



City Services Committee

7:00 PM
Wednesday 11 February 2026

Venue:
Committee Room, Botany Town Hall
1423 Botany Road, Botany
(Corner of Edward Street and Botany Road, Botany)

Contact Us:

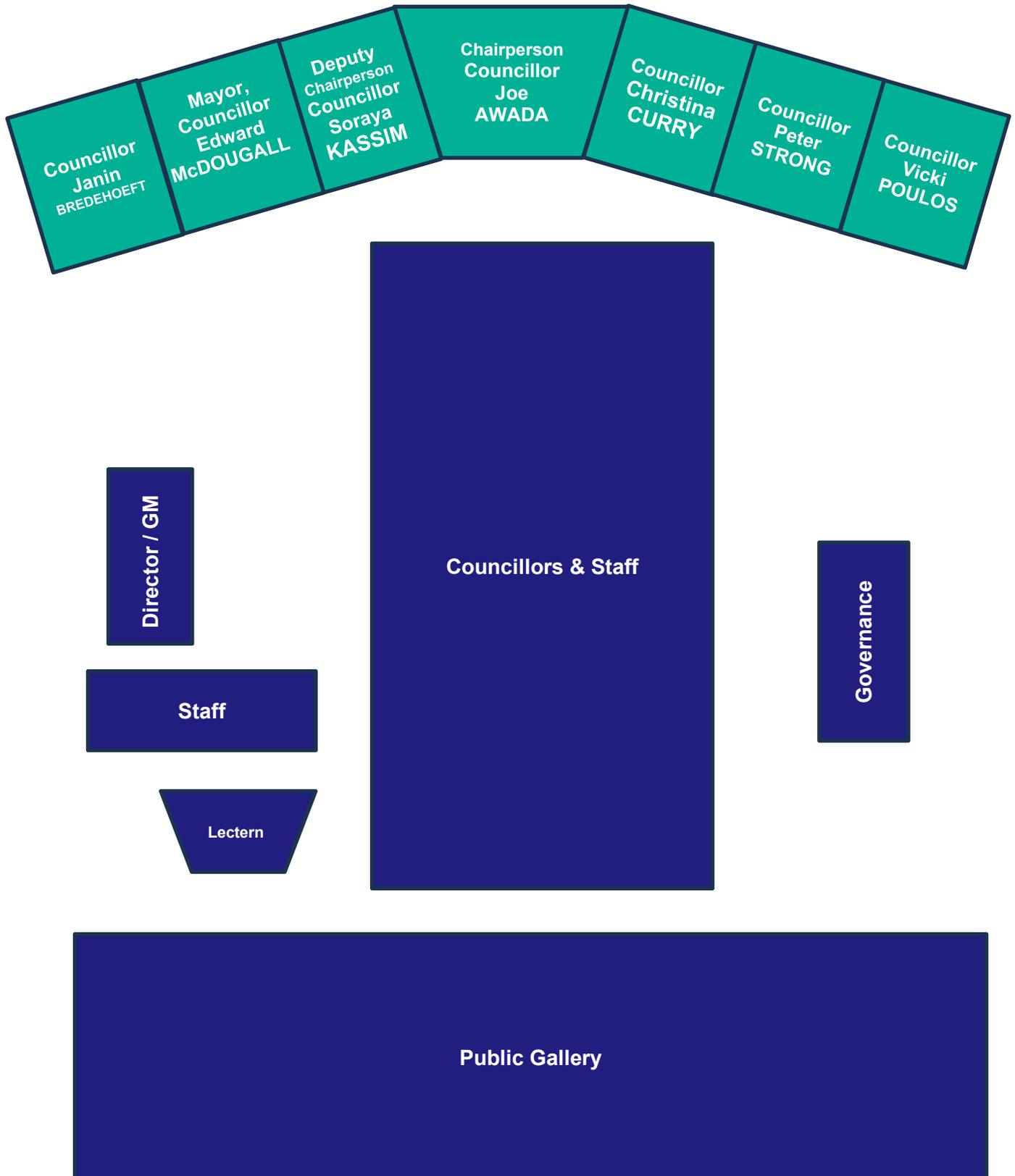
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City Services Committee Seating Plan



Statement of Ethical Obligations

Obligations

Oath [Affirmation] of Office by Councillors

Oath

I swear that I will undertake the duties of the office of councillor in the best interests of the people of Bayside Local Government Area and the Bayside Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the *Local Government Act 1993* or any other Act to the best of my ability and judgment.

Affirmation

I solemnly and sincerely declare and affirm that I will undertake the duties of the office of councillor in the best interests of the people of Bayside Local Government Area and the Bayside Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the *Local Government Act 1993* or any other Act to the best of my ability and judgment.

Code of Conduct conflict of interests

Pecuniary interests

A Councillor who has a **pecuniary interest** in any matter with which the council is concerned, and who is present at a meeting of the council at which the matter is being considered, must disclose the nature of the interest to the meeting.

The Councillor must not be present at, or in sight of, the meeting:

- a) at any time during which the matter is being considered or discussed, or
- b) at any time during which the council is voting on any question in relation to the matter.

Non-pecuniary conflicts of interests

A Councillor who has a **non-pecuniary conflict of interest** in a matter, must disclose the relevant private interest in relation to the matter fully and on each occasion on which the non-pecuniary conflict of interest arises in relation to the matter.

Significant non-pecuniary interests

A Councillor who has a **significant** non-pecuniary conflict of interest in relation to a matter under consideration at a council meeting, must manage the conflict of interest as if they had a pecuniary interest in the matter.

Non-significant non-pecuniary interests

A Councillor who determines that they have a non-pecuniary conflict of interest in a matter that is **not significant** and does not require further action, when disclosing the interest must also explain why conflict of interest is not significant and does not require further action in the circumstances.

MEETING NOTICE

A meeting of the
City Services Committee
will be held in the Committee Room, Botany Town Hall
1423 Botany Road, Botany
(Corner of Edward Street and Botany Road, Botany)
on **Wednesday 11 February 2026 at 7:00 PM**

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The meeting will be video recorded and live streamed to the community via Council's YouTube channel, in accordance with Council's Code of Meeting Practice.

