



Sportsgrounds Facility Management Plans 2020



Facility Management Plan

Adopted by Council on 20 July 2016

Document Control	 The logo for Bega Valley Shire Council features a stylized landscape with green hills, a yellow sun, and a blue river. The text "bega valley" is in green and "shire council" is in blue.	
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Introduction

Sportsgrounds are highly valued by the Bega Valley Shire community with many residents participating as a player, administrator or spectator.

An active lifestyle and involvement in sport and recreational activities provides physical and social health benefits. Individual and team sports promote social cohesion, networking, development of friendships and can improve social skills.

There are currently 12 sportsground sites either owned or managed by Council across the Shire, with volunteer committees in place at most sites and working in partnership with Council.

Purpose

The Facility Management Plan (FMP) provides direction for the planning, management, maintenance, operation and use of Sportsgrounds and associated facilities. The appendices attached includes ten (10) sites (Towamba Sportsground and Wyndham Recreation Ground FMP's are to be developed).

An FMP is to guide the ongoing management, operation and maintenance of a facility so that the users' and community's needs are best met with the resources available. Sportsgrounds include a range of infrastructure including a playing surface/s for a variety of sports, lighting, pavilions, toilets, parking, seating, waste bins, fencing, oval surrounds and shelters. These are managed and maintained by a mixture of Council, community committees and user groups.

Expenses are incurred in the day to day operation of sportsgrounds, so these assets can be used for their purpose. These include electricity, water, cleaning and mowing. An important function of this FMP is to provide an operations and planning tool so that current uses are suitably resourced. It also provides an opportunity for future aspirational goals to be identified.

The FMP is a "child" document to the *Asset Management Plan - Parks and Recreation 2017* and provides more specific information on the tasks required to manage each asset type to provide fit-for-purpose, safe, accessible and best possible sporting facilities best utilising resources across the Shire. The FMP will also assist sportsground managers in complying with relevant legislation, Council policy and sound asset management principles.

Related Council Documents

There are several Council plans and policies that relate directly and indirectly to the development of this FMP. They include:

- Community Strategic Plan (CSP)
- Asset Management Plan – Parks and Recreation 2017 (AMP)
- BVSC Procedure – Community Project Proposals.
- BVSC Specification Sports Ovals/Fields 2016
- Sportsgrounds Condition Assessments 2016
- BVSC Irrigation Management Plan 2018
- BVSC Pesticides Notification Plan

Sportsground committees and their members also operate under the guidance of the following documents:

- Sportsground Committee Guidelines
- Sportsground Committee Purchasing Guidelines
- BVSC Code of Conduct
- BVSC Safe Work & Operating Procedures (SWOPS) (attached to document)

Asset Management

The goal of asset management is to meet a required level of service in the most efficient way through the operation, maintenance and renewal of assets.

Council's AMP outlines a lifecycle management plan which details how Council will manage and operate its assets (including sportsgrounds) at the agreed levels of service. Council's Asset Register and Asset Renewal Program are contained in the AMP and identify assets at sportsgrounds including details of the remaining life, renewal time and cost estimates. The asset inventory makes some assumptions and generalisations to enable it to provide a Shire-wide picture of recreation assets.

A key outcome of the AMP is that recreational assets are financially sustainable. This requires Council to monitor and identify assets in need of renewal, understand the cost and implications of upgrades and rationalise assets where necessary.

Sportsground committees, Council staff, sports clubs, contractors and other volunteers all play an important role through their involvement in the care and maintenance of Council sportsgrounds.

Levels of Service

The level of service refers to the standard of sportsground, taking into consideration the type of facilities available and the number of people who use them. The hierarchical categories adopted by Council in its AMP are Regional, District and Local (*ref BVSC Asset Management Plan – Parks and Recreation 2017*):

Asset Hierarchy Levels of Service			
Asset Hierarchy	Assets will provide standard facilities such as	Key Performance Measure	Example
Regional Sportsgrounds	<ul style="list-style-type: none"> ▪ Able to accommodate uses and events that require high quality and/ or high capacity facilities. ▪ Multipurpose facilities able to be adapted to different uses. ▪ Have adopted plans that identify facilities and purpose. ▪ Extensive supporting infrastructure e.g.: car and coach parking, public amenities, park furniture, seating, paths, lighting, etc. ▪ Attractive and pleasant well-maintained surrounds, including landscaping. ▪ Accessible facilities and amenities. ▪ Provides for significant sporting attraction. ▪ High level operations and maintenance service frequencies 	<ul style="list-style-type: none"> ▪ High profile ▪ State and/or National level event accreditation and capacity ▪ Regularly attracts user's Shire wide and beyond ▪ Adequate to demography ▪ Has acknowledged community significance 	<ul style="list-style-type: none"> • Pambula Sporting Complex • Bega Sporting Complex
District Sportsgrounds	<ul style="list-style-type: none"> ▪ Playing surface/s for a range of sports ▪ Lighting ▪ Pavilion ▪ Toilets ▪ Car and coach parking ▪ Spectator seating 	<ul style="list-style-type: none"> ▪ Shire wide profile for organised sport ▪ Local level event capacity ▪ Regularly attracts users Shire wide ▪ Adequate to demography ▪ At least five in the Shire 	<ul style="list-style-type: none"> ▪ George Brown Eden ▪ Barclay Street, Eden ▪ Berrambool Merimbula ▪ Wolumla Rec Ground ▪ Dickinson Oval, Bermagui

Asset Hierarchy Levels of Service			
Asset Hierarchy	Assets will provide standard facilities such as	Key Performance Measure	Example
Local Sportsgrounds	<ul style="list-style-type: none"> Playing surface/s for a range of sports Basic facilities Limited supporting infrastructure May have available parking 	<ul style="list-style-type: none"> Immediate local profile Local level event capacity Attracts users locally 	<ul style="list-style-type: none"> John Gordon Reserve, Candelo Colombo Park Bemboka Lawrence Park, Tathra

Levels of Service Common to All Hierarchical Categories			
Asset Type		Key Performance Measure	
All	<ul style="list-style-type: none"> Available and fit for service on demand 95% of scheduled time Comply with the risk management plan for this asset type classification Satisfactorily investigate, respond and act to complaints and inquiries within agreed/corporate timeframes (10-day turnaround 95% of the time) Efficient service provision expenditure within budget Provide safe suitable facilities (less than 15 recorded accidents/injuries per annum) 		

Sportsground Management

The following objectives provide the framework for the establishment of an equitable and operational Sportsground FMP:

- Encouraging community health and wellbeing through opportunities to participate in sports and recreational activities.
- Providing community facilities that are accessible to all community members.
- Providing sportsgrounds that offer the best possible 'fit-for-purpose' facilities.
- Increasing the multi-use potential of sporting and ancillary facilities to see sites are adaptable and well used into the future.

Resourcing and Planning

In developing the resourcing component of the FMP, the operating, maintenance and capital requirements need to be identified. In noting the different groups involved in the management of the sportsground sites, it is best to utilise the core strengths and capabilities of those groups to achieve the best outcome.

Operational plans and resource allocations are based on meeting the general objectives for sportsgrounds in the Shire as well as the levels of service. Identifying responsibility reduces the possibility there will be 'grey areas', duplicated effort or misunderstandings. Importantly it also provides an opportunity to account for the value and worth of volunteer inputs in the running of facilities.

Facility Management Plan resourcing will be reviewed annually considering:

Available Resources: Council resources available to allocate to sportsgrounds operations and maintenance.

Operational Requirements - The operational and maintenance components of this budget will be primarily funded through Council's fees and charges for sportsgrounds. An appropriate operating subsidy that meets the shortfall to deliver the identified level of service for the sportsground may be provided by Council. This is the level at which Council subsidises the operations of the site.

Maintenance Requirements - After operational expenses have been budgeted for the next priority is the essential maintenance activities. These will essentially be funded from the operating subsidy.

Capital Works (includes renewals and upgrades) - Planning for capital expenditure works is principally guided by the AMP asset renewal program, however committees can identify capital renewal and upgrade projects they would like to focus on, such as adopted site masterplans

Capital Works

Capital expenditure contains two elements:

- Capital works is expenditure on an existing asset, which returns the service potential or the life of the asset up to its original status or longer.
- Capital upgrade / new works is expenditure which enhances an existing asset or creates a new asset to provide a higher level of service.

While the bulk of renewals and upgrades will be identified in the AMP, Council is very keen for Sportsground committees to work in conjunction with the user groups at their sites to identify gaps in the service levels and prioritise projects.

Facility Operations and Maintenance Summary

The Facility Operations and Maintenance Summary has been based on the following:

- Identification of assets on the site.
- Identification of tasks required to manage the asset.
- Reference to required service level.
- Defining a suitable service frequency (**Note**; this becomes the principle cost control item).
- Defining whether Council or the committee is best placed to deliver those services.
- Estimating commercial costs to deliver those services

Facility Management and Maintenance

Sportsgrounds require regular on-going maintenance work that is necessary to keep them operating. Maintenance includes reactive (unplanned), planned (proactive) and, cyclic (recurring) maintenance work activities.

Operational items are those that are required for the facility to operate as intended week in and week out. They include access to utilities and high frequency tasks such as mowing and cleaning. Sportsground management and maintenance tasks in the Bega Valley Shire may be undertaken by a range of stakeholders. The FMP aims to provide guidance to those involved in programming works and in turn greatly reduce the need for reactive work.

BVSC responsibility management of assets.

Bega Valley Shire Council will provide direction for the planning, operations and maintenance of sporting sites. Council will work with the site committees to plan that operational tasks and maintenance occurs in the most efficient manner possible and will undertake agreed functions and tasks.

Sportsground Committee Responsibilities

In consultation with Council the Site Committees will be responsible for the day to day management of the complex and undertake the agreed operational and maintenance functions. The Site Committees will manage the sites in accordance with this FMP as well as the Sportsground Committee Guidelines and Community Sportsground Committee Purchasing Guidelines.

Each site includes a **Facility Operations and Maintenance Schedule**. If the committee is unsure of the responsibility of maintenance or operational items or if major repairs are required, they should consult with Council's Recreation and Natural Assets team by phoning (02) 6499 2222.

User Group Responsibilities

User groups responsibilities relate to use for their sport or event such as line marking and pre-game inspections. These are included in the **Facility Operations and Maintenance Schedule** for each site.

Facility Risk Management

Risk management and public safety is a very important aspect of facility management. Having FMP's that identify the fundamental aims of provision, service levels and responsibilities in delivering those services levels is a key aspect of delivering useable and safe facilities and reducing the likelihood of incidents occurring.

The facility risk assessment identifies potential risks, provides a risk rating based on the likelihood and consequences should the risk event occur, and outlines a risk treatment action.

Wet Weather and Oval Condition Management

Weather including rainfall and storms affects the condition of the ovals and their suitability for use. Use of ovals during wet conditions can:

- Increased risk of injury.
- Damage ground surfaces, which can result in longer term closures which can affect other users.
- Increased costs to repair damage.

While no one likes to see facilities closed, in some instances it is necessary to reduce the affects outlined above.

Typically, closures are directed by site committees and sporting associations/clubs. In unusual circumstances Council may direct the closure of ovals to prevent unreasonable damage.

Ground closure can be at any stage leading up to or during an event if deemed unacceptable risk of injury or unreasonable damage to the playing surface.

Ground closure signage is to be used and notification of the of closure can be forwarded to Council.

Oval users are reminded they are required to check the ground condition is suitable for purpose prior to use, as is identified in the sportsgrounds bookings terms and conditions.

Unauthorised Activities

Unfortunately, some persons participate in activities that are not suited to sportsgrounds; impact on the enjoyment and use of facilities by others; and can affect the condition and appearance of the area. These can include unauthorised camping, setting fires, recreation activities not suited to the site, unauthorised vehicle use, illegal dumping and others. Generally, issues are not ongoing; however, they are not uncommon, and the following measures can be used a guide to management:

- In consultation with site committee's general information, signage is installed identifying prohibited activities
- If there is a prohibited use contact Council Rangers
- If the public, site committee or user group members feel unsafe contact the Police in the first instance, with notification to the BVSC Sport and Recreation Officer and Council Rangers.

Disobeying a sign erected by Council is governed within the Local Government Act 1993 and penalties apply. Other legislation such as the Protection of the Environment Operations (General) Regulation 2009 may also apply which can incur higher and/or additional penalties.

Sports Club Equipment

It is common for sports clubs and user groups to have their own equipment that is needed for their particular sport or operations. The equipment is usually related to a specific sport or activities. This equipment is purchased, owned and managed by the clubs. Typically fundraising, sponsorship or donations are used to maintain or replace this equipment. This is additional to BVSC Sportsground user fees which contribute toward site and facilities operations and maintenance.

Facility Risk Management Plan

Risk Category	Considerations	Risk (What can happen?)	Risk Rating	Risk Treatment Plan
Environmental	Water or soil contamination	Unwanted impacts on grounds and surrounds	High	Applications as per manufacturer MSDS and BVSC pesticide application procedures
	Flooding	Damage to grounds and/or supporting infrastructure	High	Flood levels reviewed, creeks cleared, all equipment stored above flood level
	Inclement or dangerous weather	Accident or injury from extreme heat or thunderstorms	High	Consider cancelling the event. Notification to user groups & community
	Covid-19	Disease transmission.	Very High	All Health NSW regulations followed including social distancing, hygiene, participant numbers and record keeping. Users COVID Safe plans. Consider closure of facilities
Sportsground Bookings	Unauthorised use of facilities	Booking clashes, maintenance clashes, injury to users / public. Damage to grounds	High	Sportsgrounds booking applications submitted for all use
	Inappropriate bookings.	Damage to facilities, damage to ground surfaces, injury to public	High	Sportsgrounds booking applications lodged and inappropriate use of facilities refused

Risk Category	Considerations	Risk (What can happen?)	Risk Rating	Risk Treatment Plan
Financial	Budget	Budget constraints affect ability for maintenance and upgrades.	High	Utilise available resources for operational and maintenance functions. Prioritise and program works for efficiencies.
	Procurement	Best value not achieved	Medium	Work within BVSC procurement procedure. Regular reminders through S355 committee
Governance / Regulation	Human Resources	Loss of key members of sportsground committee	Medium	Sportsground committee to arrange succession planning
Infrastructure	Sportsground surface	Fall, injury, sprain	High	Inspections of the surface before use. Soil for divot Record of inspections kept and recorded. Develop and implement seasonal maintenance programs.
		Trip hazard, holes, uneven surface		
	Irrigation breakdown	Death of turf surface	Medium	Safety inspections of the irrigation system surface. Record of inspections kept and recorded. Irrigation Management Plan.
Reputation	Public perception of BVSC and committees Site committee engagement	Perceived inconsistencies in service levels and/or service levels not achieved.	High	Work within FMP and adopted plans

Risk Category	Considerations	Risk (What can happen?)	Risk Rating	Risk Treatment Plan
Work Health & Safety	Volunteer health and safety	Committee member / Council volunteer has an accident in their activities	High	Appropriate plant equipment Volunteers trained in safe use of equipment Inductions, SWOPS, training
	Volunteer health and safety Contractor / public health and safety	Exposure to pesticides. Public and contractors	Medium	Training on the storage and use of pesticides. Use of MSDS. Pesticides notification plan.

