~~ Management Committees (as defined by Sections 355 and 377 of the Local Government Act 1993).

Elite Athlete Support Program Policy

2.2. Applications

Applications for fee support under this Policy should be made on the attached form “Application for ~~Fee-Council~~ Support”.

3. Provisions

~~Fee support may only apply to the use of Council's Shoalhaven Swim Sport & Fitness Centres and / or recreation / sporting facilities.~~

3.1 Criteria for Applications

The following criteria apply to applications that will be assessed:

3.1.1 The athlete must have represented Australia at an international or national elite junior or senior level. Selection of an athlete does not include persons whose representation is limited to school sports activities.

3.1.2 The athlete must have undergone their formative training in the Shoalhaven and be recognised as a medium/long term Shoalhaven Local Government Area resident. Swimmers must also have current or previous membership of the Swim Sport & Fitness Learn To Swim (squad) Program. The Shoalhaven Sports Board and Illawarra Academy of Sport will adhere to the following criteria in assessing athletes for free access to Council's Shoalhaven Swim & Fitness Centres and sporting facilities:

~~Applicants must meet the relevant criteria of the Shoalhaven Sporting Hall of Fame – refer to Attachment A – Trim No D14/172345.~~

OR

~~The athlete shall have Be a current Scholarship Agreement with member of the Illawarra Academy of Sport and be a minimum of 16 years of age. They must continue to meet the c – criteria pertaining to potential candidates proposed of by the Illawarra Academy of Sport Scholarship Agreement is contained in Attachment B – 2017 Illawarra Academy of Sport Scholarship Agreement (–D17/181321).~~

3.1.3 Applicants must not be currently paid or receive significant sponsorship benefitsed to compete in their respective sports.

3.1.4 Athletes receiving other Shoalhaven City Council financial or in-kind support are not eligible for support under the Elite Athlete Support Program.

3.1.5 Access to this Program shall be limited to individuals only, groups or teams will not be considered.

3.1.6 Exceptions to these criteria will be considered on their merits by relevant Precinct managers and approved by Manager, Shoalhaven Swim Sport Fitness.

3.2 Guidelines

Elite Athlete Support Program Policy

The following guidelines apply to the implementation of this Program:

3.2.1 External coaches of successful applicants will be required to pay all lane hire/facility charges as per Council's fees and charges.

~~An athlete's inclusion into the Elite Athlete Support Program should not inhibit Council support being also given under any other schemes currently providing a fee waiver or subsidy. Access to Council's Shoalhaven Swim & Fitness Centres and sporting facilities shall be limited to free casual swimming and gym or sportsground use. It does not extend to any other Swim Sport Fitness program such as coaching, personal training or group exercise classes.~~

~~3.6~~ 3.2.2 Recipients of support under this program must make a minimal level of fee contributions, to the equivalent payment of 1 session admission fee per week. The Manager, Shoalhaven Swim Sport Fitness may exercise discretion in granting exceptions to this requirement, based upon the current budgetary constraints in each precinct.

~~Access shall be limited to individuals only, groups or teams will not be considered.~~

3.2.3 Recipients of support under this program ~~a~~Successful applicants shall also be required to abide by Council's current ~~"7.01"~~ Shoalhaven Swim Sport & Fitness – Patron and Staff Guidelines – Patron Behaviour – Standard Operating Procedure (PRD16/71)". ~~Failure to do so may lead to the withdrawal of free casual entry and / or termination of membership.~~

3.2.4 Access to facilities will be permitted during normal hours of operation only.

3.2.5 Each athlete ~~will~~may be required to provide his / her own equipment for training sessions.

3.2.6 Illawarra Academy of Sport participant's access is limited to set programs designed by Illawarra Academy of Sport. Participants must not deviate from the set program.

3.2.7 Parents and other relatives of athletes under the Elite Athlete Support Program are not entitled to free access to facilities.

3.2.8 Use of Shoalhaven Swim Sport & Fitness ~~Centres and / or sporting~~ facilities must be relevant to the Elite Athlete's ~~chosen professional~~ field of endeavour.

4. Implementation

The ~~Finance Corporate & Community Services City Lifestyles Group Directorate~~ of Council will administer this Policy.