Meredith Wallace
General Manager

1 ACKNOWLEDGEMENT OF COUNTRY

Bayside Council acknowledges the Bidjigal Clan, the traditional owners of the land on which we meet and work and acknowledges the Gadigal people of the Eora Nation. Bayside Council pays respects to Elders past and present.

2 APOLOGIES, LEAVE OF ABSENCE & ATTENDANCE VIA AUDIO-VISUAL LINK

3 DISCLOSURES OF INTEREST

In accordance with Council's Code of Meeting Practice, Councillors are reminded of their Oath or Affirmation of Office made under Section 233A of the Local Government Act and their obligations under the Council's Code of Conduct to disclose and appropriately manage conflicts of interest.

4 MINUTES OF PREVIOUS MEETINGS

City Services Committee

11/02/2026

Item No	4.1
Subject	Minutes of the City Services Committee Meeting - 3 December 2025
Report by	Richard Sheridan, Director City Performance
File	SF25/8198

Officer Recommendation

That the Minutes of the City Services Committee meeting held on 3 December 2025 be noted.

Present

Councillor Edward McDougall, Mayor (via Audio-Visual Link)
Councillor Soraya Kassim, Chairperson
Councillor Peter Strong
Councillor Janin Bredehoeft
Councillor Christina Curry

Also present

Councillor Liz Barlow
Councillor Heidi Lee Douglas, Deputy Mayor
Councillor Scott Morrissey
Meredith Wallace, General Manager
Phoebe Mikhiel, Acting Director City Life
Louise Farrell, Acting Manager City Infrastructure
Rani Param, Manager Community Life (via Audio-Visual Link)
Patrick Cremin, Arts and Culture Specialist
Pedro de Almeida, Senior Curator, C3West
Helen Tola, Manager Governance & Risk (via Audio-Visual link)
Linda Hackett, Governance Officer
Darren O'Connell, Acting Lead Governance
Wolfgang Gill, IT Service Management Officer

The Chairperson opened the meeting in the Committee Room, Botany Town Hall at 8:46pm.

1 Acknowledgement of Country

The Chairperson affirmed that Bayside Council acknowledges the Bidjigal Clan, the traditional owners of the land on which we meet and work and acknowledges the Gadigal people of the Eora Nation. Bayside Council pays respects to Elders past and present.

2 Apologies, Leave of Absence & Attendance Via Audio-Visual Link

Apologies

Committee Recommendation

Moved by Councillors Curry and Bredehoeft

That the apology from Councillors Awada and Poulos be received and leave of absence granted.

Leave of Absence

There were no applications for Leave of Absence received.

Attendance Via Audio-Visual Link

Committee Recommendation

Moved by Councillors Bredehoeft and Bredehoeft

That Councillors McDougall attendance at tonight's meeting via audio-visual link be granted.

3 Disclosures of Interest

There were no disclosures of interest.

4 Minutes of Previous Meetings

[4.1 Minutes of the City Services Committee Meeting - 12 November 2025](#)

Committee Recommendation

Moved by Councillors Bredehoeft and Curry

That the Minutes of the City Services Committee meeting held on 12 November 2025 be noted.

4.2 Business Arising

The Committee notes that the Minutes of the City Services Committee of Wednesday 12 November 2025 were received, and the recommendations therein were adopted by the Council at its meeting of 26 November 2025.

5 Items by Exception

There were no Items by Exception.

6 Public Forum

There were no speakers for Public Forum.

7 Reports

[CS25.041 Response to Notice of Motion: Investigating expansion of children's services](#)

Note: A verbal update was given by Debra Dawson, Director City Life.

Committee Recommendation

Moved by Councillors Bredehoeft and Strong

That Council note the Response to Notice of Motion: Investigating expansion of children's services.

[CS25.042 Response to Notice of Motion: Degasification and Electrification in New Development](#)

Note: A verbal update was given by Debra Dawson, Director City Life.

Committee Recommendation

Moved by Councillors Strong and Bredehoeft

- 1 That Council commences community consultation on electrification and degasification in new residential developments in early 2026.
- 2 That Council receives a report on the planning mechanisms available to implement this change if it is supported by the community.

CS25.043 Museum of Contemporary Art: C3 West. Proposal of artwork location

Note: A presentation was given by Patrick Cremin, Arts and Culture Specialist.

Committee Recommendation

Moved by Councillors Bredehoeft and Strong

That Council endorse the placement of the C3 West Temporary Public Artwork in Ramsgate Carpark from Thursday 9 April 2026 to 14 June 2026.

The Chairperson closed the meeting at 9:03pm.

The next meeting will be held in the Committee Room, Botany Town Hall at 6:30pm on Wednesday, 11 February 2026.

Attachments

Nil

5 ITEMS BY EXCEPTION

These are items that have been identified to be confirmed in bulk in accordance with the Officer Recommendation and without debate. These items will not include items identified in the Public Forum, items in which councillors have declared a Significant Conflict of Interest and a Pecuniary Interest, items requiring a Division and any other item that a Councillor has identified as one they intend to speak on or vote against the recommendation

6 REPORTS

City Services Committee

11/02/2026

Item No	CS26.001
Subject	Barton Park Sports Precinct - 12 Month Management Model Review
Report by	Debra Dawson, Director City Life
File	SF23/4863

Summary

In April 2024, Council resolved following a public EOI process to implement a hybrid management model for Barton Park:

1. Grass sport fields 1 & 2 including the stadium and kiosk were assigned to St George Football Club under a long-term license.
2. Grass sport fields 3 (full field) and 4 (junior field) and the tennis courts could be booked and managed through Council's booking system on a fee-for-use basis to be reviewed in 12 months.
3. Other infrastructure including the basketball/netball courts, table tennis tables and outdoor fitness equipment could be accessed for free at any time during the parks opening hours.

This report focusses on the outcome of point 2 – direct management model for grass fields 3 & 4 and the tennis courts. The period of the review is 1 July 2024 to 30 June 2025.

The review found that Council's direct management model has delivered high community benefit by enabling flexible, responsive, and shared use of the Barton Park tennis courts and grass fields. High utilisation of the tennis courts, efficient operations, and alignment with industry practice demonstrate strong performance, while shared access to the grass fields has supported schools, large clubs, Football Association scheduling, and teams displaced during upgrades. This model also creates future opportunities for broader activation through coaching partnerships, social tennis, school holiday programs, multi-sport events, and introduction of emerging recreation activities such as pickleball.