Sportsground Committee Responses to Risk Assessment Levels

Consequence - Evaluate the consequences of a risk occurring according to the ratings:

CONSEQUENCE DESCRIPTORS		
CONSEQUENCE LEVELS	Catastrophic (5)	Irreversible long-term environmental destruction, Financial >\$1M, Legal - cessation of activities, Reputation - censure / Inquiry, Death, severe permanent disablement or adverse health effect
	Major (4)	Wide short-term environmental impact, Financial \$500K - \$1M, Legal - successful prosecution, Reputation - high media, Hospitalisation, serious injuries resulting in long term absences and adverse health effect
	Moderate (3)	Wide long-term environmental impact, Financial \$100K - \$500K, Legal - enforceable undertaking or fine, Reputation - moderate media, Medical treatment required and/or some lost time
	Minor (2)	Minor short-term environmental impact, Financial \$20K - \$100K, Legal - compliance breach resulting in corrective action, Reputation - minor media, Medical treatment required, No lost time
	Insignificant (1)	Environmental incident not requiring intervention, Financial < \$20K, Legal - technical compliance breach with limited material impact, Reputation - incident that does not receive any coverage, First Aid injury, No lost time

Likelihood - Evaluate the likelihood of an incident occurring according to the ratings:

LIKELIHOOD	DESCRIPTOR	PROBABILITY
Almost Certain (5)	Expected to occur in most circumstances	Within 1 Year
Likely (4)	Will probably occur in most circumstances	Within 2 Years
Possible (3)	Might occur at some time	Within 3 – 5 Years
Unlikely (2)	Could occur at some time	Within 10 – 20 Years
Rare (1)	May occur in exceptional circumstances	More than 20 Years

Control Effectiveness Definitions

Robust	Effective	Adequate but marginal	Needs improvement	Deficient/ineffective
Have significant impact on risk and achieving organisation objectives	Have a direct impact on risk	Relevant to address corresponding risk	Need substantial revision to improve effectiveness	No impact on risk mitigation

Risk Matrix – Using the matrix calculate the level of **risk** by finding the intersection between the likelihood and the consequences:

LIKELIHOOD	Almost Certain (5)	11	16	20	23	25
	Likely (4)	7	12	17	21	24
	Possible (3)	4	8	13	18	22
	Unlikely (2)	2	5	9	14	19
	Rare (1)	1	3	6	10	15
		Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
		CONSEQUENCE				

Risk Level/Rating and Actions

ACCEPTABILITY OF RESIDUAL RISK		
Risk Rating	Level	Recommended Actions
23 - 25	VERY HIGH	Exposure to hazard or circumstance is to be immediately discontinued except in extreme circumstances. Permission to continue exposure will be from the relevant director with as much risk management rigour as practicable unless dire operational needs preclude doing so.
16 - 22	HIGH	Exposure to the hazard or circumstance would normally be discontinued as soon as is reasonably practicable. Continued exposure would only be considered in exceptional circumstances, and the decision to do so would be made by the relevant manager or coordinator after due consideration. Any decision to continue exposure must be subject to continuous review.
7 - 15	MEDIUM	Exposure to the hazard may continue provided it has been appropriately assessed, has been mitigated to as low as reasonably practical, and is subject to periodic review to ensure the risk does not increase.
1 - 6	LOW	Exposure to the hazard is acceptable but is subject to periodic review to ensure risk does not increase.

Appendix 1 Barclay Street Sports Complex

Situated between Eden High School and Aslings Beach and approximately a kilometre north of the main CBD, the Barclay Street grounds are home to Cricket, Australian Rules and Soccer in Eden. The towns netball and tennis courts are also part of the complex.

Sporting Clubs

- Eden Whalers Australian Rules Club
- Eden Killer Whales Soccer Club
- Eden Cricket Club
- Eden Netball Club
- Eden Tennis Club

Facilities

- Australian Rules/Cricket ground
- Senior and Junior Soccer fields
- Synthetic cricket pitch and practice wickets
- Sportsground lighting (training only)
- Amenities and change rooms
- Spectator seating
- Tennis courts
- Netball courts
- Skate park
- Off-street parking

Location

Barclay Street Eden NSW 2551

Lot 8 / 9 DP 848111





Left:
Barclay Street Eden Sports Precinct Masterplan

Below:
The clubhouse on the soccer field

Below left:
The club rooms/amenities block on the eastern oval.
The view across the eastern oval from the northern end.



Above: The Skate Park adjacent to Aslings Beach.

Left: Looking west across the netball courts.

Resourcing and planning for Barclay Street Sporting Complex

At the time of drafting this FMP in delivering the tasks outlined in the Facility Operations and Maintenance Summary A), the Barclay Street Sports Complex committee is making a contribution of providing services valued at **\$2960.00** and user group in kind contribution of **\$8,880.00** per annum at commercial rates.

Capital Works Barclay Street Sports Complex aspirational projects

The aspirational projects that have been identified for Barclay Street Sports Complex are:

Project	Main Beneficiary
Construction of a new Pavilion building (Barclay Street Masterplan)	AFL, Cricket Netball
Installation of new lighting on eastern oval	AFL
Installation of footbridges between ovals	All users
Upgrade of Soccer Pavilion Building	Soccer Club
New practice cricket nets	Cricket Club
Netball Court Upgrade	Netball Club
Tennis Court Upgrade	Tennis Club

Barclay Street Masterplan https://begavalley.nsw.gov.au/cp_themes/default/page.asp?p=DOC-VXX-86-71-52

As the Barclay Street Sports Complex committee prioritises a project a 'Community Project Proposal form' should to be submitted to Council for consideration - **BVSC Procedure 1.07.03. V4.**

Barclay Street Facility Operations and Maintenance Summary

Site

Barclay Street Sporting Complex

Item	Task	Category	Service Level	SWOPS	Service Frequency (Ops / Maint ref)	Service / Year	Service Delivery By	Est Commercial Cost per Service	Est Cost per Year
Ovals	Mowing	Facility Operations	Fit for seasonal use		Seasonal requirements	21	Council	\$400.00	\$8,400.00
Ovals	Marking/ Nets/Corner Posts	Club/User Operations	Fit for competition level	002/003/007	Home games	10	User Groups	\$180.00	\$1800.00
Ovals	Soil testing	Planned Maintenance	Known soil condition to develop programs to encourage strong turf growth		Annual	1	Council	\$400.00	\$400.00
Playing Surfaces	Pre use check	Club/User Operations	Fit for purpose	003 /007	Booked use	100	User Groups	\$20.00	\$2,000.00
Utilities	Electricity Usage	Facility Operations	Payment made by due date		As Scheduled	4	Council	\$1,640.00	\$6,560.00
Utilities	Water Usage	Facility Operations	Payment made by due date		As Scheduled	4	Council	\$1,768.00	\$7,072.00
Utilities	Water Payment	Facility Operations	Assessment invoice checked and memo raised		As Scheduled	2	Council	\$40.00	\$80.00
Utilities	Waste Collection	Facility Operations	Meets health & User needs		Weekly	52	Council	\$57.00	\$2,964.00
Posts / Pitches	Install / Removal	Club/User Operations	Installed ready for booked use	003/007	Home games	10	User Groups	\$120.00	\$1,200.00

Item	Task	Category	Service Level	SWOPS	Service Frequency (Ops / Maint ref)	Service / Year	Service Delivery By	Est Commercial Cost per Service	Est Cost per Year
Posts / Pitches	Repairs	Planned Maintenance	Fit for competition level	002/003/007	Annual	1	User Groups	\$80.00	\$80.00
Irrigation	Programming	Facility Operations	Deliver the most efficient and effective water use		As Scheduled	0	Committee	\$40.00	\$0.00
Irrigation	Checks / Tests	Planned Maintenance	System operating correctly		Seasonal	0	Council	\$80.00	\$0.00
Irrigation	Repairs	Planned Maintenance	System operating correctly		As Scheduled	2	Council	\$500.00	\$1,000.00
Fencing	Repairs	Planned Maintenance	Repair defects so effective for purpose		As required	2	Committee	\$40.00	\$80.00
Minor Structures	Repairs	Planned Maintenance	Repair defects so effective for purpose	001/002/003	As required	2	Committee	\$500.00	\$1,000.00
Floodlighting	Programming	Facility Operations	Deliver the most efficient and effective energy use		Fortnightly	26	Committee	\$10.00	\$260.00
Floodlighting	Checks / Tests	Planned Maintenance	Fit for purpose		As Scheduled	1	Council	\$300.00	\$300.00
Floodlighting	Repairs	Planned Maintenance	System operating correctly		Annual	1	Council	\$2,000.00	\$2,000.00
Surrounds	Mowing	Planned Maintenance	Neat and usable		Seasonal requirements	11	Council	\$128.00	\$1,408.00
Surrounds	Waste Bins Set Out	Club/User Operations	Meets user needs	003/007	Home games	10	User Groups	\$60.00	\$600.00

Item	Task	Category	Service Level	SWOPS	Service Frequency (Ops / Maint ref)	Service / Year	Service Delivery By	Est Commercial Cost per Service	Est Cost per Year
Facilities	Inspection	Facility Operations	Condition Report		Annual	1	Council	\$280.00	\$280.00
Ovals	Maintenance Oval	Planned Maintenance	Annual programs to repair surface to acceptable condition. (Seeding, turfing, aeration, top-dressed, vertidrain, etc)		As Scheduled	1	Council	\$10,000.00	\$10,000.00
Buildings	Electrical Inspection	Facility Operations	Operational and fit for purpose		Annual	1	Council	\$400.00	\$400.00
Buildings	Fire Serv Inspection	Facility Operations	Operational and fit for purpose		Annual	1	Council	\$250.00	\$250.00
Buildings	Food Serv Inspection	Facility Operations	Operational and fit for purpose		Seasonal	2	Council	\$100.00	\$200.00
Buildings	Maintenance General	Facility Operations	Operational and fit for purpose	001/ 002 / 003	As Scheduled	4	Committee	\$300.00	\$1,200.00
Amenities	Cleaning Standard	Club/User Operations	Ensure facilities are disinfected, cleaned and stocked for booked use	003/	As Scheduled	40	User Groups	\$80.00	\$3,200.00
Administration	Bookings Seasonal	Planned Maintenance	Coordination of regular user bookings		Seasonal	2	Committee	\$80.00	\$160.00
Administration	Bookings Casual	Planned Maintenance	Consideration of additional booking requests		As Scheduled	13	Committee	\$20.00	\$260.00

Item	Task	Category	Service Level	SWOPS	Service Frequency (Ops / Maint ref)	Service / Year	Service Delivery By	Est Commercial Cost per Service	Est Cost per Year
Administration	Bookings Confirmation / Records	Facility Operations	Acceptance of booking requests & distribution of booking conditions / agreement		As Scheduled	17	Council	\$40.00	\$680.00
Administration	Invoicing User Groups	Facility Operations	Invoicing for seasonal & casual use		As Scheduled	17	Council	\$20.00	\$340.00
			Estimate Operating / maintenance Total Cost						\$54,174.00
			In kind contribution by committee						\$2,960.00
			In kind contribution by user groups						\$8,880.00
			Annual cost to Council						\$42,334.00

Note: This does not include extraordinary events such as flooding or other natural disasters or vandalism\$

Appendix 2 Bega Sporting Complex - Operations and Maintenance Summary

Bega Recreation Ground

Situated on the edge of the Bega CBD the Bega Recreation Ground is rectangular ground in the Shire. Predominantly used for Rugby League the ground has seen significant upgrades, particularly to the playing surface, irrigation and drainage in recent years. These upgrades have enabled it to play host to number of NRL pre-season fixtures and is the perennial venue for the local Group 16 grand final.

George Griffin Oval

Built on the site of the old Bega Saleyards, George Griffin Memorial Oval has been the premier cricket venue in the Shire for over 30 years. Boasting the district's only turf wicket, the oval hosts all local representative matches and in previous years attracted several visits from State and National players for exhibition games. In winter months the ground transforms into a soccer ground and becomes home to the Bega Devils Soccer Club.

Keith Mitchell Sportsground

Also referred to as Valley Fields is situated west of the main complex at Valley Street and Poplar Avenue. Hockey and Softball are the main user groups with casual use from other seasonal user groups in limited situations, such as Bega Rugby using for training if main ground under maintenance works.

Roy Howard Playing Field

The oval was named after Roy Howard who coordinated a group of local businessmen who jointly guaranteed the payment to Council of the then purchase price for the land from the Roads and Traffic Authority, for the future recreation and sporting needs of the Bega community. Situated at Poplar Avenue and Kirkland west of the main complex and has limited amenities. The oval is used for Cricket, Australian Rules Football and Bega High School use all ovals for their Wednesday afternoon sport.

Sporting Clubs

Bega Roosters Rugby League Club
Bega Roosters Minor League Club
Bega-Angledale Cricket Club
Bega Devils Soccer Club
Bega Valley Bombers AFL Club
Far South Coast Hockey Club
Bega Softball Club
Bega Tennis Club
Bega District Netball Club
Fling Physical Theatre

Facilities

Rugby League ground
Soccer/Cricket ground
Good quality playing surfaces (sub surface drainage)
Grandstand seating (including 150 undercover)
Valley Fields ovals west of main complex
Sportsground and courts lighting
Turf Wicket block
Synthetic Tennis Courts
Netball Courts
Indoor Stadium
Synthetic practice wickets
Amenities and change rooms
Turfed spectator banks
Off-street parking
Children's playground
Skate Park

Location

Address: Carp Street Bega NSW 2550







Left: The Bega Indoor Stadium sits in the centre of the site and is currently licenced to Fling Physical Theatre. To be redeveloped 2022.