Shoalhaven Swim Sport Fitness Precinct managers will assess applications against this Policy, and any Council support provided will be approved by the Manager, Shoalhaven Swim Sport Fitness. This process will ensure that applications:

- are processed in a timely manner
- are assessed in liaison with the applicant

Elite Athlete Support Program Policy

- maximise value-adding of potential services offered by each Swim Sport Fitness facility
- maximise fee discounts within current budgetary constraints

A report outlining applications received and all Council support approved under this Program will be included in the quarterly update presented to the Shoalhaven Sports Board.

5. Review

To be reviewed within one (1) year of the election of a new Council.



**Application for Council Support
Elite Athletes Support Program Access to
Shoalhaven Swim Sport & Fitness Facilities & other Council Facilities**

Please complete the following application form & submit to Council via email: council@shoalhaven.nsw.gov.au

Personal Details	
Surname:	First Name:
Address:	Telephone (H):
	Telephone (W):
	Mobile Phone:
Email Address:	
Date of Birth:	Gender: Female <input type="checkbox"/> Male <input type="checkbox"/>
Country of Birth:	Nationality:
Facility	
Location/Facility to be used:	
Sporting Details	
Sport:	
Sporting Achievements: (please list & attach separate sheet if required)	
Have you been inducted into the Shoalhaven Sporting Hall of Fame: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are you a current member of Illawarra Academy of Sport: Yes <input type="checkbox"/> No <input type="checkbox"/>	
<u>Are you a current recipient of AIS Sport Scholarship (please attach evidence):</u> Yes <input type="checkbox"/> No <input type="checkbox"/>	
When did you commence your training in the Shoalhaven Area:	

<u>Details of your current/previous membership - Swim Sport & Fitness Learn To Swim (squad) Program:</u>	
Have you represented Australia at an international level: Yes <input type="checkbox"/> No <input type="checkbox"/> <u>Details:</u>	
Have you represented your sport at a National Elite Junior or Senior Level: (not including representation through school sports activities) Yes <input type="checkbox"/> No <input type="checkbox"/> <u>Details: If yes in what sport?</u>	
Have you attached <u>Attach</u> proof/evidence of your induction & sporting achievements: Yes <input type="checkbox"/> No <input type="checkbox"/>	
<u>Provide details of other financial or in-kind support received from Shoalhaven City Council:</u>	
Have you been or are you currently been paid or receiving <u>in-kind</u> <input type="checkbox"/> <input type="checkbox"/> Sponsorship, <u>provide details:</u> Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are you a resident of the Shoalhaven Area: Yes <input type="checkbox"/> No <input type="checkbox"/> <u>Date of Arrival:</u>	
Candidates Proposed by Illawarra Academy of Sport:	
Date of original signing to Academy:	
What sports:	
.....	
Declaration	
I, agree that the information on this form is true and correct. <u>I agree to participate in marketing and promotion activities for Shoalhaven City Council and/or Shoalhaven Swim Sport Fitness as required.</u>	
I, (parent/guardian signature)	
Privacy Notification: the information requested on this form is being collected by Shoalhaven City Council for the use of the facilities only. The information will be used solely by Council officers for the purpose mentioned or a directly related purpose. The applicant understands that this information is provided on a voluntary basis and may apply to Council for access or amendment of the information at any time.	

APPROVAL/RECOMMENDATION:

Date:

Reviewed – Shoalhaven Swim & Sport Fitness (Aquatics) Manager/Precinct manager:

.....

APPROVED / NOT APPROVED

TERMS & CONDITIONS OF APPROVAL:

.....
.....

Term of Agreement - Commencement

Dates:

APPROVAL:

Date:

Signature, Shoalhaven Swim Sport Fitness Manager:

Terms & Conditions

~~External coaches of successful applicants will be required to pay all lane hire / facility charges as per Council's fees and charges~~

~~The following terms and conditions will apply (as per Item 3.2 of the Elite Athlete Support Program Policy):~~

~~3.2.1 External coaches of successful applicants will be required to pay all lane hire/facility charges as per Council's fees and charges.~~

~~3.2.2 Recipients of support under this program must make a minimal level of fee contributions, to the equivalent payment of 1 session admission fee per week. The Manager, Shoalhaven Swim Sport Fitness may exercise discretion in granting exceptions to this requirement, based upon the current budgetary constraints in each precinct.~~

~~3.2.3 Recipients of support under this program are required to abide by Council's current Shoalhaven Swim Sport & Fitness – Patron and Staff Guidelines – Patron Behaviour – Standard Operating Procedure (PRD16/71).~~

~~3.2.4 Access to facilities will be permitted during normal hours of operation only.~~

~~3.2.9 Each athlete will be required to provide his / her own equipment for training sessions.~~

~~3.2.10 Illawarra Academy of Sport participant's access is limited to set programs designed by Illawarra Academy of Sport. Participants must not deviate from the set program.~~

~~3.2.11 Parents and other relatives of athletes under the Elite Athlete Support Program are not entitled to free access to facilities.~~

3.2.12 Use of Shoalhaven Swim Sport & Fitness facilities must be relevant to the Elite Athlete's professional field of endeavour.