While a direct management model does require Council to carry the full cost of operations and maintenance, these costs are offset by the significant community value delivered through equitable, inclusive access and barrier-free participation.

Direct Council management ensures that facilities remain responsive to diverse users and evolving community needs, strengthening Barton Park's role as a vibrant, high-quality recreational precinct that maximises shared use and community engagement

Officer Recommendation

- 1 That Council notes the Barton Park Sports Precinct - 12 Month Management Model Review report.

2 That Council:

- 2.1 Continues its shared-use management model by retaining direct management of Barton Park's Grass Fields 3 & 4 and the Tennis Courts with allocations assigned through Council's on line booking and permit process.
- 2.2 Explores the provision of Pickleball line marking and associated infrastructure on one of the four tennis courts, subject to funding availability, to enable dual use and enhance community activation.
- 2.3 Strengthens partnerships with sporting bodies, including Tennis NSW and Pickleball NSW, to expand programs, clinics, and social competitions that enhance participation and community engagement.

Background

In **April 2024**, Council resolved that grass playing fields 3 and 4 and the tennis courts at Barton Park be offered for community use through Council's booking system on a fee-for-use basis.

Council also resolved to review usage, costs, and income after 12 months. The review period ran from **1 July 2024 to 30 June 2025**.

This report presents the outcomes of that review, assessing facility performance, financial results, community benefits, and opportunities for future activation.

Tennis Courts

1. Current Management Approach

The four hard-surface tennis courts at Barton Park are directly managed by Council as part of the broader Sport and Recreation network.

Direct management ensures:

- Equitable community access via an online booking system
- Affordable fees aligned with industry standards
- Full control over scheduling, programming, and revenue reporting
- Consistent service standards across Council-managed facilities

The courts complement nearby Aloha Street and Cahill Park tennis venues which are also directly managed, providing both structured and casual play opportunities.

2. Performance Results (Year 1)

Summary

In its first year of operation, Barton Park has demonstrated strong community uptake and a healthy financial return under Council's direct management model.

High participation levels and peak-period demand highlight the value of the facility to the local community.

Operating costs remain low due to the new condition of the courts and supporting infrastructure; however, these costs are expected to increase as the asset ages and maintenance needs become more frequent in line with the asset lifecycle.

The courts 12month performance has provided a solid foundation for continued growth.

Community Utilisation

- 6,139 participants across 2,283 bookings
- 2,769 total hours of tennis activity
- 88% of bookings occur during peak periods (weeknights and weekends)

Financial Performance

Barton Park has delivered strong first-year results in both income and utilisation, establishing a solid foundation for continued growth.

- **Total income:** \$91,335 (incl. GST)
- **Average hourly rate:** \$31
 - **Peak:** 2,444.5 hrs @ \$34 = **\$82,875**
 - **Off-Peak:** 324.5 hrs @ \$28 = **\$8,460**

Operational costs for the new hard courts remain low in the early years of the asset. Annual costs for cleaning, routine maintenance, minor repairs, and lighting are estimated at approximately **\$10,000**. These costs will increase over time as utilisation grows and courts age, with surfaces, lighting, and infrastructure requiring more frequent maintenance and eventual renewal in line with the asset lifecycle.

Administration overheads are low with customers booking and paying through Council's on line booking system. Lights are programmed in accordance with bookings. Staff costs and overheads are absorbed within existing operational budgets.

Community & Strategic Benefits

Direct management has enabled:

- **Equitable community access** with no exclusive-use restrictions
- **Pricing consistent with industry benchmarks**, with Council retaining full control over fee levels to support equitable and accessible participation
- **Flexibility to trial new programs**, activate community use, and support both structured and informal activity
- **Alignment with Council's strategic objectives** for social inclusion, health, wellbeing, and community participation

- **Full transparency and accountability**, with all usage, revenue, and participation data retained within Council systems to support evidence-based planning and reporting
- **Consistent service and maintenance standards**, ensuring asset quality and a positive user experience
- **Capacity to respond and adapt to the growth of emerging activities** (e.g., pickleball) through flexible programming and shared-use approaches

Opportunities

Building upon growing community interest and use, it is proposed to further activate the tennis courts and maximise participation through various initiatives that support skill development, social connection, and inclusion including;

- **Sport development and coaching programs** in partnership with Tennis NSW and accredited coaches
- **Community tournaments and social games** to increase utilisation and engagement
- **School, youth, and inclusive programs** to extend shared access and participation
- **Community-led initiatives and local club partnerships** to foster involvement and ownership
- **Promotional campaigns and data-informed scheduling** to optimise usage
- **Separate initiative:**
- **Accommodate pickleball** through additional line marking and portable nets, enabling flexible multi-sport use while maintaining equitable access for tennis

Operational Considerations:

- Through a direct management model, Council bears **full responsibility for maintenance**, customer service, and administration.
- **Long-term asset renewal and capital investment** is Council's responsibility including future surface replacement, lighting upgrades, and infrastructure improvements
- **Similar to other tennis centres, programming and activation requires ongoing effort**, particularly to activate off-peak periods (weekday hours) and support structured and informal community activities
- **Proactive, targeted marketing and engagement is required**, including working with the community and local sporting bodies to maintain awareness, drive participation, and support programs
- **Operational costs increase** as the asset ages, reflecting routine maintenance, repairs, and lifecycle-related renewal needs

Comparison – Direct Management vs Outsourcing Management for Tennis Courts

While outsourcing may reduce operational overheads and secure predictable revenue, it would **limit Council's control over access, affordability, and programming**—key components of community benefit and equity.