Below: George Griffin Oval is home to the only turf wicket block in the district and hosts soccer in winter.



Above: The Bega Netball Courts are used throughout the year for local competitions and representative training.



Above: The Bega Recreation Ground has the capacity to host large events.

Left: There are seven synthetic courts at the Bega Tennis Club.

Resourcing and Planning Bega Sporting Complex

The Bega Sporting Complex committee is contributing of providing services valued at **\$4,540** per annum and the user groups **\$18,680** in-kind contribution per annum at commercial rates.

Capital Works aspirational projects

The aspirational projects that have been identified for Bega Sporting Complex are:

Project	Main Beneficiary
Numerous as identified in Bega Sporting Complex Master Plan	All users

Bega Sporting Complex adopted Masterplan

https://begavalley.nsw.gov.au/cp_themes/default/page.asp?p=DOC-ARI-18-03-74

As the Bega Sporting Complex committee prioritises a project a 'Community Project Proposal Form' should to be submitted to Council for consideration - ***BVSC Procedure 1.07.03 V4***

Facility Operations and Maintenance Summary

Site **Bega Sporting Complex**

Item	Task	Category	Service Level	SWOPS	Service Frequency (Ops / Maint ref)	Services / Year	Service Delivery By	Est Commercial Cost per Service	Est Cost per Year
Ovals	Mowing	Facility Operations	Fit for seasonal use		Seasonal requirements	26	Council	\$1,220.00	\$31,720.00
Ovals	Marking/ Nets/Corner Posts	Club/User Operations	Fit for competition level	003/007 /008	Home games	10	User Groups	\$420.00	\$4,200.00
Ovals	Soil testing	Planned Maintenance	Known soil condition to develop programs to encourage strong turf growth		Annual	1	Council	\$600.00	\$600.00
Playing Surfaces	Pre use check	Club/User Operations	Fit for purpose	007/ 008	As Scheduled	450	User Groups	\$20.00	\$9,000.00
Utilities	Electricity Usage	Facility Operations	Payment made by due date		As Scheduled	4	Council	\$2,420.00	\$9,680.00
Utilities	Water Usage	Facility Operations	Payment made by due date		As Scheduled	4	Council	\$9,431.00	\$37,724.00
Utilities	Water Payment	Facility Operations	Assessment invoice checked and memo raised		As Scheduled	2	Council	\$40.00	\$80.00
Posts / Pitches	Install / Removal	Club/User Operations	Installed ready for booked use	003 /007	Home games	10	User Groups	\$160.00	\$1,600.00
Posts / Pitches	Repairs	Planned Maintenance	Fit for competition level	001/002 /003	Annual	1	User Groups	\$80.00	\$80.00

Item	Task	Category	Service Level	SWOPS	Service Frequency (Ops / Maint ref)	Services / Year	Service Delivery By	Est Commercial Cost per Service	Est Cost per Year
Irrigation	Programming	Facility Operations	Deliver the most efficient and effective water use		As Scheduled	26	Committee	\$40.00	\$1,040.00
Irrigation	Checks / Tests	Planned Maintenance	System operating correctly		Seasonal	2	Council	\$80.00	\$160.00
Irrigation	Repairs	Planned Maintenance	System operating correctly		As Scheduled	2	Council	\$500.00	\$1,000.00
Fencing	Repairs	Planned Maintenance	Repair defects so effective for purpose	001/002/ 003/007 / 008	As Scheduled	2	Committee	\$40.00	\$80.00
Minor Structures	Repairs	Planned Maintenance	Repair defects so effective for purpose	001/002 /003	As Scheduled	2	Committee	\$500.00	\$1,000.00
Floodlighting	Programming	Facility Operations	Deliver the most efficient and effective energy use		Fortnightly	26	Committee	\$10.00	\$260.00
Floodlighting	Checks / Tests	Planned Maintenance	Fit for purpose		As Scheduled	1	Council	\$600.00	\$600.00
Floodlighting	Repairs	Planned Maintenance	System operating correctly		Annual	1	Council	\$4,000.00	\$4,000.00
Surrounds	Mowing	Planned Maintenance	Neat and usable		Seasonal requirements	13	Council	\$575.00	\$7,475.00
Surrounds	Waste Bins Set Out	Club/User Operations	Meets user needs	003/007	As Scheduled	10	User Groups	\$60.00	\$600.00
Utilities	Waste Collection	Facility Operations	Meets health and user needs		Weekly	52	Council	\$92.00	\$4,784.00
Facilities	Inspection	Facility Operations	Condition Report		Annual	1	Council	\$280.00	\$280.00
Facilities	Inspection	Facility Operations	Condition Report		As Scheduled	1	Council		\$0.00

Item	Task	Category	Service Level	SWOPS	Service Frequency (Ops / Maint ref)	Services / Year	Service Delivery By	Est Commercial Cost per Service	Est Cost per Year
Ovals	Maintenance Oval	Planned Maintenance	Annual programs to repair surface to acceptable condition. (Seeding, turfing, aeration, top-dressed, vertidraind, etc)		As Scheduled	1	Council	\$22,160.00	\$22,160.00
Buildings	Electrical Inspection	Facility Operations	Operational and fit for purpose		Annual	1	Council	\$400.00	\$400.00
Buildings	Fire Serv Inspection	Facility Operations	Operational and fit for purpose		Annual	1	Council	\$250.00	\$250.00
Buildings	Food Serv Inspection	Facility Operations	Operational and fit for purpose		Seasonal	2	Council	\$100.00	\$200.00
Buildings	Maintenance General	Facility Operations	Operational and fit for purpose	001/002	As Scheduled	4	Committee	\$300.00	\$1,200.00
Amenities	Cleaning Standard	Club/User Operations	Ensure facilities are disinfected, cleaned and stocked for booked use	003/	As Scheduled	40	User Groups	\$80.00	\$3,200.00
Administration	Bookings Seasonal	Facility Operations	Coordination of regular user bookings		Seasonal	2	Committee	\$180.00	\$360.00
Administration	Bookings Casual	Facility Operations	Consideration of additional booking requests		As required	30	Committee	\$20.00	\$600.00
Administration	Bookings Confirmation / Records	Facility Operations	Acceptance of booking requests & distribution of booking conditions / agreement		As Scheduled	39	Council	\$40.00	\$1,560.00

Item	Task	Category	Service Level	SWOPS	Service Frequency (Ops / Maint ref)	Services / Year	Service Delivery By	Est Commercial Cost per Service	Est Cost per Year
Administration	Invoicing User Groups	Facility Operations	Invoicing for seasonal & casual use		As Scheduled	37	Council	\$20.00	\$740.00
			Estimate Operating / maintenance Total Cost						\$146,633.00
			In kind contribution by committee						\$4,540.00
			In kind contribution by user groups						\$18,680.00
			Annual cost to Council						\$123,413.00

Note: This does not include extraordinary events such as flooding or other natural disasters or vandalism

Appendix 3 Berrambool Sporting Complex - Operations and Maintenance Summary

Located approximately 500 metres north of the Merimbula town centre, Berrambool Sports Complex currently hosts:

Sporting Clubs

- Merimbula Diggers Australian Rules Club
- Merimbula Grasshoppers Soccer Club
- Merimbula Cricket Club
- Merimbula Public School

Facilities

- Australian Rules/Cricket field
- Synthetic cricket pitch and practice wickets
- Two senior soccer fields
- Junior soccer field
- Junior/lower grades cricket field
- Sportsground lighting (training only)
- Amenities and change rooms
- Skate Park
- Spectator seating
- Turfed spectator banks
- Off-street parking
- Children's playground

Location

Address: Berrambool Drive Merimbula NSW 2548





Left: Berrambool Oval 1 is used throughout the year for Australian Rules and Cricket.

Below: The fields at Berrambool have regularly hosted grand finals and tournaments over the years.



The cricket nets at Berrambool are an example of a community funded and implemented project.

Resourcing and Planning at Berrambool Sports Complex

Delivering the tasks outlined in the Facility Operations and Maintenance Summary, the Berrambool Sports Complex committee is contributing of providing services valued at **\$3,920** per annum and the user groups in kind contribution of **\$12,800**, at commercial rates.

Capital Works Aspirational Projects

The aspirational projects that have been identified for Berrambool Sports Complex are:

Project	Main Beneficiary
Covered spectator seating at all grounds	All users/spectators
Lighting upgraded to FFA game standards (110 – 115 lux).	Merimbula Grasshoppers Far South Coast Football Association
Removal of reeds and weeds from drains	All users
Pavilion Improvements	All users
Sealing of overflow car parking area	All users

As the Berrambool Sports Complex committee prioritises a project a 'Community Project Proposal Form' should to be submitted to Council for consideration - ***BVSC Procedure 1.07.03 V4.***

Facility Operations and Maintenance Summary

Site Berrambool Sporting Complex

Item	Task	Category	Service Level	SWOPS	Service Frequency (Ops / Maint ref)	Service / Year	Service Delivery By	Est Commercial Cost per Service	Est Cost per Year
Ovals	Mowing	Facility Operations	Fit for seasonal use		Seasonal requirements	21	Council	\$1,000.00	\$21,000.00
Ovals	Marking/ Nets/Corner Posts	Club/User Operations	Fit for competition level	001/002/ 003/ 007	Home games	10	User Groups	\$180.00	\$1,800.00
Ovals	Soil testing	Planned Maintenance	Known soil condition to develop programs to encourage strong turf growth		Annual	1	Council	\$600.00	\$600.00
Playing Surfaces	Pre use check	Club/User Operations	Fit for purpose	003 /007	As Scheduled	300	User Groups	\$20.00	\$6,000.00
Utilities	Water Usage	Facility Operations	Payment made by due date		As Scheduled	4	Council	\$6,172.00	\$24,688.00
Posts / Pitches	Install / Removal	Club/User Operations	Installed ready for booked use	003/007	Home games	10	User Groups	\$120.00	\$1,200.00
Posts / Pitches	Repairs	Planned Maintenance	Fit for competition level	001/002/ 003/ 007	Annual	1	User Groups	\$80.00	\$80.00
Irrigation	Programming	Facility Operations	Deliver the most efficient and effective water use		As Scheduled	21	Committee	\$40.00	\$840.00
Irrigation	Checks / Tests	Planned Maintenance	System operating correctly		Seasonal	2	Council	\$40.00	\$80.00
Irrigation	Repairs	Planned Maintenance	System operating correctly		As Scheduled	2	Council	\$500.00	\$1,000.00

Item	Task	Category	Service Level	SWOPS	Service Frequency (Ops / Maint ref)	Service / Year	Service Delivery By	Est Commercial Cost per Service	Est Cost per Year
Fencing	Repairs	Planned Maintenance	Repair defects so effective for purpose	001/002/003/ 007	As Scheduled	2	Committee	\$40.00	\$80.00
Minor Structures	Repairs	Planned Maintenance	Repair defects so effective for purpose	001/002/003	As Scheduled	2	Committee	\$500.00	\$1,000.00
Floodlighting	Programming	Facility Operations	Deliver the most efficient and effective energy use		Fortnightly	26	Committee	\$10.00	\$260.00
Floodlighting	Checks / Tests	Planned Maintenance	Fit for purpose		As Scheduled	1	Council	\$450.00	\$450.00
Floodlighting	Repairs	Planned Maintenance	System operating correctly		Annual	1	Council	\$3,000.00	\$3,000.00
Surrounds	Mowing	Planned Maintenance	Neat and usable		Seasonal requirements	11	Council	\$815.00	\$8,965.00
Surrounds	Waste Bins Set Out	Club/User Operations	Meets user needs	003/007	As Scheduled	10	User Groups	\$60.00	\$600.00
Utilities	Electricity Usage	Facility Operations	Payment made by due date		As Scheduled	4	Council	\$2,145.00	\$8,580.00
Utilities	Gas Usage	Facility Operations	Payment made by due date		As Scheduled	4	Council	\$170.00	\$680.00
Utilities	Waste Collection	Facility Operations	Meets health and user needs		Weekly	52	Council	\$53.00	\$2,756.00
Facilities	Inspection	Facility Operations	Condition Report		Annual	1	Council	\$280.00	\$280.00

Item	Task	Category	Service Level	SWOPS	Service Frequency (Ops / Maint ref)	Service / Year	Service Delivery By	Est Commercial Cost per Service	Est Cost per Year
Ovals	Maintenance Oval	Planned Maintenance	Annual programs to repair surface to acceptable condition. (Seeding, turfing, aeration, top-dressed, vertidrain, etc)		As Scheduled	1	Council	\$14,000.00	\$14,000.00
Buildings	Electrical Inspection	Facility Operations	Operational and fit for purpose		Annual	1	Council	\$400.00	\$400.00
Buildings	Fire Serv Inspection	Facility Operations	Operational and fit for purpose		Annual	1	Council	\$250.00	\$250.00
Buildings	Food Serv Inspection	Facility Operations	Operational and fit for purpose		Seasonal	2	Council	\$100.00	\$200.00
Buildings	Maintenance General	Facility Operations	Operational and fit for purpose	001/ 002 / 003	As Scheduled	4	Committee	\$300.00	\$1,200.00
Amenities	Cleaning Standard	Club/User Operations	Ensure facilities are disinfected, cleaned and stocked for booked use	003/	As Scheduled	40	User Groups	\$80.00	\$3,200.00
Amenities	Cleaning Standard	Facility Operations	Ensure facilities are disinfected, cleaned and stocked for booked use		As Scheduled	52	Council	\$50.00	\$2,600.00
Administration	Bookings Seasonal	Facility Operations	Coordination of regular user bookings		Seasonal	2	Committee	\$60.00	\$120.00
Administration	Bookings Casual	Facility Operations	Consideration of additional booking requests		As required	21	Committee	\$20.00	\$420.00

Item	Task	Category	Service Level	SWOPS	Service Frequency (Ops / Maint ref)	Service / Year	Service Delivery By	Est Commercial Cost per Service	Est Cost per Year
Administration	Bookings Confirmation / Records	Facility Operations	Acceptance of booking requests & distribution of booking conditions / agreement		As Scheduled	24	Council	\$40.00	\$960.00
Administration	Invoicing User Groups	Facility Operations	Invoicing for seasonal & casual use		As Scheduled	24	Council	\$20.00	\$480.00
			Estimate Operating / maintenance Total Cost						\$107,769.00
			In kind contribution by committee						\$3,920.00
			In kind contribution by user groups						\$12,880.00
			Annual cost to Council						\$90,969.00

Note: This does not include extraordinary events such as flooding or other natural disasters or vandalism

Appendix 4 Dickinson Oval Bermagui - Operations and Maintenance Summary

A national sized Australian Rules and Cricket oval and located centrally in Bermagui, Dickinson Oval has been the home of sport and community events in the town for over 70 years. The ground is now home to a new pavilion after the previous building was destroyed by fire in 2012.