~~Inclusion in this program should not conflict with any other support schemes by way of fee waiver or subsidy currently offered by Council~~

~~Access to Council's Swim & Fitness facilities shall be limited to free casual swimming entry only and does not extend to any other program such as coaching, personal training or group exercise classes~~

~~Access shall be limited to individuals only, groups or teams will not be considered~~

~~Successful applicants shall abide by Council's Patron Behaviour Guidelines — failure to do so may lead to the withdrawal of free casual access~~

~~Access to facilities will be permitted during normal hours of operation only~~

~~Each athlete will be required to provide his/her own equipment for training purposes~~

~~Use of Council's facilities must be relevant to the Athlete's chosen field~~

SB22.20 Policy Review - Sports Grants Program (Capital Works)

HPERM Ref: D22/286745

Department: Shoalhaven Swim Sport Fitness
Approver: Jane Lewis, Director - City Lifestyles

Attachments: 1. Sports Grants Program (Capital Works) [↓](#) Works)

Reason for Report

To seek approval for changes to the Sports Grants Program (Capital Works) Policy as part of Council's standard review of policies following the election of a new Council.

Recommendation

That the Shoalhaven Sports Board endorses the revised Sports Grants Program (Capital Works) Policy for consideration and adoption by Council at its Ordinary Meeting.

Options

1. As recommended

Implications:

- Will update the Policy, including changes to align with Council's current Procurement Policy.

2. Adopt an alternative recommendation

Implications:

- May delay the Policy Review report to Council, impacting Council's ability to meet the requirement for review of policies within twelve (12) months of the election of a new Council.

Background

The Local Government Act requires that all Council policies should be reviewed within twelve (12) months of an election of a new Council. This Policy Review is presented for the approval of the Shoalhaven Sports Board, prior to being reported to Council's Extra Ordinary Meeting on the 19 September 2022.

The Sports Grants Program (Capital Works) Policy is overseen by Council's Shoalhaven Swim Sport Fitness Department which, following Council's internal custodial restructure in May 2021, now oversees all Council-managed showground and sporting facilities.

The purpose of the Policy is to define the Sports Grants Program funding framework by which sporting groups can partner with Council to deliver capital works projects and improvements. The Program supports co-funded design and delivery of new infrastructure, or improvements to existing capital fixed assets at sporting facilities on Council managed land.

The following changes to this Policy are included in the revised Policy (attached) for the Sports Board's consideration:

- Clarification, grammatical editing and formatting of the Policy's text

- Updates to reflect changes brought about in Council's May 2021 custodial restructure
- Inclusion of swimming, skate clubs, water sports clubs or groups as eligible to apply, in line with NSW Office of Sport definitions
- Reduction of the number of quotes required to be provided with applications, bringing the Policy into alignment with Council's current Procurement Policy
- Correction to the text, that the assessment report to the Shoalhaven Sports Board will be to the first meeting following the working party's determinations

Community Engagement

The revised Policy was circulated for comment to the following stakeholders:

- All members, Shoalhaven Sports Board, Shoalhaven City Council
- Shoalhaven Swim Sport Fitness staff, Shoalhaven City Council
- Works & Services staff, Shoalhaven City Council
- Building Services staff, Shoalhaven City Council
- Community Planning & Projects staff, Shoalhaven City Council
- Community Connections staff, Shoalhaven City Council
- Business Assurance & Risk staff, Shoalhaven City Council

No changes were recommended from the consultation.

The changes are minor in nature and it is proposed that subject to endorsement by the Shoalhaven Sports Board that this Policy is referred to Council for consideration and adoption.

Policy Implications

The Local Government Act requires that all Council policies should be reviewed within twelve (12) months of an election of a new Council.