Aspect	Direct Council Management	Outsourced (Licensed) Management
Access Control	Full community access; equitable booking	Potentially reduced access due to private programming
Pricing	Council-controlled; affordable	Market-driven; higher fees possible
Revenue	Variable; linked to utilisation	Fixed lease/licence income
Data & Transparency	Full visibility of use and trends	Limited or operator-dependent
Operational Responsibility and Costs	Managed by Council	Shifted to operator
Community Benefit Alignment	Fully aligned with Council objectives	May prioritise profit, coaching clinics or competition

Grass Fields 3 & 4

1. Current Management Approach

Fields 3 (full field) and 4 (junior field) and associated amenity facilities including change rooms are directly managed by Council and allocated through seasonal Expressions of Interest (EOI) and casual bookings. Allocations are administered via Council’s online booking system, with hire fees applied in accordance with the adopted Fees and Charges Schedule. Lights are scheduled in line with bookings.

The current approach prioritises:

- Shared access across multiple clubs
- Flexible scheduling to accommodate seasonal fluctuations and maintenance requirements
- Equity and participation, particularly for junior programs

While the model does not achieve full cost recovery, it supports fair, equitable, and inclusive access to these public facilities, while balancing asset preservation to extend the life of the fields.

2. Usage Patterns

The sport fields are in very high demand during peak times (weekdays from 4:30pm and weekends). There were **1,728 hours of bookings for the 2024/25 period**.

Peak Demand: Approximately 90% of Field 3 and 81% of Field 4 bookings occurred during peak periods (weekday evenings and weekends), generating over 99% of total revenue.

Junior Development Priority: Free junior allocations dominated use—637 hours (65%) on Field 3 and 671 hours (89%) on Field 4—supporting local youth sport participation without financial barriers.

Asset Management Flexibility: Direct Council control allowed strategic rest days and extended turf-rejuvenation periods beyond the standard 35-hour weekly limit, sustaining long-term field quality.

3. Community & Club Benefits

Shared Access Model: Ensures local clubs can access high-quality fields rather than locking in exclusive rights for one user.

Overflow Capacity for displaced clubs: Fields provide critical overflow options when primary home grounds are unavailable due to upgrades and maintenance periods, and unforeseen field damage / vandalism. It also enables access to additional fields / timeslots for clubs with high grass root membership base and/or are experiencing high growth.

Wide Club Engagement: The fields supported a broad mix of community clubs such as Football St George (Assoc), St George FC (Licensee of fields 1 & 2), Kogarah Waratahs, Banksia Tigers, Mascot Kings, and Ramsgate RSL—facilitating training, trials, and competition for hundreds of local players.

4. Financial Overview

Operating Model: The current fees and charges policy for sports ground use is not designed for full cost recovery. Instead, it is structured to heavily subsidise access to sports grounds for community sport and recreation.

Council funds the full cost of maintenance, turf rehabilitation, and asset renewal for both fields.

Field	Annual Income Received from Bookings	Annual Maintenance Expense
No 3 (full field)	\$17,616	\$98,032
No 4 (Junior field)	\$2,555	\$48,331

Licence Offer vs. Cost Base: While an outsourced licence could transfer full maintenance responsibilities to a private operator, it may not be financially viable for the proponent to take on and it would likely require exclusive use arrangements, reducing general community access and undermining Council's equity objectives.

5. Comparison – Direct Council Management vs. Outsourced Licence for Grass Fields

Aspect	Council Direct Management	Outsourced / Licensed Model
Access Model	Shared community access; no exclusive rights	Exclusive use by licensee; community access excluded or limited
Community Use Fees	Subsidised to support equity and inclusion	Licensee pay negotiated annual License fee to Council. Licensee may pass on a proportion or all fees onto members via registration fees.
Maintenance Responsibility	Council funds maintenance, rehabilitation, and renewal	Licensee responsible for maintenance costs in accordance with License model.

Aspect	Council Direct Management	Outsourced / Licensed Model
Cost Recovery	Partial – prioritises participation and public benefit	Full or partial recovery; may prioritise revenue
Community Benefit	Broad community participation	Restricted use to club members; limited equity outcomes
Asset Management	Council controls rest periods and turf protection	Licensee controls rest periods and turf protection unless specified otherwise in the license
Operational Flexibility	High – adaptable to demand and community need	Low – fixed scheduling under licence terms. Focussed on Licensee (club) needs.
Strategic Alignment	Consistent with Council’s equity and access objectives from community sport	Less aligned with equity goals due to exclusive use model

Council-Led Programs & Events

Beyond direct facility management, Barton Park functions as a multi-use community hub. Programs and events facilitated by Council have included:

- Youth Week and outreach programs (~200 participants)
- Holiday tennis programs (~48 bookings)
- Johnny Warren / Les Murray Cup (inter-council football competition)
- Multi-sport games event (~200 participants)
- Filming and promotional events utilizing courts, fields, and surrounding spaces

These activities demonstrate the benefits of Council oversight, enabling flexible scheduling and responsive community programming.

Summary & Recommendation

Direct management of Barton Park’s tennis courts, Fields 3 & 4, and surrounding spaces maximises shared access, equitable participation, and operational flexibility. While the facilities generate revenue, hire fees are heavily subsidised to maintain affordability.

Council bears the full cost of operations and maintenance—costs that could otherwise be transferred to a licensee under exclusive-use arrangements—but this model ensures fair, inclusive, and shared access, reducing barriers and promoting community wellbeing.

Outsourcing could shift operational responsibilities and provide modest license income, but it would restrict public access, reduce community benefits, and compromise equity objectives. It would also limit Council’s ability to offer shared access to support grassroots clubs with large memberships, significant growth, or temporary displacement.

Financial Implications

-
- | | |
|--------------------------------------|-------------------------------------|
| Not applicable | <input type="checkbox"/> |
| Included in existing approved budget | <input checked="" type="checkbox"/> |
| Additional funds required | <input type="checkbox"/> |
-

Community Strategic Plan

- | | |
|--|-------------------------------------|
| Theme One – In 2035 Bayside will be a vibrant and liveable place | <input checked="" type="checkbox"/> |
| Theme Two – In 2035 our Bayside community will be connected and feel that they belong | <input checked="" type="checkbox"/> |
| Theme Three – In 2035 Bayside will be green, resilient and sustainable | <input type="checkbox"/> |
| Theme Four – In 2035 Bayside will be financially sustainable and support a dynamic local economy | <input type="checkbox"/> |
-

Risk Management – Risk Level Rating

- | | |
|----------------|-------------------------------------|
| No risk | <input type="checkbox"/> |
| Low risk | <input checked="" type="checkbox"/> |
| Medium risk | <input type="checkbox"/> |
| High risk | <input type="checkbox"/> |
| Very High risk | <input type="checkbox"/> |
| Extreme risk | <input type="checkbox"/> |
-

Community Engagement

Not applicable

Attachments

Nil

City Services Committee

11/02/2026

Item No	CS26.002
Subject	Bayside Historical Marker Program
Report by	Bobbi Mayne, Manager Libraries & Lifestyle
File	F23/1081

Summary

Council launched the inaugural Historical Marker Program in February 2024. Following Council endorsement in June 2024, five markers were successfully installed.