Future use of the Dickinson Park Netball Courts to be added when the outdoor netball courts project is implemented.

Sporting Clubs

- Bermagui Breakers Australian Rules Club
- Bermagui Cricket Club
- Future Clubs (Netball /Multisport courts)

Facilities

- Australian Rules/Cricket ground
- Synthetic cricket pitch and practice wickets
- Sportsground lighting (training only)
- Amenities and change rooms
- Turfed spectator banks
- Off-street parking

Location

Address: Lamont Street Bermagui NSW 2546





Left:
New cricket nets.

Below:
The ground is heavily used during the winter footy season.

Below left:
The new clubhouse and the old clubhouse was completely destroyed by fire in 2012.



Above: The new skate bowl at Bermagui.

Left: The view across the oval from the north-east.

Resourcing and Planning at Dickinson Oval

Delivering the tasks outlined in the Facility Operations and Maintenance Summary, the Dickinson Oval committee is contributing of providing services valued at **\$3,980** per annum and the user groups in kind contribution of **\$7,880**, at commercial rates.

Capital Works aspirational projects

The aspirational projects that have been identified for Dickinson Oval are:

Project	Main Beneficiary
Installation of upgraded drainage	All users
Installation of new fencing	All users

As the Dickinson Oval committee prioritises a project a 'Community Project Proposal Form' should to be submitted to Council for consideration - ***BVSC Procedure 1.07.03 V4.***

Facility Operations and Maintenance Summary

Site Dickinson Oval

Item	Task	Category	Service Level	SWOPS	Service Frequency (Ops / Maint ref)	Service / Year	Service Delivery By	Est Commercial Cost per Service	Est Cost per Year
Ovals	Mowing	Facility Operations	Fit for seasonal use		Seasonal requirements	26	Council	\$310.00	\$8,060.00
Ovals	Marking/ Nets/Corner Posts	Club/User Operations	Fit for competition level	002/003/ 007	Home games	10	User Groups	\$120.00	\$1,200.00
Ovals	Soil testing	Planned Maintenance	Known soil condition to develop programs to encourage strong turf growth		Annual	1	Council	\$200.00	\$200.00
Playing Surfaces	Pre use check	Club/User Operations	Fit for purpose	003 /007	As Scheduled	110	User Groups	\$20.00	\$2,200.00
Utilities	Electricity Usage	Facility Operations	Payment made by due date		As Scheduled	4	Council	\$911.00	\$3,644.00
Utilities	Water Usage	Facility Operations	Payment made by due date		As Scheduled	4	Council	\$2,816.00	\$11,264.00
Utilities	Water Payment	Facility Operations	Assessment invoice checked and memo raised		As Scheduled	2	Council	\$40.00	\$80.00
Posts / Pitches	Install / Removal	Club/User Operations	Installed ready for booked use	003/007	Home games	10	User Groups	\$80.00	\$800.00
Posts / Pitches	Repairs	Planned Maintenance	Fit for competition level	001/002/ 003/ 007	Annual	1	User Groups	\$80.00	\$80.00
Irrigation	Programming	Facility Operations	Deliver the most efficient and effective water use		As Scheduled	26	Committee	\$40.00	\$1,040.00
Irrigation	Checks / Tests	Planned Maintenance	System operating correctly		Seasonal	2	Council	\$40.00	\$80.00

Item	Task	Category	Service Level	SWOPS	Service Frequency (Ops / Maint ref)	Service / Year	Service Delivery By	Est Commercial Cost per Service	Est Cost per Year
Irrigation	Repairs	Planned Maintenance	System operating correctly		As Scheduled	2	Council	\$500.00	\$1,000.00
Fencing	Repairs	Planned Maintenance	Repair defects so effective for purpose	001/002/003/007	As Scheduled	2	Committee	\$40.00	\$80.00
Minor Structures	Repairs	Planned Maintenance	Repair defects so effective for purpose	001/002/003	As Scheduled	2	Committee	\$500.00	\$1,000.00
Floodlighting	Programming	Facility Operations	Deliver the most efficient and effective energy use		fortnightly	26	Committee	\$10.00	\$260.00
Floodlighting	Checks / Tests	Planned Maintenance	Fit for purpose		As Scheduled	1	Council	\$150.00	\$150.00
Floodlighting	Repairs	Planned Maintenance	System operating correctly		Annual	1	Council	\$1,000.00	\$1,000.00
Surrounds	Mowing	Planned Maintenance	Neat and usable		Seasonal requirements	13	Council	\$24.00	\$312.00
Surrounds	Waste Bins Set Out	Club/User Operations	Meets user needs	003/007	As Scheduled	10	User Groups	\$40.00	\$400.00
Utilities	Gas Usage	Facility operations	Payment made by due date		As Scheduled	4	Council	\$60.00	\$240.00
Utilities	Waste Collection	Facility Operations	Meets health and user needs		Weekly	52	Council	\$23.00	\$1,196.00
Facilities	Inspection	Facility Operations	Condition Report		Annual	1	Council	\$280.00	\$280.00

Item	Task	Category	Service Level	SWOPS	Service Frequency (Ops / Maint ref)	Service / Year	Service Delivery By	Est Commercial Cost per Service	Est Cost per Year
Ovals	Maintenance Oval	Planned Maintenance	Annual programs to repair surface to acceptable condition. (Seeding, turfing, aeration, top-dressed, vertidrain, etc)		As Scheduled	1	Council	\$8,000.00	\$8,000.00
Buildings	Electrical Inspection	Facility Operations	Operational and fit for purpose		Annual	1	Council	\$400.00	\$400.00
Buildings	Fire Serv Inspection	Facility Operations	Operational and fit for purpose		Annual	1	Council	\$250.00	\$250.00
Buildings	Food Serv Inspection	Facility Operations	Operational and fit for purpose		Seasonal	2	Council	\$100.00	\$200.00
Buildings	Maintenance General	Facility Operations	Operational and fit for purpose	001/ 002 / 003	As Scheduled	4	Committee	\$300.00	\$1,200.00
Amenities	Cleaning Standard	Club/User Operations	Ensure facilities are disinfected, cleaned and stocked for booked use	003/	As Scheduled	40	User Groups	\$80.00	\$3,200.00
Administration	Bookings Seasonal	Facility Operations	Coordination of regular user bookings		Seasonal	2	Committee	\$40.00	\$80.00
Administration	Bookings Casual	Facility Operations	Consideration of additional booking requests		As required	16	Committee	\$20.00	\$320.00
Administration	Bookings Confirmation / Records	Facility Operations	Acceptance of booking requests & distribution of booking conditions / agreement		As Scheduled	18	Council	\$40.00	\$720.00
Administration	Invoicing User Groups	Facility Operations	Invoicing for seasonal & casual use		As Scheduled	18	Council	\$20.00	\$360.00

Item	Task	Category	Service Level	SWOPS	Service Frequency (Ops / Maint ref)	Service / Year	Service Delivery By	Est Commercial Cost per Service	Est Cost per Year
			Estimate Operating / maintenance Total Cost						\$49,296.00
			In kind contribution by committee						\$3,980.00
			In kind contribution by user groups						\$7,880.00
			Annual cost to Council						\$37,436.00

Note: This does not include extraordinary events such as flooding or other natural disasters or vandalism

Appendix 5 George Brown Memorial Oval Eden - Operations and Maintenance Summary

Located two kilometres north of the main CBD, the George Brown Memorial Sportsground was built on land donated to the Eden community by the late George Brown, a prominent local businessman. Primarily used as a Rugby League venue.

Sporting Clubs

- Eden Tigers Senior League Club
- Eden Tigers Minor League Club

Facilities

- Rugby League ground
- Junior league ground
- Junior cricket ground
- Synthetic cricket wicket
- Sportsground lighting
- Amenities and change rooms
- Spectator seating
- Turfed spectator banks
- Off-street parking

Location

- Address: George Brown Street Eden NSW 2551





Left:
The main clubhouse and some of the limited fixed seating.

Below:
The ground is heavily used during the winter footy season.

Below left:
A large crowd takes in the action.



Left: The small cricket oval.

Above: A second amenities building services both ovals.

Resourcing and Planning for George Brown Oval

Delivering the tasks outlined in the Facility Operations and Maintenance Summary, the George Brown Oval committee is contributing of providing services valued at **\$3,080** per annum and the user groups in kind contribution of **\$3,680** per annum, at commercial rates.

Capital Works aspirational projects

The aspirational projects that have been identified for George Brown Oval are:

Project	Main Beneficiary
Construction of clubhouse second level	All users
Installation of electronic scoreboard	Rugby League (senior)
Resurfacing clubhouse floors	All users
Improvements to clubhouse forecourt	All users
Covering of seating	All users

As the George Brown Oval committee prioritises a project a 'Community Project Proposal Form' should to be submitted to Council for consideration - ***BVSC Procedure 1.07.03 V4.***

Facility Operations and Maintenance Summary

Site **George Brown Oval Eden**

Item	Task	Category	Service Level	SWOPS	Service Frequency (Ops / Maint ref)	Service / Year	Service Delivery By	Est Commercial Cost per Service	Est Cost per Year
Ovals	Mowing	Facility Operations	Fit for seasonal use		Seasonal requirements	21	Council	\$430.00	\$9,030.00
Ovals	Marking/ Nets/Corner Posts	Club/User Operations	Fit for competition level	002/003 /007	Home games	10	User Groups	\$60.00	\$600.00
Ovals	Soil testing	Planned Maintenance	Known soil condition to develop programs to encourage strong turf growth		Annual	1	Council	\$200.00	\$200.00
Playing Surfaces	Pre use check	Club/User Operations	Fit for purpose	003 /007	As Scheduled	20	User Groups	\$20.00	\$400.00
Utilities	Electricity Usage	Facility Operations	Payment made by due date		As Scheduled	4	Council	\$859.00	\$3,436.00
Utilities	Water Usage	Facility Operations	Payment made by due date		As Scheduled	4	Council	\$2,797.00	\$11,188.00
Utilities	Water Payment	Facility Operations	Assessment invoice checked and memo raised		As Scheduled	2	Council	\$40.00	\$80.00
Posts / Pitches	Install / Removal	Club/User Operations	Installed ready for booked use	003/007	Home games	10	User Groups	\$80.00	\$800.00
Posts / Pitches	Repairs	Planned Maintenance	Fit for competition level	001/002/ 003/ 007	Annual	1	User Groups	\$80.00	\$80.00
Irrigation	Programming	Facility Operations	Deliver the most efficient and effective water use		As Scheduled	21	Committee	\$20.00	\$420.00

Item	Task	Category	Service Level	SWOPS	Service Frequency (Ops / Maint ref)	Service / Year	Service Delivery By	Est Commercial Cost per Service	Est Cost per Year
Irrigation	Checks / Tests	Planned Maintenance	System operating correctly		Seasonal	2	Council	\$80.00	\$160.00
Irrigation	Repairs	Planned Maintenance	System operating correctly		As Scheduled	2	Council	\$500.00	\$1,000.00
Fencing	Repairs	Planned Maintenance	Repair defects so effective for purpose	001/002/003/ 007	As Scheduled	2	Committee	\$40.00	\$80.00
Minor Structures	Repairs	Planned Maintenance	Repair defects so effective for purpose	001/002/ 003	As Scheduled	2	Committee	\$500.00	\$1,000.00
Floodlighting	Programming	Facility Operations	Deliver the most efficient and effective energy use		Fortnightly	26	Committee	\$10.00	\$260.00
Floodlighting	Checks / Tests	Planned Maintenance	Fit for purpose		As Scheduled	1	Council	\$150.00	\$150.00
Floodlighting	Repairs	Planned Maintenance	System operating correctly		Annual	1	Council	\$1,000.00	\$1,000.00
Surrounds	Mowing	Planned Maintenance	Neat and usable		Seasonal requirements	11	Council	\$80.00	\$880.00
Surrounds	Waste Bins Set Out	Club/User Operations	Meets user needs	003/007	As Scheduled	10	User Groups	\$20.00	\$200.00
Utilities	Waste Collection	Facility Operations	Meets health and user needs		Weekly	52	Council	\$135.00	\$7,020.00
Facilities	Inspection	Facility Operations	Condition Report		Annual	1	Council	\$280.00	\$280.00
Ovals	Maintenance Oval	Planned Maintenance	Annual programs to repair surface to acceptable condition. (Seeding, turfing, aeration, top-dressed, vertidraind, etc)		As Scheduled	1	Council	\$3,000.00	\$3,000.00
Buildings	Electrical Inspection	Facility Operations	Operational and fit for purpose		Annual	1	Council	\$400.00	\$400.00

Item	Task	Category	Service Level	SWOPS	Service Frequency (Ops / Maint ref)	Service / Year	Service Delivery By	Est Commercial Cost per Service	Est Cost per Year
Buildings	Fire Serv Inspection	Facility Operations	Operational and fit for purpose		Annual	1	Council	\$250.00	\$250.00
Buildings	Food Serv Inspection	Facility Operations	Operational and fit for purpose		Seasonal	2	Council	\$100.00	\$200.00
Buildings	Maintenance General	Facility Operations	Operational and fit for purpose	001/ 002 / 003	As Scheduled	4	Committee	\$300.00	\$1,200.00
Amenities	Cleaning Standard	Club/User Operations	Ensure facilities are disinfected, cleaned and stocked for booked use	003/	As Scheduled	20	User Groups	\$80.00	\$1,600.00
Administration	Bookings Seasonal	Facility Operations	Coordination of regular user bookings		Seasonal	2	Committee	\$40.00	\$80.00
Administration	Bookings Casual	Facility Operations	Consideration of additional booking requests		As required	2	Committee	\$20.00	\$40.00
Administration	Bookings Confirmation / Records	Facility Operations	Acceptance of booking requests & distribution of booking conditions / agreement		As Scheduled	4	Council	\$40.00	\$160.00
Administration	Invoicing User Groups	Facility Operations	Invoicing for seasonal & casual use		As Scheduled	4	Council	\$20.00	\$80.00
			Estimate Operating / maintenance Total Cost						\$45,274.00
			In kind contribution by committee						\$3,080.00
			In kind contribution by user groups						\$3,680.00
			Annual cost to Council						\$38,514.00

Note: This does not include extraordinary events such as flooding or other natural disasters or vandalism

Appendix 6 John Gordon Rec Reserve Candelo - Operations & Maintenance Summary

John Gordon Reserve is located in the centre of the town on the banks of Candelo Creek. The rectangular-shaped facility boasts a natural amphitheatre and rural outlook and plays host to limited sports and a range of sports and community activities.