Updates included in this review bring the Policy into alignment with Council's current Procurement Policy.

Sports Grants Program (Capital Works)

Adoption Date:	27/06/2006
Amendment Date:	18/12/2007, 28/04/2009, 21/12/2009, 18/05/2010, 21/05/2013, 28/03/2017, 17/04/2018, 29/10/2019
Minute Number:	MIN06.778, MIN07.1842, MIN09.509, MIN09.1789, MIN10.588, MIN13.532, MIN17.247, MIN18.273, MIN19.793
Review Date:	26/09/2022
Directorate:	City Lifestyles
Record Number:	POL22/64

Sports Grants Program (Capital Works)

1. Purpose

To define the funding framework for sports groups to partner with Council to deliver capital works projects / improvements. The funding framework allows for design and delivery of new ~~works~~infrastructure, or improvements to existing capital fixed assets at sporting facilities on Council managed land.

2. Statement

The Sports Grants Program (Capital Works) Policy is overseen by Council's Shoalhaven Swim Sport Fitness Department which manages all Council-managed showground and sporting facilities.

2.1. Who does the policy apply to?

The Sports Grants Program is available to all Shoalhaven based sports groups that meet the provisions of this policy and wish to undertake design for new ~~works~~infrastructure or improvements to existing fixed assets on Council managed land.

2.2. Council Funding

Council funding for this program is to be reviewed annually during the budget process.

Council's matching financial contribution for this program is available to eligible Shoalhaven based sporting groups on the basis of \$2.00 from Council for each \$1.00 contributed by sporting organisations. Eligible projects will require endorsement from the relevant sporting association.

The program also supports those Shoalhaven based sporting groups who wish to accumulate funds for strategic projects by carrying over Council's matching contribution to the next financial year. ~~However, funds will only be carried over to match the amount collected by the sporting group for the nominated strategic project(s), which are agreed upon by the Shoalhaven Sports Board.~~

2.3. Capital Improvements

Capital improvements to sporting facilities refer to the provision of new, or improvements to existing, capital fixed assets and should be in line with the Community Infrastructure Strategic Plan 2017-2036, and ~~support or encourage in accordance with~~ the following strategic goals/criteria:

- Consolidation of assets
- ~~Meet c~~Current legislative compliance
- Higher usage levels of fewer assets
- Multiple-use facilities
- Increased range of activities, services and programs being offered
- Increased participation, particularly by target groups (eg children, aged, disabled, different cultural backgrounds etc)

Such improvements typically include:

- Design costs for capital projects
- Lighting of sports fields
- Improvements to amenities ~~sy~~blocks

Sports Grants Program (Capital Works)

- Spectator facilities
- In-ground drainage and/or irrigation
- Improved playing surfaces
- Car park and access road sealing
- Long cycle refurbishment of tennis courts

~~This does not include Purchase or~~ provision of machinery ~~is not eligible under this Program.~~

2.4. ~~Sporting~~ ~~g~~Groups involvement

The nature of this ~~p~~Program allows Shoalhaven-based sporting groups to determine their level of involvement and their preferred methods of collection of funds to partner ~~with~~ Council in the improvement of facilities on Council-managed land. Such methods could include direct levy of participants, fundraising, sponsorship or successful grant applications.

Council's Sportsgrounds Management Policy outlines the process for all communication which will take place between relevant Sporting Associations or Peak Bodies and Council.

2.5. Criteria for ~~p~~Prioritisation

- a. Compliance with strategic and other plans of ~~e~~Council – 50%
- b. Value of additional in-kind labour to contribute – 15%
- c. Percentage of funding club is contributing – 10%
- d. The apparent ~~"readiness"~~ of the project to proceed – 15%
- e. Benefit to other users of the Council ~~M~~-managed Land – 10%

3. Provisions

The following provisions apply:

- This ~~Sports Grants~~ Program applies to all sports that occur on Council-managed land.
- Council's matching financial contribution is available for Shoalhaven sporting groups on the basis of \$2.00 from Council for each \$1.00 contributed by the applicant, with evidence of available funds at time of application.

• Applicants must read Council's Community Infrastructure Grants Guidelines and ensure projects meet these guidelines.

• Council will liaise with applicants to maximise project outcomes and meet the objectives of Council's Community Infrastructure Strategic Plan. Projects must be approved by Council prior to application to the Sports Grants Program.