The second round of nominations for the Historical Marker Program was launched in September 2025. The program was promoted through Council's social media platforms, E-Newsletter, and webpage. In addition, the Botany Historical Trust and St George Historical Society were notified and invited to participate on the assessment panel.

A total of 13 nominations for 11 locations were received and assessed by a panel in accordance with the Historical Marker Policy. Five nominations have been recommended for marker installation at various sites across Bayside. These nominations are recommended for installation as part of this round, as outlined in this report.

Officer Recommendation

- 1 That Council supports the placement of 5 historical markers on the following sites nominated by members of the community and assessed by a selection panel;
 - 1.1 Botany Literacy Institute (former now operates as John Brotchie Nursery School)
 - 1.2 Botany Fire Station
 - 1.3 Bruce Mackenzie at Sir Joseph Banks Park
 - 1.4 [Site of the former] Earl Park, Arncliffe
 - 1.5 Lydham Hall, Rockdale
 - 2 That Council supports the fabrication and placement of the historical markers in accordance with Council's Historical Marker Policy which includes landowner consent.
 - 3 That Council adds the markers and supporting historical information to Bayside's dedicated webpage and promotes all markers through various including social media and Council newsletter.
-

Background

Council launched the inaugural Historical Marker Program in February 2024 to recognise and celebrate places of local historical and cultural significance within the Bayside area. The

program aims to highlight sites, buildings, and stories that have contributed to the development and identity of the local community.

Following Council endorsement in June 2024, five markers were successfully installed:

1. Wilson's Farmhouse (Cottage), Rockdale
2. Botany Public School
3. Former Sir Joseph Banks Hotel, Banksmeadow
4. Bexley Public School
5. Tempe House, Wolli Creek

Second Round of Nominations

The second round of nominations for the Historical Marker Program was launched on **9 September 2025 and closed on 29 September 2025**. The program was promoted through Council's social media platforms, E-Newsletter, and webpage. In addition, the Botany Historical Trust and St George Historical Trust were notified and invited to participate.

A total of 13 nominations for 11 locations were received and assessed by a panel in accordance with the Historical Marker Policy. These are:

Nomination (location, building, person, stories)	Suburb	No of Nominations	
1	Bexley Golf Club House	Kingsgrove	1
2	Botany Literacy Institute (former now operates as John Brotchie Nursery School)	Botany	1
3	Botany Fire Station	Botany	1
4	Bruce MacKenzie AM (1932-2024) @ Sir Joseph Banks Reserve	Botany/Banksmeadow	1
5	Carlton Public School	Carlton	1
6	Daceyville (suburb) and Primary School	Daceyville	1
7	Earl Park (former now commercial precinct)	Arncliffe	2
8	King Street Mall	Rockdale	1
9	Lydham Hall	Rockdale	2
10	Moorefield's Girls High School	Kogarah	1
11	St Francis Xavier's Primary School	Arncliffe	1

A more detailed summary of each nomination is attached to this report. All nominations were verified for accuracy by Council's Local History Librarians and Heritage Officer.

Assessment Process

An assessment panel comprising the Acting Coordinator Libraries, Local History Librarians, Heritage Adviser. Representatives from the St George Historical Trust and Botany Historical Trust were invited to join the panel, however they were unavailable.

Each was evaluated against the criteria outlined in the Historical Marker Policy:

- a) The nomination presents an interesting and historically or culturally significant story about a real person or event
- b) The event or person is strongly associated with the nominated building, site, or place
- c) The story contributes to an understanding of the area's cultural or natural history and heritage

The proposed location allows the marker to be publicly visible and accessible. The story and location are appropriate, sensitive, and engaging to a wide audience.

Following assessment, five nominations are recommended by the assessment panel for inclusion in Bayside's 2025 Historical Marker Program:

1. **Botany Literary Institute** – at John Brothie Nursery School
2. **Botany Fire Station**
3. **Bruce Mackenzie** – at Sir Joseph Banks Park
4. **Earl Park, Arncliffe** – in the location of the former site
5. **Lydham Hall, Rockdale**

These nominations showcase unique and compelling stories that reflect and celebrate the rich cultural and historical fabric of Bayside.

Next Steps

All nominees will be notified of the outcome.

Nominations that meet the policy criteria will be placed on file for consideration in future rounds.

Feedback will be provided to those whose submissions did not specifically meet the criteria to assist them in refining future applications.

Each marker will be installed in a location that is publicly visible and accessible. Final placement will be determined in consultation with the nominee, relevant Council staff, specialists, government agencies, and property owners, where applicable.

The Libraries and Lifestyle Team will work with the Communications Team to develop and implement an unveiling and promotion plan for the new markers to be launched early in the new year once the fabrication of the markers has been completed ready for installation.

Financial Implications

- Not applicable
- Included in existing approved budget
- Additional funds required \$11,500 for manufacturing and installing plaques (ex GST). A budget adjustment will be used for 2025 marker installations to fund the project. A budget for future years will be established in accordance Council's formal budget cycle.
-

Community Strategic Plan

- Theme One – In 2032 Bayside will be a vibrant place
- Theme Two – In 2032 Our people will be connected in a creative City
- Theme Three – In 2032 Bayside will be green, resilient and sustainable
- Theme Four – In 2032 Bayside will be a prosperous community
-

Risk Management – Risk Level Rating

- No risk
- Low risk
- Medium risk
- High risk
- Very High risk
- Extreme risk
-

Community Engagement

The Historical Marker program was promoted through Council's website, newsletter, through our libraries, historical trusts and social media. All nominees will be notified of the outcome.