User Groups

Candelo-Bemboka United Rugby League Club (Training)
Candelo Markets
Candelo Tennis Club
Candelo Public School
Sapphire Mobile Pre School
Overnight Campers – RV and Caravans
General Public – Rest Area, Toilets, BBQ Facilities

Facilities

Rugby League/Soccer ground
Sportsground lighting (training only)
Amenities (toilets, showers and change rooms)
Turfed spectator banks
Off-street parking
Children's playground
Tennis courts
BBQ facilities

Location

Address: William Street Candelo NSW 2550





Resourcing and Planning John Gordon Recreation Reserve

Delivering the tasks outlined in the Facility Operations and Maintenance Summary), the John Gordon Reserve site committee is contributing by providing services valued at **\$2,600** per annum and the user groups in kind contribution of **\$5,280** per annum, at commercial rates.

Capital Works aspirational projects

The aspirational projects that have been identified for John Gordon Reserve are:

Project	Main Beneficiary
Upgrade kitchen and change rooms	All users
Playground (small) Upgrade	All Users

As the John Gordon Reserve committee prioritises a project a 'Community Project Proposal Form' should to be submitted to Council for consideration - ***BVSC Procedure 107.03 V4.***

Facility Operations and Maintenance Summary

Site John Gordon Recreational Reserve

Item	Task	Category	Service Level	SWOPS	Service Frequency (Ops / Maint ref)	Service/ Year	Service Delivery By	Est Commercial Cost per Service	Est Cost per Year
Ovals	Mowing	Facility Operations	Fit for seasonal use		Seasonal requirements	18	Council	\$215.00	\$3,870.00
Ovals	Marking/ Nets/Corner Posts	Club/User Operations	Fit for competition level	002/003/ 007	Home games	0	User Groups	\$60.00	\$0.00
Ovals	Soil testing	Planned Maintenance	Known soil condition to develop programs to encourage strong turf growth		Annual	1	Council	\$400.00	\$400.00
Playing Surfaces	Pre use check	Club/User Operations	Fit for purpose	003 /007	As Scheduled	90	User Groups	\$20.00	\$1,800.00
Utilities	Electricity Usage	Facility Operations	Payment made by due date		As Scheduled	4	Council	\$897.00	\$3,588.00
Utilities	Water Usage	Facility Operations	Payment made by due date		As Scheduled	4	Council	\$573.75	\$2,295.00
Utilities	Water Payment	Facility Operations	Assessment invoice checked and memo raised		As Scheduled	2	Council	\$40.00	\$80.00
Posts / Pitches	Install / Removal	Club/User Operations	Installed ready for booked use	003/007	Home games	5	User Groups	\$40.00	\$200.00
Posts / Pitches	Repairs	Planned Maintenance	Fit for competition level	001/002/ 003/ 007	Annual	1	User Groups	\$80.00	\$80.00
Irrigation	Programming	Facility Operations	Deliver the most efficient and effective water use		As Scheduled	0	Committee	\$40.00	\$0.00
Irrigation	Checks / Tests	Planned Maintenance	System operating correctly		Seasonal	0	Council	\$40.00	\$0.00
Irrigation	Repairs	Planned Maintenance	System operating correctly		As Scheduled	2	Council	\$500.00	\$1,000.00
Fencing	Repairs	Planned Maintenance	Repair defects so effective for purpose	001/002/ 003/007	As Scheduled	2	Committee	\$40.00	\$80.00

Item	Task	Category	Service Level	SWOPS	Service Frequency (Ops / Maint ref)	Service/ Year	Service Delivery By	Est Commercial Cost per Service	Est Cost per Year
Minor Structures	Repairs	Planned Maintenance	Repair defects so effective for purpose	001/002/003	As Scheduled	2	Committee	\$500.00	\$1,000.00
Floodlighting	Programming	Facility Operations	Deliver the most efficient and effective energy use		Fortnightly	26	Committee	\$10.00	\$260.00
Floodlighting	Checks / Tests	Planned Maintenance	Fit for purpose		As Scheduled	1	Council	\$150.00	\$150.00
Floodlighting	Repairs	Planned Maintenance	System operating correctly		Annual	1	Council	\$1,000.00	\$1,000.00
Surrounds	Mowing	Planned Maintenance	Neat and usable		Seasonal requirements	9	Council	\$80.00	\$720.00
Surrounds	Waste Bins Set Out	Club/User Operations	Meets user needs	003/007	As Scheduled	0	User Groups	\$20.00	\$0.00
Utilities	Waste Collection	Facility Operations	Meets health and user needs		Weekly	52	Council	\$15.00	\$780.00
Facilities	Inspection	Facility Operations	Condition Report		Annual	1	Council	\$280.00	\$280.00
Ovals	Maintenance Oval	Planned Maintenance	Annual programs to repair surface to acceptable condition. (Seeding, turfing, aeration, top-dressed, vertidrain, etc)		As Scheduled	1	Council	\$3,000.00	\$3,000.00
Buildings	Electrical Inspection	Facility Operations	Operational and fit for purpose		Annual	1	Council	\$400.00	\$400.00
Buildings	Fire Serv Inspection	Facility Operations	Operational and fit for purpose		Annual	1	Council	\$250.00	\$250.00
Buildings	Food Serv Inspection	Facility Operations	Operational and fit for purpose		Seasonal	2	Council	\$100.00	\$200.00
Buildings	Maintenance General	Facility Operations	Operational and fit for purpose	001/ 002 / 003	As Scheduled	4	Committee	\$300.00	\$1,200.00
Amenities	Cleaning Standard	Club/User Operations	Ensure facilities are disinfected, cleaned and stocked for booked use	003/	As Scheduled	40	User Groups	\$80.00	\$3,200.00

Item	Task	Category	Service Level	SWOPS	Service Frequency (Ops / Maint ref)	Service/ Year	Service Delivery By	Est Commercial Cost per Service	Est Cost per Year
Administration	Bookings Seasonal	Facility Operations	Coordination of regular user bookings		Seasonal	1	Committee	\$40.00	\$40.00
Administration	Bookings Casual	Facility Operations	Consideration of additional booking requests		As required	1	Committee	\$20.00	\$20.00
Administration	Bookings Confirmation / Records	Facility Operations	Acceptance of booking requests & distribution of booking conditions / agreement		As Scheduled	2	Council	\$40.00	\$80.00
Administration	Invoicing User Groups	Facility Operations	Invoicing for seasonal & casual use		As Scheduled	2	Council	\$20.00	\$40.00
			Estimate Operating / maintenance Total Cost						\$26,013.00
			In kind contribution by committee						\$2,600.00
			In kind contribution by user groups						\$5,280.00
			Annual cost to Council						\$18,133.00

Note: This does not include extraordinary events such as flooding or other natural disasters or vandalism

Appendix 7 Lawrence Park Tathra - Operations and Maintenance Summary

Lawrence Park houses Australian Rules and Cricket with Rugby League now played at the Tathra Country Club.

Sporting Clubs

Tathra Sea Eagles Australian Rules Club

Tathra Cricket Club

Tathra Public School

Facilities

Australian Rules/Cricket ground

Synthetic cricket pitch and practice wickets

Sportsground lighting (training only)

Amenities and change rooms

Spectator seating

Turfed spectator banks

Off-street parking

Children's playground

Location

Address: Bega Street Tathra NSW 2550





Resourcing and Planning Lawrence Park

Delivering the tasks outlined in the Facility Operations and Maintenance Summary), the Lawrence Park site committee is contributing by providing services valued at **\$3,560** per annum and the user groups in kind contribution of **\$7,480** per annum, at commercial rates.

Capital Works aspirational projects

The aspirational projects that have been identified for Lawrence Park are:

Project	Main Beneficiary
Seating Replacement	All users
Boundary Fencing	All users

As the Lawrence Park committee prioritises a project a 'Community Project Proposal Form' should to be submitted to Council for consideration - ***BVSC Procedure 1.07.03 V4.***

Facility Operations and Maintenance Summary

Site **Lawrence Park**

Item	Task	Category	Service Level	SWOPS	Service Frequency (Ops / Maint ref)	Services / Year	Service Delivery By	Est Commercial Cost per Service	Est Cost per Year
Ovals	Mowing	Facility Operations	Fit for seasonal use		Seasonal requirements	21	Council	\$288.00	\$3,900.00
Ovals	Marking/ Nets/Corner Posts	Club/User Operations	Fit for competition level	002/003/ 007	Home games	10	User Groups	\$120.00	\$1,200.00
Ovals	Soil testing	Planned Maintenance	Known soil condition to develop programs to encourage strong turf growth		Annual	1	Council	\$400.00	\$400.00
Playing Surfaces	Pre use check	Club/User Operations	Fit for purpose	003 /007	As Scheduled	90	User Groups	\$20.00	\$1,800.00
Utilities	Electricity Usage	Facility Operations	Payment made by due date* Note below.		As Scheduled	4	Council	\$541.00	\$2,164.00
Utilities	Water Usage	Facility Operations	Payment made by due date		As Scheduled	4	Council	\$2,238.00	\$8,952.00
Utilities	Water Payment	Facility Operations	Assessment invoice checked and memo raised		As Scheduled	2	Council	\$40.00	\$80.00
Posts / Pitches	Install / Removal	Club/User Operations	Installed ready for booked use	003/007	Home games	10	User Groups	\$80.00	\$800.00
Posts / Pitches	Repairs	Planned Maintenance	Fit for competition level	001/002/003/ 007	Annual	1	User Groups	\$80.00	\$80.00
Irrigation	Programming	Facility Operations	Deliver the most efficient and effective water use		As Scheduled	21	Committee	\$40.00	\$840.00
Irrigation	Checks / Tests	Planned Maintenance	System operating correctly		Seasonal	2	Council	\$40.00	\$80.00

Item	Task	Category	Service Level	SWOPS	Service Frequency (Ops / Maint ref)	Services / Year	Service Delivery By	Est Commercial Cost per Service	Est Cost per Year
Irrigation	Repairs	Planned Maintenance	System operating correctly		As Scheduled	2	Council	\$500.00	\$1,000.00
Fencing	Repairs	Planned Maintenance	Repair defects so effective for purpose	001/002/003/007	As Scheduled	2	Committee	\$40.00	\$80.00
Minor Structures	Repairs	Planned Maintenance	Repair defects so effective for purpose	001/002/003	As Scheduled	2	Committee	\$500.00	\$1,000.00
Floodlighting	Programming	Facility Operations	Deliver the most efficient and effective energy use		Fortnightly	26	Committee	\$10.00	\$260.00
Floodlighting	Checks / Tests	Planned Maintenance	Fit for purpose		As Scheduled	1	Council	\$150.00	\$150.00
Floodlighting	Repairs	Planned Maintenance	System operating correctly		Annual	1	Council	\$1,000.00	\$1,000.00
Surrounds	Mowing	Planned Maintenance	Neat and usable		Seasonal requirements	11	Council	\$240.00	\$2,640.00
Surrounds	Waste Bins Set Out	Club/User Operations	Meets user needs	003/007	As Scheduled	10	User Groups	\$40.00	\$400.00
Utilities	Waste Collection	Facility Operations	Meets health and user needs		Weekly	52	Council	\$36.00	\$1,872.00
Facilities	Inspection	Facility Operations	Condition Report		Annual	1	Council	\$280.00	\$280.00
Ovals	Maintenance Oval	Planned Maintenance	Annual programs to repair surface to acceptable condition. (Seeding, turfing, aeration, vertidrain etc)		As Scheduled	1	Council	\$4,015.00	\$4,015.00
Buildings	Electrical Inspection	Facility Operations	Operational and fit for purpose		Annual	1	Council	\$400.00	\$400.00

Item	Task	Category	Service Level	SWOPS	Service Frequency (Ops / Maint ref)	Services / Year	Service Delivery By	Est Commercial Cost per Service	Est Cost per Year
Buildings	Fire Serv Inspection	Facility Operations	Operational and fit for purpose		Annual	1	Council	\$250.00	\$250.00
Buildings	Food Serv Inspection	Facility Operations	Operational and fit for purpose		Seasonal	2	Council	\$100.00	\$200.00
Buildings	Maintenance General	Facility Operations	Operational and fit for purpose	001/ 002 / 003	As Scheduled	4	Committee	\$300.00	\$1,200.00
Amenities	Cleaning Standard	Club/User Operations	Ensure facilities are disinfected, cleaned and stocked for booked use	003/	As Scheduled	40	User Groups	\$80.00	\$3,200.00
Administration	Bookings Seasonal	Facility Operations	Coordination of regular user bookings		Seasonal	2	Committee	\$40.00	\$80.00
Administration	Bookings Casual	Facility Operations	Consideration of additional booking requests		As required	5	Committee	\$20.00	\$100.00
Administration	Bookings Confirmation / Records	Facility Operations	Acceptance of booking requests & distribution of booking conditions / agreement		As Scheduled	7	Council	\$40.00	\$280.00
Administration	Invoicing User Groups	Facility Operations	Invoicing for seasonal & casual use		As Scheduled	7	Council	\$20.00	\$140.00
			Estimate Operating / maintenance Total Cost						\$38,843.00
			In kind contribution by committee						\$3,560.00
			In kind contribution by user groups						\$7,480.00
			Annual cost to Council						\$27,803.00

Note: This does not include extraordinary events such as flooding or other natural disasters or vandalism

***Clean Energy For Eternity & Site committee have undertaken a solar energy project on the site. Budget amounts are based on historical costs. Budget savings are able to be utilised in other areas on the site.**

Appendix 8 Pambula Sporting Complex - Operations and Maintenance Summary

Identified as one of two regional level sporting facilities in the Bega Valley, Pambula Beach Sporting Complex is a key venue for competitive sport in the southern part of the Shire in particular. It is home for Australian Rules, Rugby League, Cricket, Equestrian events and the annual Pambula Show.