• Applications are invited in April ~~each year~~ and ~~must be received by~~ close 30 June ~~each year~~. ~~Successful applications will be granted and expended during for~~ the following financial year.

• ~~The~~ Applications will be ~~considered~~ ~~assessed~~ by a working party comprised of:

- ~~T~~hree ~~representatives of the~~ Shoalhaven Sports Board; ~~members~~
- ~~One~~ ~~a member of~~ Shoalhaven City Council's Inclusion and Access Advisory Group ~~member~~
- ~~, and T~~wo or three Council staff from the Shoalhaven Swim Sport Fitness, Building Services and/or Works and Services Departments as appropriate to the applications under consideration ~~Council staff representatives.~~

Sports Grants Program (Capital Works)

- The ~~representatives working party~~ will meet to assess the applications and report to the ~~first Shoalhaven Sports Board's first meeting~~ following after 1 July the working party's determinations.
- Applications must include the following:
 - A statement of community benefit
 - Information regarding levels of participation in the sport
 - An assessment, either by the local sporting group or by the peak bodies of the relevant sporting codes, of ~~that sport's~~ future building and sporting facility requirements within the City-Shoalhaven over the next 20 years
 - ~~An~~ assessment of the club's financial capacity (including audited financial statements for the preceding three years)
 - A five year forward Business Plan, including financial projections
 - Site plans
 - Quotes for the planned work
- After 1 July the Shoalhaven Sports Board will ~~consider the project priority~~ prioritise the nominated projects for the remaining funding pool based on ~~these criteria~~ need and the ability of the project to be delivered or part-delivered in the relevant financial year. These priority projects will be reported to the Board for endorsement.
- In-kind contributions may be used to value-add to projects but will not substitute for the cash contribution component.
- Funds will not be carried over on a promise of raising matching funds in subsequent years and funds used to match previous Council contributions cannot be used to bid for funds in subsequent years.
- Projects qualifying for the Program will be subject to a financial limit of \$50,000 in matching funds.
- Where there is more than one application from a sporting code, the Association must indicate its priority. Associations should provide equal access for all clubs to Council's financial allocation. Where no Association / Peak Body exists, Council will liaise directly with the sporting clubs.
- Council's funding commitment to this Program will be reviewed annually as part of Council's annual Management Plan/Budget review.
- Once funding is approved contributory funds shall be paid to Council by the Sporting Association / Peak Body (or affiliated Club) prior to the project commencing. Council will provide Purchase Orders as per the successful quotes. All projects shall be overseen by a qualified / licensed operator approved by Council. This will require the qualified / licensed operator providing Council with relevant Work Health & Safety information and Safe Work Method Statements. Council has limited capacity to assist in project delivery and this may require ~~that some~~ the funds be allocated to ~~recover relevant~~ staffing costs. If Council is required to provide this service, it reserves the right to recoup its expenditure from the project allocation.
- After considering a staff report, the Shoalhaven Sports Board will recommend to Council the allocation of any unexpended funds for improvements to sports facilities.
- This Policy does not apply to:
 - Management Committees, other than committees administering tennis courts
 - Surf Life Saving Clubs
- The following groups are eligible:

Sports Grants Program (Capital Works)

- Management Committees with tennis courts – for tennis-related projects
- Sporting groups with lease/licence agreements where lease/licence payments contribute to a capital improvement 'sinking' fund
- All sporting clubs including tennis, swimming, water sports and skate clubs or groups
- ~~This policy does not apply to Management Committees, other than Committees administering tennis courts or sports with lease agreements with payments contributing to a capital improvement 'sinking' funds or swimming clubs, Surf Life Saving Clubs and skate park users that are funded from a separate annual capital works budget allocation.~~
- Where a project has not commenced in the financial year following the year of allocation, the funding may be withdrawn and re-allocated. The sport~~ings~~ group will be advised prior to the withdrawal of funding.
- Where the total project cost is:
 - ~~less than \$5,000 – one quote should be sought~~
 - ~~over \$5,000 and less than \$3,000 to \$294,999 – A minimum of two written quotes is should be sought required~~
 - ~~over \$25,000 – at least three written quotes should be obtained.~~
 - ~~For amounts over \$30,000 - \$75,000, 124,999 – A minimum of three written quotes are formal advertisement for quotes, or a tender process is required – Council staff will advise required~~
- ~~Projects should be consistent with Council's Community Infrastructure Grants Guidelines and the Community Infrastructure Strategic Plan.~~
- All improvements or alterations to playing fields or facilities will become and remain the property of Council and cannot be removed by the hirer and/or user. Council is not required to compensate the hirer and/or user for the cost of such improvements or alterations.