All nominees will be notified of the outcome of the 2025 program.

Attachments

- 1 [↓](#) Historical Marker Program Background Information
- 2 [↓](#) 2025 Historical Marker Nominations Summary



Bayside Historical Marker Program



Background



In December 2023, Council endorsed, Bayside's Historical Marker Policy and inaugural Historical Marker Program.



The program was publicly launched on 13 February 2024.



5 Marker were installed



New round of nominations was launched 8 September 2025 and closed on 29 September 2025.



13 nominations were received for 11 locations.



Nominations were reviewed by Assessment Panel with 5 markers recommended for installation this round.



2025 Historical Markers Nominations





Nominations Received

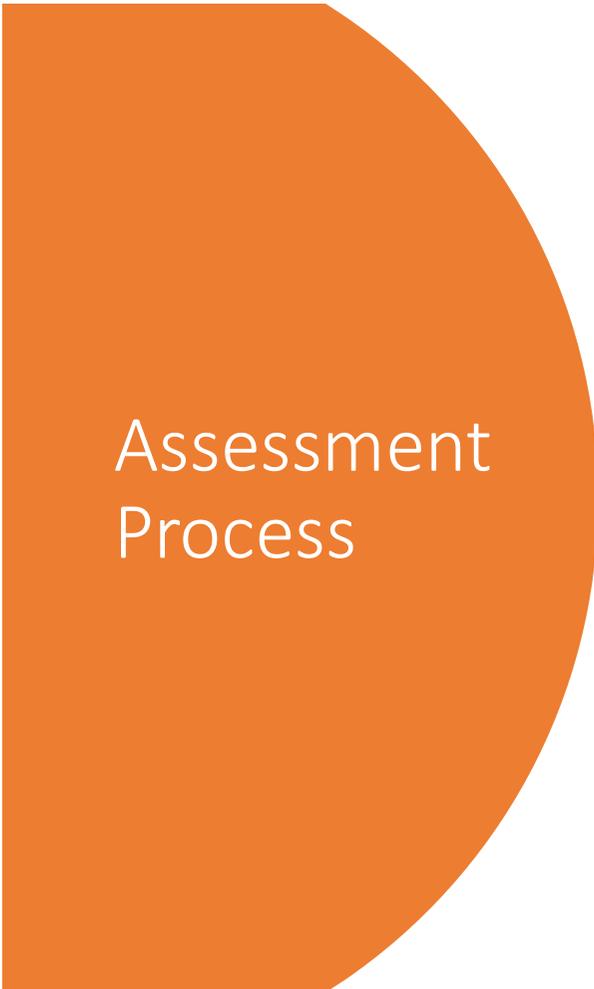
1. Bexley Golf Club – Club House
2. Botany Fire Station
3. Botany Literacy Institute (former – now John Brotchie Nursery School)
4. Bruce MacKenzie, Landscape Architect and Designer for Sir Joseph Banks
5. Carlton Public School
6. Daceyville (Suburb or Primary School)
7. Earl Park, Arncliffe (formers sports field for St George NRL)
8. King Street Mall, Rockdale
9. Lydham Hall, Rockdale
10. Moorefields Girls High School, Kogarah
11. St Francis Xavier’s Primary School, Arncliffe





Assessment Panel

- Acting Coordinator Libraries
- Local History Librarians
- Heritage Adviser
- Representatives from BHT and STGHT were invited to sit on the panel.



Assessment Process

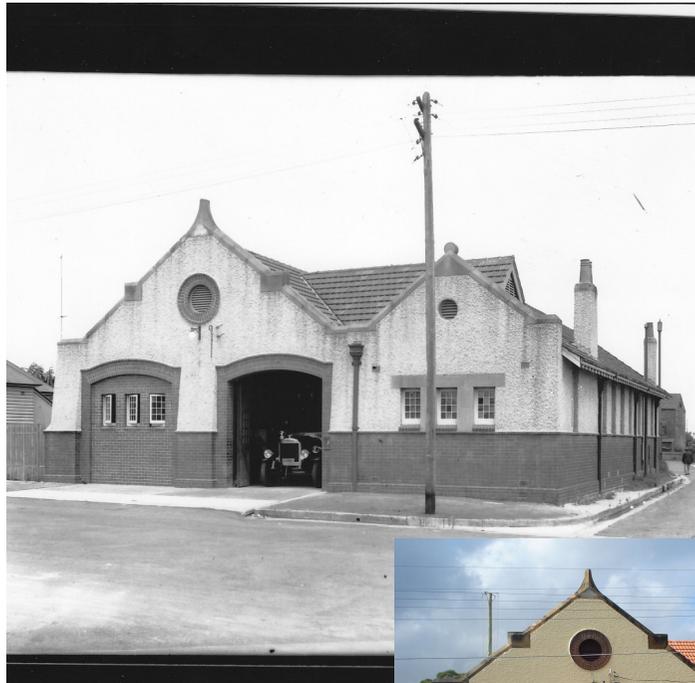
The nominations were assessed against Bayside's Historical Marker Policy and assessment criteria:

- a) Is an interesting and historically or culturally significant story about a real person(s), or
- b) An event that is strongly associated with the nominated building, site or place
- c) Contributes to an understanding of the area's cultural or natural history and heritage
- d) The marker can be installed at a location in Bayside that is relevant to the story and is
- e) visible and accessible to everyone
- f) appropriate, sensitive and engaging to a wide public audience



5 Nominations Recommended





Top: Botany Fire Station 1938
Bottom: Botany Fire Station
Oct 2015.
Images from Bayside LH
Collection



Botany Fire Station



- **Location:** 3 Banksia St, Botany
- Heritage listed
- Built in 1906
- Significant heritage design – *Federation Arts and Craft architectural style*
- Originally designed to house horse-drawn appliances.
- One of the first sites to be connected by the telephone line
- Building remains intact and in operation today.



Botany Literary Institute (former)



- **Location:** 1361 Botany Rd, Botany.
- Constructed in 1867 and is Heritage Listed.
- Significant historical, aesthetic and social relevance.
- It was originally built for, and housed, the Botany Literary Institute/School of Arts
- The site is currently known as the John Brotchie Nursery School and has been for 70 years.
- Victorian-Italianate style. Rare example in the area of the Victorian Mannerist style
- All additions to the building have been sympathetic to the style and heritage significance.