Sporting Clubs

- Pambula Panthers Australian Rules Club
- Merimbula-Pambula Bulldogs Senior League Club
- Merimbula-Pambula Bulldogs Minor League Club
- Pambula Cricket Club
- Pambula Pony Club

Other Users

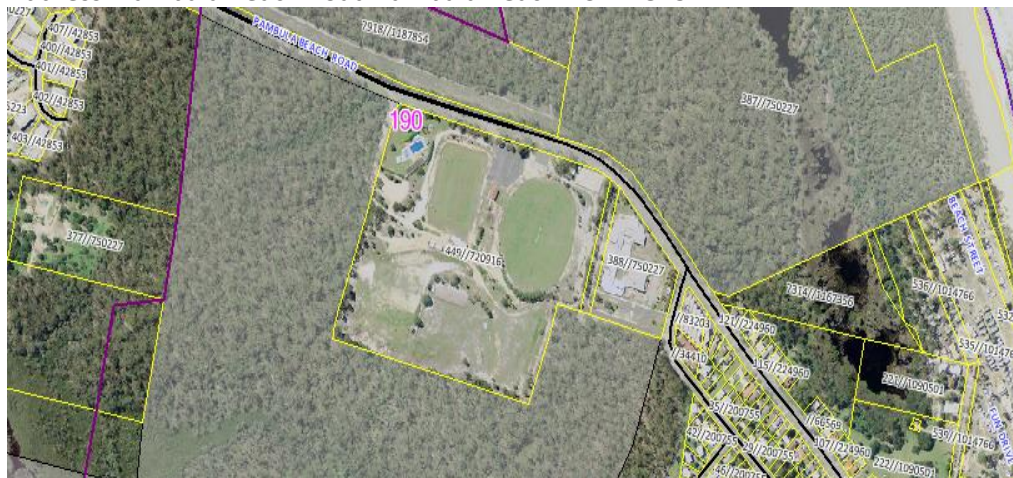
- Pambula Agricultural, Horticultural and Pastoral Society (Pambula Show)
- Far South Coast Table Tennis
- Lumen Christi Catholic School

Facilities

- Australian Rules/Cricket field
- Synthetic cricket pitch and practice wickets
- International rules sized Rugby League ground
- Equestrian/Show arena
- Outdoor courts
- Skate Park
- Sportsground lighting
- Pavilion including amenities, canteens and change rooms
- Storage sheds
- Spectator seating
- Turfed spectator banks
- Off-street parking

Location

Address: Pambula Beach Road Pambula Beach NSW 2549





Left: Equestrian Oval.

Below: The western oval is home to rugby league.

Below left: The eastern oval is used throughout the year for Australian Rules and Cricket.



The skate park is popular throughout the year.



The Pambula Sporting Complex SCAFL grand final.

Resourcing and Planning

Delivering the tasks outlined in the Facility Operations and Maintenance Summary, the Pambula Sporting Complex committee is contributing by providing services valued at **\$5,300** per annum and the user groups in kind contribution at **\$12,680** per annum, at commercial rates.

Capital Works aspirational projects

The aspirational projects that have been identified for Pambula Sporting Complex are:

Project	Main Beneficiary
Numerous as identified in Pambula Sporting Complex Master plan	All users

Pambula Sporting Complex adopted Masterplan

https://begavalley.nsw.gov.au/cp_themes/default/page.asp?p=DOC-ARI-18-03-74

As the Pambula Sporting Complex committee prioritises a project a 'Community Project Proposal Form' should to be submitted to Council for consideration - **BVSC Procedure 1.07.03 V4**

Facility Operations and Maintenance Summary

Site Pambula Sporting Complex

Item	Task	Category	Service Level	SWOPS	Service Frequency (Ops / Maint ref)	Service / Year	Service Delivery By	Est Commercial Cost per Service	Est Cost per Year
Ovals	Mowing	Facility Operations	Fit for seasonal use		Seasonal requirements	26	Council	\$625.00	\$16,250.00
Ovals	Marking/ Nets/Corner Posts	Club/User Operations	Fit for competition level	002/003/ 007	Home games	10	User Groups	\$240.00	\$2,400.00
Ovals	Soil testing	Planned Maintenance	Known soil condition to develop programs to encourage strong turf growth		Annual	1	Council	\$400.00	\$400.00
Playing Surfaces	Pre use check	Club/User Operations	Fit for purpose	003 /007	As Scheduled	250	User Groups	\$20.00	\$5,000.00
Utilities	Electricity Usage	Facility Operations	Payment made by due date		As Scheduled	4	Council	\$2,537.00	\$10,148.00
Utilities	Water Usage	Facility Operations	Payment made by due date		As Scheduled	4	Council	\$4,028.00	\$16,112.00
Utilities	Water Payment	Facility Operations	Assessment invoice checked and memo raised		As Scheduled	2	Council	\$40.00	\$80.00
Utilities	Gas Usage	Facility Operations	Payment made by due date		As Scheduled	4	Council	\$200.00	\$800.00
Posts / Pitches	Install / Removal	Club/User Operations	Installed ready for booked use	003/007	Home games	10	User Groups	\$120.00	\$1,200.00
Posts / Pitches	Repairs	Planned Maintenance	Fit for competition level	001/002/ 003/ 007	Annual	1	User Groups	\$80.00	\$80.00

Item	Task	Category	Service Level	SWOPS	Service Frequency (Ops / Maint ref)	Service / Year	Service Delivery By	Est Commercial Cost per Service	Est Cost per Year
Irrigation	Programming	Facility Operations	Deliver the most efficient and effective water use		As Scheduled	26	Committee	\$40.00	\$1,040.00
Irrigation	Checks / Tests	Planned Maintenance	System operating correctly		Seasonal	2	Council	\$80.00	\$160.00
Irrigation	Repairs	Planned Maintenance	System operating correctly		As Scheduled	2	Council	\$500.00	\$1,000.00
Fencing	Repairs	Planned Maintenance	Repair defects so effective for purpose	001/002/ 003 /007	As Scheduled	2	Committee	\$40.00	\$80.00
Minor Structures	Repairs	Planned Maintenance	Repair defects so effective for purpose	001/002/ 003	As Scheduled	2	Committee	\$500.00	\$1,000.00
Floodlighting	Programming	Facility Operations	Deliver the most efficient and effective energy use		Fortnightly	26	Committee	\$10.00	\$260.00
Floodlighting	Checks / Tests	Planned Maintenance	Fit for purpose		As Scheduled	1	Council	\$450.00	\$450.00
Floodlighting	Repairs	Planned Maintenance	System operating correctly		Annual	1	Council	\$3,000.00	\$3,000.00
Surrounds	Mowing	Planned Maintenance	Neat and usable		Seasonal requirements	13	Council	\$800.00	\$10,400.00
Surrounds	Mowing	Facility Operations	Neat and usable		Seasonal requirements	12	Committee	\$80.00	\$960.00
Surrounds	Waste Bins Set Out	Club/User Operations	Meets user needs	003/007	As Scheduled	10	User Groups	\$80.00	\$800.00
Utilities	Waste Collection	Facility Operations	Meets health and user needs		Weekly	52	Council	\$87.00	\$4,524.00
Facilities	Inspection	Facility Operations	Condition Report		Annual	1	Council	\$280.00	\$280.00

Item	Task	Category	Service Level	SWOPS	Service Frequency (Ops / Maint ref)	Service / Year	Service Delivery By	Est Commercial Cost per Service	Est Cost per Year
Ovals	Maintenance Oval	Planned Maintenance	Annual programs to repair surface to acceptable condition. (Seeding, turfing, aeration, top-dressed, vertidraind, etc)		As Scheduled	1	Council	\$20,200.00	\$20,200.00
Buildings	Electrical Inspection	Facility Operations	Operational and fit for purpose		Annual	1	Council	\$400.00	\$400.00
Buildings	Fire Serv Inspection	Facility Operations	Operational and fit for purpose		Annual	1	Council	\$250.00	\$250.00
Buildings	Food Serv Inspection	Facility Operations	Operational and fit for purpose		Seasonal	2	Council	\$100.00	\$200.00
Buildings	Maintenance General	Facility Operations	Operational and fit for purpose	001/ 002 / 003	As Scheduled	4	Committee	\$300.00	\$1,200.00
Amenities	Cleaning Standard	Club/User Operations	Ensure facilities are disinfected, cleaned and stocked for booked use	003/	As Scheduled	40	User Groups	\$80.00	\$3,200.00
Administration	Bookings Seasonal	Facility Operations	Coordination of regular user bookings		Seasonal	2	Committee	\$160.00	\$320.00
Administration	Bookings Casual	Facility Operations	Consideration of additional booking requests		As required	22	Committee	\$20.00	\$440.00
Administration	Bookings Confirmation / Records	Facility Operations	Acceptance of booking requests & distribution of booking conditions / agreement		As Scheduled	30	Council	\$40.00	\$1,200.00
Administration	Invoicing User Groups	Facility Operations	Invoicing for seasonal & casual use		As Scheduled	28	Council	\$20.00	\$560.00

Item	Task	Category	Service Level	SWOPS	Service Frequency (Ops / Maint ref)	Service / Year	Service Delivery By	Est Commercial Cost per Service	Est Cost per Year
			Estimate operating / maintenance total cost						\$104,394.00
			In kind contribution by committee						\$5,300.00
			In kind contribution by user groups						\$12,680.00
			Annual cost to Council						\$86,414.00

Note: This does not include extraordinary events such as flooding or other natural disasters or vandalism

Appendix 9 Wolumla Recreation Ground - Operations and Maintenance Summary

Situated over the highway from the main village the Wolumla Recreation Ground is home to the town's soccer, cricket and pony clubs, as well as dog obedience classes.

Sporting Clubs

- Wolumla Tigers Soccer Club
- Wolumla Cricket Club
- Wolumla & District Pony Club
- Sapphire Coast Kennel and Obedience Club

Facilities

- Senior and junior soccer fields
- Cricket ground
- Synthetic cricket pitch and practice wickets
- Sportsground lighting (training only)
- Showjumping area
- Cross-country equestrian trail
- Amenities and change rooms
- Turfed spectator banks
- Off-street parking

Location

Address: Princes Highway Wolumla NSW 2550





Left:
The clubhouse at Wolumla contains change rooms, toilets, storage areas and a kiosk.

Below:
The ground is heavily used during the winter soccer season.



Above left:
The equestrian arena.

Left:
The main oval with the cricket nets in the foreground.

Right:
The synthetic centre cricket wicket.



Resourcing and Planning

Delivering the tasks outlined in the Facility Operations and Maintenance Summary, the Wolumla Recreation Ground committee is contributing by providing services valued at **\$4,880** per annum and the user groups in kind contribution at **\$8,080** per annum, at commercial rates.

Capital Works aspirational projects

The aspirational projects that have been identified for Wolumla Recreation Ground are:

Project	Main Beneficiary
Practice cricket net upgrade	Cricket Club
Wolumla Building upgrade	All users

As the Wolumla Recreation Ground committee prioritises a project a 'Community Project Proposal Form' should to be submitted to Council for consideration - ***BVSC Procedure 1.07.03 V4.***

Facility Operations and Maintenance Summary

Site **Wolumla Recreation Ground**

Item	Task	Category	Service Level	SWOPS	Service Frequency (Ops / Maint ref)	Service / Year	Service Delivery By	Est Commercial Cost per Service	Est Cost per Year
Ovals	Mowing	Facility Operations	Fit for seasonal use		Seasonal requirements	21	Council	\$265.00	\$5,565.00
Ovals	Marking/ Nets/Corner Posts	Club/User Operations	Fit for competition level	002/003 /007	Home games	10	User Groups	\$180.00	\$1,800.00
Ovals	Soil testing	Planned Maintenance	Known soil condition to develop programs to encourage strong turf growth		Annual	1	Council	\$400.00	\$400.00
Playing Surfaces	Pre use check	Club/User Operations	Fit for purpose	003/007	As Scheduled	90	User Groups	\$20.00	\$1,800.00
Utilities	Electricity Usage	Facility Operations	Payment made by due date		As Scheduled	4	Council	\$714.00	\$2,856.00
Utilities	Water Usage	Facility Operations	Payment made by due date		As Scheduled	4	Council	\$250.00	\$1,000.00
Utilities	Water Payment	Facility Operations	Assessment invoice checked and memo raised		As Scheduled	2	Council	\$40.00	\$80.00
Posts / Pitches	Install / Removal	Club/User Operations	Installed ready for booked use	003/007	Home games	10	User Groups	\$80.00	\$800.00
Posts / Pitches	Repairs	Planned Maintenance	Fit for competition level	001/002/ 003/007	Annual	1	User Groups	\$80.00	\$80.00
Irrigation	Programming	Facility Operations	Deliver the most efficient and effective water use		As Scheduled	26	Committee	\$40.00	\$1,040.00
Irrigation	Checks / Tests	Planned Maintenance	System operating correctly		Seasonal	2	Council	\$40.00	\$80.00
Irrigation	Repairs	Planned Maintenance	System operating correctly		As Scheduled	2	Council	\$500.00	\$1,000.00