4. Implementation

The City Lifestyles Directorate will administer this policy.

5. Review

To be reviewed within one year of the appointment of a new elected Council.

Sports Grants Program (Capital Works)

Sports Grants Program
(Capital Works)
Project Nomination Form
Annual closing date is 30 June



PART A: To be completed by the Club(s) nominating the project (please print)

Project name: _____

Project description: _____

Name of reserve / location: _____

Is the land managed by Shoalhaven City Council? Yes / No

Name of Club: _____

Postal address: _____

Contact person: _____

Position held: _____

Business phone: _____ Mobile: _____

Fax: _____ Email: _____

Does your club have an ABN? Yes / No If yes please supply ABN No.: _____

Is your club registered for GST? Yes / No

Does your Club have a Business Plan? If yes, please provide a copy of your Business Plan for the next 5 years, including financial projections.

Please provide details of any community benefit as a result of the nominated project:

Club user profile. Please provide a breakdown of your current Club membership:

Child (0-11yrs) Male_____Female_____	Adults (18-49yrs) Male_____Female_____
Youth (12-17yrs) Male_____Female_____	Seniors (50+yrs) Male_____Female_____

Please highlight any changes to membership numbers as a result of this project

Please provide audited financial statements for the preceding three years to enable assessment of the clubs financial capacity.

Proposed project starting date: _____ Anticipated project completion date: _____

Sports Grants Program (Capital Works)

Has a Development Application (where applicable) been approved? Yes / No If no, please explain:

Has a Construction Certificate been approved? Yes / No If no, please explain: _____

Does the project have the support of other ground users? Yes / No If yes, please provide a list of users below? Please provide and attach letters of support?

PART A Continue

Project cost breakdown (Please attach copies of all quotes)

Project cost breakdown (Please attach copies of all quotes)			
Itemised description of all components that will make up the project	Net Cost	GST	Total Cost
Net Project Cost	\$		
GST		\$	
Total Project cost (i.e. Net Cost + GST)			\$

Project funding breakdown (Please provide copies of all supporting details)

	Source / Brief Description	Amount \$	Funding verified
Cash Funds Attach a copy of details			Yes / No
Loan Funds Attach a copy of details			Yes / No
State Government Funds Attach a copy of details			Yes / No
Federal Government Funds Attach a copy of details			Yes / No
In- Kind Donations Attach a copy of details			Yes / No
In-Kind Labour Attach a copy of details			Yes / No
Other Attach a copy of details			Yes / No
Total Funds Available (Must Include GST)		\$	
User Contributions Policy Funding Request		\$	
Total In-kind Donations / Labour		\$	
Total Project Cost (must equal the above Total Project Cost)		\$	

Signature of contact person: _____ Date: _____

Sports Grants Program (Capital Works)

The information requested by Council on this form may constitute personal information under the Privacy and Personal Information Protection Act 1998. Council is allowed to collect the information from you to consider this matter. Supplying this information is voluntary. However if you cannot or do not wish to provide the information, Council may not be able to consider the matter. If you need further details, please contact the Information Officer, Shoalhaven City Council.

PART B – To be completed by the relevant Association/Peak Body (please print)

Name of organisation: _____

Postal address: _____

Contact person: _____

Position held: _____

Business phone: _____ Mobile: _____

Fax: _____ Email: _____

Does the submitting group have a formal organisational structure (ie President, Secretary etc)? Yes / No. If Yes please provide details:

Does the proposed project meet the high priority needs of the sport. Yes / No If yes, please provide details how?

Please provide the future building and sporting facility requirements for your sporting organisation, within the City over the next 20 years.

Recommendation – If more than one application is submitted by your organisation a priority should be given to this project relative to other projects

Signature of contact person: _____ **Date:** _____

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Sports Grants Program (Capital Works)

Please send completed nomination forms to: council@shoalhaven.nsw.gov.au , or

The CEO
Shoalhaven City Council
PO Box 42
Nowra NSW 2541

File Reference 24899E

Further Information: Please contact Council on 4429 3111 or council@shoalhaven.nsw.gov.au