Top: Botany Literary Institute with lending library Bayside LH Collection
Bottom: current appearance via John Brotchie Memorial Nursery School FB c.2020





Bruce MacKenzie AM (1932-2024)

- **Location:** Sir Joseph Banks Reserve
- Recognised as a foundational figure and pioneer in Australia's landscape architecture movement
- Design philosophy: *"sustainability in the first instance and quality of life in the second"* (Mackenzie, 2011)
- **Sir Joseph Banks Reserve** was one of Mackenzie's most significant and influential projects
- A 28-hectare reclamation and remodelling of degraded foreshore
- Transformed into a vital community "green lung"
- Provided open space near industrial port lands and major arterial roads
- Delivered improved environmental quality and recreational opportunities for the local community

10



Earl Park

- Earl Park was privately owned by Lancelot Lewis Earl, businessman and councillor who lived on the estate until his death in 1938.
- Earl Park was situated opposite the Arncliffe Railway Station and was built on the site that once was a flourishing market garden.
- Was the first home sports ground for St George Rugby League Football Club (1925-1939).
- Was sold in 1940 it make way for a *Cooks Caramel's Confectionary Factory*.
- Interesting sporting stories including *Earl Park Riot and Battle at Earl Park*.
- Holds the Guinness Book of Record from 11 May 1935 for 91-6 score St George v Canterbury in rugby league.



 Location

Opp Arncliffe Station
Bounded by 2-6 Martin Ave, 6 Bidjigal Rd, 9-11 Wollongong Rd, 13-15 Wollongong Rd, Arncliffe.



Left: Earl Park aerial 1943; Right: Current aerial view via SixMaps





Photo from Bayside LH collection.



Lydham Hall

Location: 18 Lydham Ave, Rockdale

- State Heritage Listed
- Built in the early 1860s by Joseph Davis
- Is one of the oldest homes in the St George area
- Early Victorian sandstone villa, intact example of a free standing early Victorian farmhouse
- Home of David Stead an internationally renowned naturalist, and childhood home of Christina Stead (his daughter) a famous Australian writer
- Purchased by former RCC in 1971
- Conservation / restorations works were undertaken in recent years.
- LH is managed by SGHS as a museum and hosts small local history events and open days.
- Significant historically and aesthetically.
- Socially significant for SGHS history.

12



Summary

Botany Fire Station

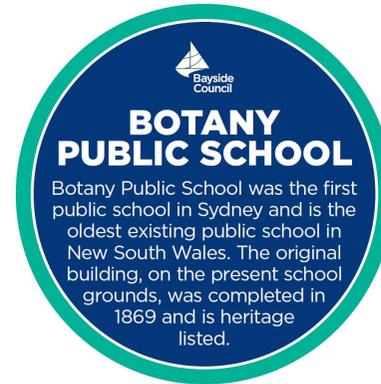
Earl Park, Arncliffe (Former)

Botany Literacy Institute (Former)

Lydham Hall, Rockdale

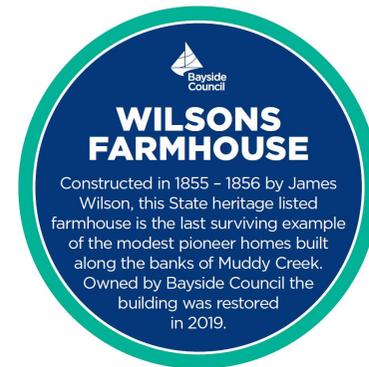
**Bruce Mackenzie @ Sir Joseph
Banks Park**

Historical Marker Design



**BOTANY
PUBLIC SCHOOL**

Botany Public School was the first public school in Sydney and is the oldest existing public school in New South Wales. The original building, on the present school grounds, was completed in 1869 and is heritage listed.



**WILSONS
FARMHOUSE**

Constructed in 1855 – 1856 by James Wilson, this State heritage listed farmhouse is the last surviving example of the modest pioneer homes built along the banks of Muddy Creek. Owned by Bayside Council the building was restored in 2019.

Next Steps

Action	Timeframe
Council Meeting for Final Endorsement of the 5 Markers	February 2026
Notify Nominees, property owners and stakeholders of the outcome	March 2026
Consultation with nominees, property owners and Council staff to finalise location for installation	March 2026
Production and installation of markers	April 2026
Unveiling / Promotion	May 2026



2025 Historical Marker Nominations

	Nomination	Summary
1	Bexley Golf Club House, Kingsgrove	<ul style="list-style-type: none"> Land was acquired by Thomas Smithson had many uses since the 1850s including tobacco factory, slaughterhouse, wine bar and dairy. In 1930 former Bexley Council acquired the land. 22 July 1939 the Council built and opened the Bexley Municipal Golf Course The Golf Course remains active today with some components of the historical structures still visible. One Nomination received.
2	Botany Literacy Institute	<ul style="list-style-type: none"> Heritage Listed Constructed in 1867 to house the Botany Literacy Institute / School of Arts. Has been used as John Brotichie Nursery School for over 70 years. High historically significance. Rare example of the <i>Victorian Mannerist architectural style</i> One nomination received.
3	Botany Fire Station	<ul style="list-style-type: none"> Heritage listed Built in 1906 Significant heritage design – <i>Federation Arts and Craft architectural style</i> Originally designed to house horse-drawn appliances. One of the first sites to be connected by the telephone line Building remains intact and in operation today. One Nomination Received.
4	Bruce MacKenzie AM (1932-2024)	<ul style="list-style-type: none"> Referred to as the '<i>God Father</i>' and pioneer of landscape architecture in Australia. Designing Sir Joseph Banks Reserve was one of Bruce's most monumental and influential projects