Item	Task	Category	Service Level	SWOPS	Service Frequency (Ops / Maint ref)	Service / Year	Service Delivery By	Est Commercial Cost per Service	Est Cost per Year
Fencing	Repairs	Planned Maintenance	Repair defects so effective for purpose	001/002/003/007	As Scheduled	2	Committee	\$40.00	\$80.00
Minor Structures	Repairs	Planned Maintenance	Repair defects so effective for purpose	001/002/003	As Scheduled	2	Committee	\$500.00	\$1,000.00
Floodlighting	Programming	Facility Operations	Deliver the most efficient and effective energy use		Fortnightly	26	Committee	\$10.00	\$260.00
Floodlighting	Checks / Tests	Planned Maintenance	Fit for purpose		As Scheduled	1	Council	\$150.00	\$150.00
Floodlighting	Repairs	Planned Maintenance	System operating correctly		Annual	1	Council	\$1,000.00	\$1,000.00
Surrounds	Mowing	Facility Operations	Neat and usable		Seasonal requirements	12	Committee	\$80.00	\$960.00
Surrounds	Mowing	Planned Maintenance	Neat and usable		Seasonal requirements	11	Council	\$240.00	\$2,640.00
Surrounds	Waste Bins Set Out	Club/User Operations	Meets user needs	003/007	As Scheduled	10	User Groups	\$40.00	\$400.00
Utilities	Waste Collection	Facility Operations	Meets health and user needs		Weekly	52	Council	\$135.00	\$7,020.00
Surrounds	Inspection	Planned Maintenance	Current and emerging defects identified and prioritised for repair		Annual	1	Council	\$280.00	\$280.00
Ovals	Maintenance Oval	Planned Maintenance	Annual programs to repair surface to acceptable condition. (Seeding, turfing, aeration, top-dressed, vertidrain, etc)		As Scheduled	1	Council	\$6,050.00	\$6,050.00

Item	Task	Category	Service Level	SWOPS	Service Frequency (Ops / Maint ref)	Service / Year	Service Delivery By	Est Commercial Cost per Service	Est Cost per Year
Buildings	Electrical Inspection	Facility Operations	Operational and fit for purpose		Annual	1	Council	\$400.00	\$400.00
Buildings	Fire Serv Inspection	Facility Operations	Operational and fit for purpose		Annual	1	Council	\$250.00	\$250.00
Buildings	Food Serv Inspection	Facility Operations	Operational and fit for purpose		Seasonal	2	Council	\$100.00	\$200.00
Buildings	Maintenance General	Facility Operations	Operational and fit for purpose	001/ 002 / 003	As required	4	Committee	\$300.00	\$1,200.00
Amenities	Cleaning Standard	Club/User Operations	Ensure facilities are disinfected, cleaned and stocked for booked use	003/	Home games	40	User Groups	\$80.00	\$3,200.00
Administration	Bookings Seasonal	Facility Operations	Coordination of regular user bookings		Seasonal	2	Committee	\$60.00	\$120.00
Administration	Bookings Casual	Facility Operations	Consideration of additional booking requests		As required	11	Committee	\$20.00	\$220.00
Administration	Bookings Confirmation / Records	Facility Operations	Acceptance of booking requests & distribution of booking conditions / agreement		As required	14	Council	\$40.00	\$560.00
Administration	Invoicing User Groups	Facility Operations	Invoicing for seasonal & casual use		As Scheduled	14	Council	\$20.00	\$280.00
			Estimate Operating / maintenance Total Cost						\$42,771.00
			In kind contribution by committee						\$4,880.00
			In kind contribution by user groups						\$8,080.00
			Annual cost to Council						\$29,811.00

Note: This does not include extraordinary events such as flooding or other natural disasters or vandalism

Safe Work Operating Procedures (SWOPS)



Safe Working / Operating Procedure

Title of SWOP: Landscape / Garden / Vegetation Management (Hand Tools)			
Date: 22/11/2016	TRIM No: REC001 Version 1	Plant/Equipment: Manual Hand tools, shovels, spades, mattock, crow bar, wheel barrow, rakes, secateurs, pruning saws, etc.	

☒ It is the responsibility of the operator to have read this SWOP before commencing the task.

☒ Only Competent Operators (or Inexperienced Operators under direct supervision) should undertake the process outlined in this SWOP.

Personal Protective Equipment: (PPE) listed below is to be worn during whilst conducting this operation/task.

The following items of personal protective equipment and clothing must be provided to all personnel undertaking this task:

 Foot Protection	 Eye Protection	 Hand Protection	 Protective Clothing
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PRE-OPERATIONAL SAFETY CHECKS

- ✓ Inspect the work site prior to undertaking the task
- ✓ Ensure all personnel are competent and authorized to perform relevant tasks
- ✓ Perform pre usage checks of tools and equipment to make sure they are not damaged and fit for use.
- ✓ Ensure that the cutting tools, guards and attachments are secure and correctly fitted
- ✓ Inspect work place to ensure the site is suitable for work, suitable site barriers / signage is in place.

OPERATING / WORKS

- ✓ Wear personal protective equipment.
- ✓ Always apply safe manual handling practices.
- ✓ Do not over strain tools or equipment.
- ✓ Keep fingers and hands clear of moving parts
- ✓ Ensure that equipment or material being worked on is well supported or held securely.
- ✓ Use secateurs and pruning saws in a safe and competent manner.
- ✓ Take precaution with pruning large limbs. Use another worker as a spotter during the pruning.
- ✓ Store vegetation (pruning's, weeds) and in a convenient and defined location for pick-up at a later date.
- ✓ Store waste and rubbish in a convenient and defined location for pick-up at a later date.
- ✓ Keep the site neat and tidy. Keep tools and equipment out of the way when not being used.

CLEANING UP

- ✓ Clean and check tools for damage.
- ✓ Pack up all tools and return to storage.
- ✓ Clearly mark any hazards / equipment / materials reaming on site.
- ✓ Leave the site clean, tidy and safe for all to enjoy.

POTENTIAL HAZARDS AND INJURIES

- ① Manual Handling
- ① Slips/Trips/Falls
- ① Cuts/Abrasions
- ① Traffic/Pedestrians
- ① Weather Extremes

DON'T

- Do not commence works without inspecting site first
- Do not commence works without inspecting tools first
- Do not commence works if not wearing personal protective equipment

This SWOP does not necessarily cover all possible hazards associated with the use of this equipment. It is designed as a guide only to compliment training and as a safety reminder to persons using this equipment.

Authorised: John Grady

Signed

Date: 6/7/18


THINK SAFETY – ITS EVERYONE'S RESPONSIBILITY

Safe Working / Operating Procedure

Title of SWOP: Power Tools & Hand Tools		
Date: 04/07/2018	TRIM NO: REC002 Version 1	Plant/Equipment: Cordless Drills, Power Tools, Hand Tools, shovels, brooms, rakes, pitchforks etc.

<p><input checked="" type="checkbox"/> It is the responsibility of the operator to have read this SWOP before commencing the task.</p> <p><input checked="" type="checkbox"/> Only Competent Operators (or Inexperienced Operators under direct supervision) should undertake the process outlined in this SWOP.</p>
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Personal Protective Equipment: (PPE) listed below is to be worn during whilst conducting this operation/task.	
The following items of personal protective equipment and clothing must be provided to all personnel undertaking this task:	
 Foot Protection	 High Visibility
 Eye Protection	 Hand Protection
 Protective Clothing	 Hearing Protection

<p>PRE-OPERATIONAL SAFETY CHECKS</p> <ul style="list-style-type: none"> ✓ Perform pre usage checks ✓ Examine power cords, extension lead, plugs, sockets and power outlet for damage. ✓ Ensure that the cutting tool, fences, guards and attachments are secure and correctly fitted ✓ Inspect work piece to ensure there are not any items which will damage the cutting tool or cause injury to the operator. <p>OPERATING</p> <ul style="list-style-type: none"> ✓ Secure and support the work piece using clamps, bench vices or appropriate weights. ✓ Keep fingers and hands clear of moving parts ✓ Keep the power cord clear of moving parts ✓ Ensure that material being worked on is well supported or held securely. ✓ Do not strain power cords or extension leads. ✓ Do not walk on, wheel objects over, or drop materials/tools on flexible electrical cords ✓ Keep flexible electrical cords clear of oil, grease, machines and sources of heat ✓ Position electrical cords with care to avoid trip hazards, or damage to the cord. ✓ Switch off and remove the plug from the power outlet before fitting attachments, changing cutters, blades or bits, or making adjustments which require fingers or hands to be near the tool. <p>CLEANING UP</p> <ul style="list-style-type: none"> ✓ Clean the hand tool and return it to its storage position. ✓ The cutting tools should be fully protected when the hand tool is on the work bench or when being stored. ✓ Look for cracked or damaged casing, bare wires, loose connections, damage to cord sheathing, loose or missing screws, or blocked ventilation slots. ✓ Leave the site clean, tidy and safe ✓ Inspect, note any faults, and report to supervisor 	<p>POTENTIAL HAZARDS AND INJURIES</p> <ul style="list-style-type: none"> ① Moving and rotating parts ① Cuts/Abrasions ① Amputations/Fractures ① Manual Handling ① Electrocution/Shocks/Burns ① Falls/Trips/Slips ① Debris/Dust <p>DON'T</p> <ul style="list-style-type: none"> ▪ Never operate power tools in wet or damp conditions ▪ Never connect a portable power tool to a damaged power outlet ▪ Never use defective equipment ▪ Do not use blunt or damaged cutting tools ▪ Do not test cutting tools for sharpness with fingers ▪ Never make adjustments while the power tool is running ▪ Do not use the switch lock unless the tool is set up as a stationary bench machine. ▪ Do not block or cover the motor ventilation slots while using a power tool. <p>This SWOP does not necessarily cover all possible hazards associated with the use of this equipment. It is designed as a guide only to compliment training and as a safety reminder to persons using this equipment.</p> <p>Authorised: John Grady</p> <p>Signed </p> <p>Date: 6/7/18</p>
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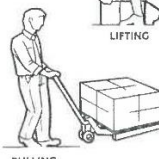

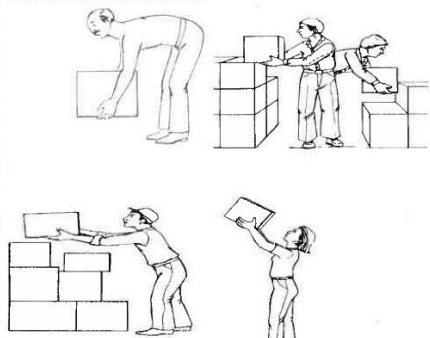
THINK SAFETY – ITS EVERYONE'S RESPONSIBILITY

Safe Working / Operating Procedure


Title of SWOP: Manual Handling		
Date: 04/07/2018	TRIM NO: REC003 Version 1	Plant/Equipment:

☒ It is the responsibility of the operator to have read this SWOP before commencing the task.
☒ Only Competent Operators (or Inexperienced Operators under direct supervision) should undertake the process outlined in this SWOP.

Personal Protective Equipment: (PPE) listed below is to be worn during whilst conducting this operation/task.

<p>PRE-OPERATIONAL SAFETY CHECKS</p> <ul style="list-style-type: none"> ✓ Inspect work area for trip hazards, uneven surface and other risks that could result in a manual handling injury. <p>OPERATING</p> <ul style="list-style-type: none"> ✓ If the task involve heavy loads, high or sustained force use appropriate equipment to move. ✓ If the tasks involve high repetitive or sustained force such as pushing and pulling use correct action and take regular breaks ✓ If the task involves awkward postures such as bending, twisting or unbalanced posture consider manual handling to be done by more than one person or use appropriate machinery to move. ✓ If the task involves repetitive motion over a period of time ensure take regular breaks as well as stretching ✓ If prolonged static postures such as arms over head e.g. pruning ensure take regular breaks and move. <div style="display: flex; justify-content: space-around;">   </div> <div style="display: flex; justify-content: space-around;">    </div>	<p>POTENTIAL HAZARDS AND INJURIES</p> <p>① Manual Handling</p> <p>DON'T</p> <ul style="list-style-type: none"> ▪ Lift equipment with bending and twisting ▪ Lift any item without first checking how heavy the item is ▪ Take short cuts when lifting. <p>POSTURES TO BE AVOIDED</p>  <p>This SWOP does not necessarily cover all possible hazards associated with the use of this equipment. It is designed as a guide only to compliment training and as a safety reminder to persons using this equipment.</p> <p>Authorised: John Grady</p> <p>Signed: <i>John Grady</i></p> <p>Date: 6/7/18</p>
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THINK SAFETY – ITS EVERYONE'S RESPONSIBILITY

<p>exhaust or engine.</p> <p>CLEANING UP</p> <ul style="list-style-type: none"> ✓ Remove any foreign material from engine, cutting tool and guard ✓ Leave the site clean and tidy and safe ✓ Store brush cutter in a well-ventilated area, away from naked flames. ✓ Store petrol in a cool place, and in a container specifically designed for the purpose ✓ Inspect, note any faults, and report to supervisor 	
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THINK SAFETY – ITS EVERYONE'S RESPONSIBILITY

Safe Working / Operating Procedure

Title of SWOP: Brush Cutter		
Date: 06/07/2018	TRIM No: REC004 Version 1:	Plant/Equipment: Brush Cutter

- ☒ It is the responsibility of the operator to have read this SWOP before commencing the task.
☒ Only Competent Operators (or Inexperienced Operators under direct supervision) should undertake the process outlined in this SWOP.

Personal Protective Equipment: (PPE) listed below is to be worn during whilst conducting this operation/task.

The following items of personal protective equipment and clothing must be provided to all personnel undertaking this task:

 Foot Protection	 High Visibility	 Eye Protection	 Hand Protection	 Protective Clothing	 Hearing Protection	 Face Protection
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PRE-OPERATIONAL SAFETY CHECKS

- ✓ Operator to be familiar with proper safety precautions and operation techniques before using machine. Read Operators Manual
- ✓ Perform pre usage checks and document
- ✓ Have all PPE required.
- ✓ Check and clear work area of all debris before commencing.
- ✓ Check fuel and oil levels & re-fill in well ventilated areas
- ✓ Place all fuels and oils at a safe distance from work area.
- ✓ Ensure brush cutter is placed on ground with the cutting tool clear of you and other obstructions/ objects prior to starting.
- ✓ Ensure that all guards are fitted, secure and functional.
- ✓ Select the correct cutting tool for the task to be undertaken - refer to manufacturer's specification.
- ✓ Load the nylon line cutting head only with nylon trimmer line of the proper diameter.
- ✓ When operating the unit with a blade, ensure the blade is attached to the unit as designed, such as with a locknut and cotter pin, and with the teeth pointing in the direction the blade head rotates.

OPERATING

- ✓ When you pull starter grip- guide rope to rewind (Do not wrap around hand or allow to snap back)
- ✓ Adjust the handle/s to a position for comfort and good balance.
- ✓ When starting, ensure the machine is in a clear area so the line or blade cannot contact the ground or any other obstruction.
- ✓ The muffler side of the engine should be away from your body to avoid burns
- ✓ When engine is running at an idle, attach to the spring hook on harness.
- ✓ When operating ensure bystanders are 15m away.
- ✓ Stop engine immediately if you are approached.
- ✓ Hold firmly with both hands and grip around handles
- ✓ Keep hands and feet away from cutting tools
- ✓ During cutting, check the tightness and condition of the cutting tool at regular intervals.
- ✓ Maintain footing and balance at all times.
- ✓ Maintain a straight wrist position Avoid using your wrist in a bent, extended or twisted position for extended periods.
- ✓ Shut down immediately if the unit starts to shake or vibrate
- ✓ Take extreme caution when refuelling to avoid igniting fuel on hot

POTENTIAL HAZARDS AND INJURIES

- ⚠ Explosions
- ⚠ Manual Handling
- ⚠ Noise
- ⚠ Debris/Dust
- ⚠ Vehicle damage
- ⚠ Fire
- ⚠ Slips/Trips/Falls
- ⚠ Cuts./Abrasions
- ⚠ Amputation
- ⚠ Burns

DON'T

- Do not use faulty equipment and report to supervisor immediately
- Do not raise the line or blade above knee height
- Do not operate if the line cutter is missing
- Only use in daylight hours

This SWOP does not necessarily cover all possible hazards associated with the use of this equipment. It is designed as a guide only to compliment training and as a safety reminder to persons using this equipment.

Authorised: John Grady

Signed



Date:

6/7/18

Safe Working / Operating Procedure

Title of SWOP: Ride on Mower		
Date: 06/07/2018	TRIM No: REC005 Version 1	Plant/Equipment: Mower

- ☒ It is the responsibility of the operator to have read this SWOP before commencing the task.
☒ Only Competent Operators (or Inexperienced Operators under direct supervision) should undertake the process outlined in this SWOP.

Personal Protective Equipment: (PPE) listed below is to be worn during whilst conducting this operation/task.

The following items of personal protective equipment and clothing must be provided to all personnel undertaking this task:



PRE-OPERATIONAL SAFETY CHECKS

- ✓ Operator to be familiar with proper safety precautions and operation techniques before using machine. Read Operators Manual
- ✓ Have all PPE required
- ✓ Ensure all safety devices, guards, switches, and shields are fitted, secure and functional.
- ✓ Ensure that seat belt, if fitted, is in sound condition.
- ✓ Ensure cutting blades are secure and in good condition.
- ✓ Ensure that any pneumatic and hydraulic mechanisms are in sound condition.
- ✓ Ensure that all electrical switches (including dead man's switch if fitted) are functioning.
- ✓ Faulty equipment must not be used. Report faulty machinery immediately.
- ✓ Ensure the lawn is clear of sticks, stones, bones, wire & debris before mowing
- ✓ Keep all shields and guards in place

OPERATING

- ✓ Be sure the transmission is out of gear and the mower blade clutch disengaged before starting.
- ✓ Keep clear of moving machine parts.
- ✓ Drive at speed slow enough to keep control over unexpected hazards.
- ✓ Travel up/down slopes rather than across taking extra care when ascending/descending steep slopes. Use 15° as the maximum to attempt to mow.
- ✓ Allow the mower to cool before refuelling. Use only approved safety containers to store fuel
- ✓ Before making adjustments, bring the machine to a complete standstill and isolate.
- ✓ Be aware of the potential for ejected material and ensure that no person or animal is endangered when operating the equipment
- ✓ Park on even ground.
- ✓ Stop the ride on mower and shift the gear selector to park position.
- ✓ Raise and secure the cutting blades.
- ✓ Engage the parking brake.
- ✓ Stop the engine and remove the keys

CLEANING UP

- ✓ Clean away any foreign material and debris from in and around engine and catcher parts.

POTENTIAL HAZARDS AND INJURIES

- ⚠ Noise
- ⚠ Debris
- ⚠ Manual Handling
- ⚠ Cuts/Abrasions
- ⚠ Amputation
- ⚠ Entrapment
- ⚠ Trips/Slips/Falls
- ⚠ Fly Rock

DON'T

- Never carry passengers
- Do not leave mower running unattended
- Do not clear debris etc. with mower running.
- Do not attempt to remove or alter safety devices
- Do not commence / continue if bystanders are near machine during operation
- Never start engine or operate levers from anywhere other than the seat
- Do not operate or idle engine in a poorly ventilated area
- Never try to get on or off a moving machine
- Do not operate the mower without either the entire grass catcher or guard in place
- Never attempt to pull another implement
- Don't raise guard using straps, wire or rope whilst mowing.

This SWOP does not necessarily cover all possible hazards associated with the use of this equipment. It is designed as a guide only to compliment training and as a safety reminder to persons using this equipment.

Authorised: John Grady

Signed

John Grady
6/7/18

Date:

- ✓ Keep the work area or implement shed in a clean and tidy condition
- ✓ Use extra care when loading or unloading machine onto trailer or truck.
- ✓ Inspect, note any faults, and report to supervisor



THINK SAFETY – ITS EVERYONE'S RESPONSIBILITY

Safe Working / Operating Procedure



Title of SWOP: Mower – Push		
Date: 06/07/2018	TRIM No: REC006 Version 1:	Plant/Equipment: Mower

☒ It is the responsibility of the operator to have read this SWOP before commencing the task.
☒ Only Competent Operators (or Inexperienced Operators under direct supervision) should undertake the process outlined in this SWOP.

Personal Protective Equipment: (PPE) listed below is to be worn during whilst conducting this operation/task.





The following items of personal protective equipment and clothing must be provided to all personnel undertaking this task:

 Foot Protection	 High Visibility	 Eye Protection	 Hand Protection	 Protective Clothing	 Hearing Protection
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<p>PRE-OPERATIONAL SAFETY CHECKS</p> <ul style="list-style-type: none"> ✓ Operator to be familiar with proper safety precautions and operation techniques before using machine. Read Operators Manual. ✓ Wear proper clothing and Personal Protective Equipment (PPE). ✓ Ensure mower is clean. Dirt, oil and debris can contribute to fires. ✓ Ensure all guards are fitted, secure and functional. ✓ Ensure cutting blades are sharp, secure and in good condition. Damaged blades can cause a dangerous imbalance. ✓ Repair or replace any loose, broken, missing or damaged parts. ✓ Faulty equipment must not be used. Report faulty machinery immediately <p>OPERATING</p> <ul style="list-style-type: none"> ✓ Clear the area to be mowed of debris that may be thrown. ✓ Be aware of the potential for ejected material and ensure that no person or animal is endangered when operating the mower. ✓ Maintain a proper balance and secure footing when starting the mower. ✓ Keep clear of moving machine parts. ✓ Operate at a speed slow enough to keep control over unexpected hazards. ✓ Mow in a forward direction. ✓ When mowing on a slope, mow across the slope – this keeps a better distance between the operator and the mower in case of a slip. ✓ Always shut off the mower, remove spark plug lead and allow it to come to a complete standstill before adjusting or clearing grass clogs. ✓ Allow the mower to cool before refuelling. Use only approved safety containers to store fuel. ✓ Turn off fuel supply when mowing has concluded. <p>CLEANING UP</p> <ul style="list-style-type: none"> ✓ Clean away any oil and debris from in and around engine and catcher parts ✓ Pack up all tools and leads. ✓ Leave the site clean, tidy and safe ✓ Inspect, note any faults, and report to supervisor 	<p>POTENTIAL HAZARDS AND INJURIES</p> <ul style="list-style-type: none"> ① Noise ① Debris ① Manual Handling ① Cuts/Abrasions ① Amputation ① Entrapment ① Trips/Slips/Falls ① Fire/Explosions ① Fly Rock <p>DON'T</p> <ul style="list-style-type: none"> ▪ Never leave the machine running unattended ▪ Avoid mowing in wet conditions due to lack of traction ▪ Do not clear debris etc. with mower running. ▪ Do not attempt to remove or alter safety devices ▪ Do not commence/ continue if bystanders are near machine during operation ▪ Do not operate the mower without either the entire grass catcher or guard in place <p>This SWOP does not necessarily cover all possible hazards associated with the use of this equipment. It is designed as a guide only to compliment training and as a safety reminder to persons using this equipment.</p> <p>Authorised: John Grady</p> <p>Signed </p> <p>Date: 6/7/18</p> 
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THINK SAFETY – ITS EVERYONE'S RESPONSIBILITY

Safe Working / Operating Procedure










Title of SWOP: Working in Open Spaces - Uneven/ Steep Ground		
Date: 17/07/2018	TRIM No: REC007 Version 1	Plant/Equipment:
<input checked="" type="checkbox"/> It is the responsibility of the operator to have read this SWOP before commencing the task. <input checked="" type="checkbox"/> Only Competent Operators (or Inexperienced Operators under direct supervision) should undertake the process outlined in this SWOP.		
Personal Protective Equipment: (PPE) listed below is to be worn during whilst conducting this operation/task.		
The following items of personal protective equipment and clothing must be provided to all personnel undertaking this task:		
 Foot Protection	 Hand Protection	 Protective Clothing
PRE-OPERATIONAL SAFETY CHECKS <ul style="list-style-type: none"> ✓ Inspect the work site prior to undertaking the task ✓ Observation and awareness of uneven / steep ground, especially after heavy rains ✓ Consider effects of works ✓ Ensure all personnel are capable and authorized to perform relevant tasks ✓ Take note of weather conditions e.g. heavy rains can cause slips, uneven ground to move underfoot, landslides etc. OPERATING / WORKS <ul style="list-style-type: none"> ✓ Be aware of your abilities ✓ Continual observation of work area ✓ Wear appropriate PPE - safety boots, clothes, gloves etc. ✓ Good housekeeping techniques, materials and plant to be stored in designated areas ✓ Clearly mark any hazards or areas to stay away from. 	POTENTIAL HAZARDS AND INJURIES <ul style="list-style-type: none"> ⓘ Manual Handling ⓘ Slips/Trips/Falls ⓘ Cuts/Abrasions ⓘ Weather conditions DON'T <ul style="list-style-type: none"> ▪ Do not commence works without inspecting site first ▪ Do not commence works if area is not safe such as slippery, steep or unstable ground ▪ Do not commence works if not wearing personal protective equipment ▪ Do not commence /continue if works beyond abilities/. <p>This SWOP does not necessarily cover all possible hazards associated with the use of this equipment. It is designed as a guide only to compliment training and as a safety reminder to persons using this equipment.</p> <p>Authorised: John Grady</p> <p>Signed </p> <p>Date: 6/7/18</p>	


THINK SAFETY – ITS EVERYONE'S RESPONSIBILITY

Safe Working / Operating Procedure

Title of SWOP: Bites – ticks, leeches, snakes, spiders		
Date: 17/07/2018	TRIM No: REC008 Version 1	Plant/Equipment:

<p><input checked="" type="checkbox"/> It is the responsibility of the operator to have read this SWOP before commencing the task.</p> <p><input checked="" type="checkbox"/> Only Competent Operators (or Inexperienced Operators under direct supervision) should undertake the process outlined in this SWOP.</p>
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<p>Personal Protective Equipment: (PPE) listed below is to be worn during whilst conducting this operation/task.</p> <p>The following items of personal protective equipment and clothing must be provided to all personnel undertaking this task:</p> <table border="1"> <tr> <td> Foot Protection</td> <td> Hand Protection</td> <td> Protective Clothing</td> </tr> </table>	 Foot Protection	 Hand Protection	 Protective Clothing
 Foot Protection	 Hand Protection	 Protective Clothing	

<p>WILDLIFE – SNAKES, SPIDERS, ANTS ETC</p> <ul style="list-style-type: none"> ✓ Ensure have first aid kit on site ✓ Personnel with First Aid Training ✓ Follow first aid instructions for snake or spider bites ✓ Communication available ✓ Wear Suitable PPE ✓ Provision and use of insect repellent ✓ Notify Supervisor of known allergies. <p>When outdoors in known tick/ leech areas:</p> <ul style="list-style-type: none"> ✓ Wear appropriate clothing including long pants tucked into socks and long sleeved shirts tucked into pants. ✓ Spray clothes with an insect repellent ✓ Apply a repellent containing DEET or Picaridin to exposed skin – check the label and follow the manufacturers' instructions regarding how to apply and when to reapply the repellent. ✓ Apply insect repellent regularly on all exposed <p>TICK BITES</p> <ul style="list-style-type: none"> ✓ Check body for ticks at end of each work period ✓ Once found, ticks should be removed as soon as possible using fine tipped forceps or fine surgical scissors ✓ Press the skin down around the tick's embedded mouth part ✓ Grip the mouth part firmly ✓ Lift gently to detach the tick ✓ Avoid squeezing of the body of tick during removal (as will inject toxins) ✓ Shower with tea tree soap if multiple ticks found on skin or inside of clothes. <p>Health Hazard</p> <ul style="list-style-type: none"> ✓ If you have difficulty removing the tick or suffer any symptoms after removal, seek medical attention urgently. Occasionally people develop a severe allergic reaction or anaphylactic shock from a tick bite. This may cause swelling of the face or throat and lead to breathing difficulties. If this occurs seek immediate medical attention. <p>LEECHES</p> <ul style="list-style-type: none"> ✓ Slide your fingernail under the sucker. ✓ Use one hand to gently pull the skin near the sucker taught, 	<p>POTENTIAL HAZARDS AND INJURIES</p> <ul style="list-style-type: none"> ① Bites ① Allergies & reactions <p>DON'T</p> <ul style="list-style-type: none"> ▪ Do not commence works without inspecting site first ▪ Do not enter areas where cannot see dangers such as snakes ▪ Do not use methylated spirits, nail polish remover, alcohol, petroleum jelly or any other products on ticks prior to removal as it will cause the tick to inject more toxins ▪ Don't use folklore remedies (such as matches or pins) - this will irritate the tick and make it harder to completely remove. A tick's mouthpiece is barbed, not spiralled, so twisting the tick to pull it out doesn't help ▪ Avoid removing leeches by any other means. Removing a leech by pouring salt on it, burning it, spraying it with repellent or drowning it in shampoo. While these techniques might cause the leech to release its grip and fall off, it won't do so before releasing toxins into the wound that can lead to bad infections. <p>This SWOP does not necessarily cover all possible hazards associated with the use of this equipment. It is designed as a guide only to compliment training and as a safety reminder to persons using this equipment.</p> <p>Authorised: John Grady</p> <p>Signed </p> <p>Date: 6/7/18</p>
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