		<ul style="list-style-type: none"> • One nomination received in 2024 round but was not selected for installation in that year. • Eligible for consideration in 2025 round.
5	Carlton Public School	<ul style="list-style-type: none"> • Opened in 1918 with approximately 160 enrolments. • Enrolments expanded to 400 by 1920. • Building extension and modifications have occurred over the years to support growth. • Celebrated its 100th year in 2018. • One nomination received.
6	Daceyville (suburb) and/or School	<ul style="list-style-type: none"> • Australia's first garden suburb and public housing estate • Daceyville development began in 1912 • Named after John Rowland Dacey who died in 1912 and championed the garden suburb idea. • Daceyville Infants School opened in 1914, evolving into Daceyville Public School in 1917. • Was developed into a central school and then public school in 1960.
7	Earl Park, Arncliffe	<ul style="list-style-type: none"> • Earl Park was privately owned by Lancelot Lewis Earl, businessman and councillor who lived on the estate until his death in 1938. • Earl Park was situated opposite the Arncliffe Railway Station, and was built on the site that once was a flourishing market garden. • Was the first home sports ground for St George Rugby League Football Club (1925-1939). • Was sold in 1940 to make way for a <i>Cooks Caramel's</i> Confectionary Factory. • Interesting sporting stories including <i>Earl Park Riot</i>. • Holds the Guinness Book of Record from 11 May 1935 for 91-6 score St George v Canterbury in rugby league. • One nomination received in 2024 round, and one received in 2025 round.



8	King Street Mall, Rockdale	<ul style="list-style-type: none"> • The site was redeveloped in 2008 establishing an outdoor paved mall area with seating, playground, lighting and other infrastructure surrounded by commercial retailers and food outlets • The design was part for Former Rockdale Council's <i>Thriving Town Centres Program</i> • It's a popular cultural meeting place that also hosts cultural events and activities. • No significant historical significance aligned with the Policy. • One Nomination received.
9	Lydham Hall, Rockdale	<ul style="list-style-type: none"> • Heritage Listed. • Built in the 1860s by Joseph Davis • Is one of the oldest homes in the St George Area. • Managed by St George Historical Trust • Operates as a museum and hosts open days and small historical events. • One nomination received in 2024 round, and one received in 2025 round.
10	Moorefield's Girls High School	<ul style="list-style-type: none"> • The School Opened at its current site in 1957. • Highly regarded school with Queen Elizabeth II visiting during the James Cook Bicentenary Celebrations in 1970. • The Nomination focuses on the History of the School, a tribute to farewell the School as it will be merging with James Cook Boys high to become Co-educational in 2026. • No reference to history of the site prior to the school including being located on the Moorefield racecourse. • One nomination received.
11	St Francis Xavier's Primary School, Arncliffe.	<ul style="list-style-type: none"> • School is over 100 years old. • Began in 1911 in the convent of the Sister of St Joseph before combining as a Church and School in 1912. • In 1930s a new church was built separate to the school. • School remains active and growing servicing K-6 grades. • One nomination received.

City Services Committee

11/02/2026

Item No	CS26.003
Subject	Bicentennial Park East Sports Fields
Report by	Debra Dawson, Director City Life
File	F21/529

Summary

This report outlines the completion of sport fields at Bicentennial Park East delivered as part of the M6 Stage 1 project.

The report details the establishment period for the fields, proposed commencement of public access, and the framework for bookings, allocations and fees. In particular, it outlines the proposed shared-use allocation model, including recommended priority arrangements to temporarily accommodate displaced clubs while ensuring equitable community access in line with Council policy.

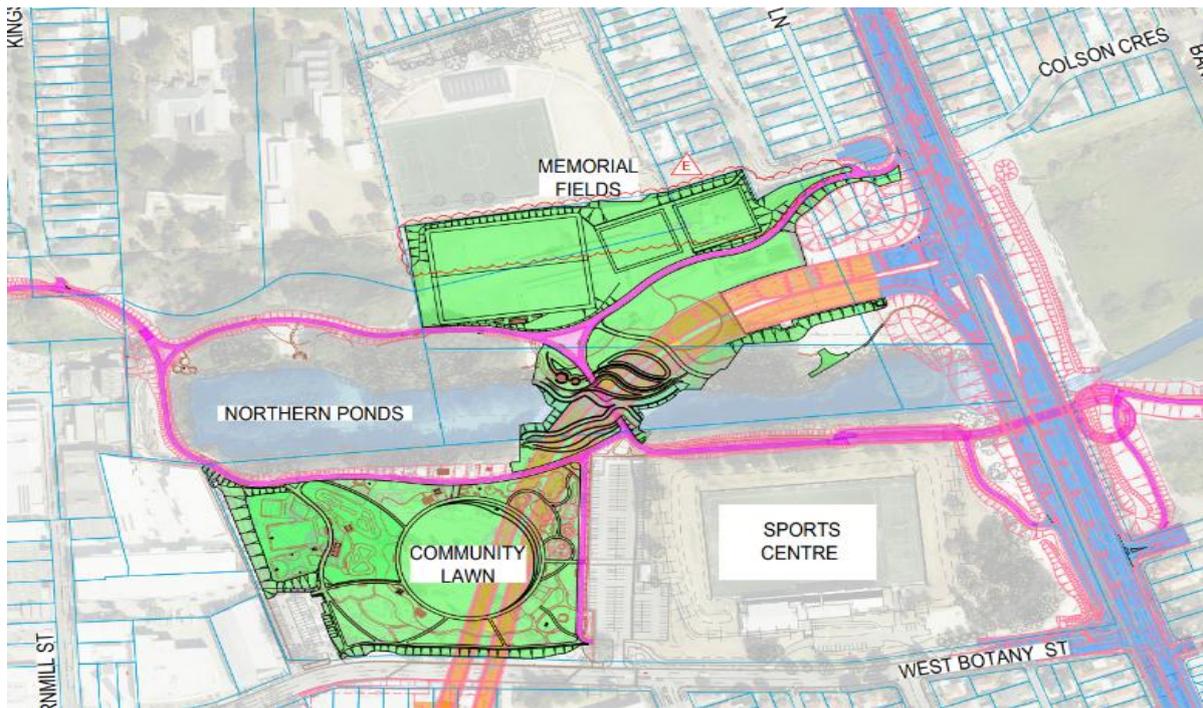
Officer Recommendation

- 1 That Council notes the update on the M6 Stage 1 project regarding sport and recreation facilities.
 - 2 That Council supports the recommendation to enable shared use of the sports fields by local sport clubs, community groups and schools with allocations administered through Council's online booking system.
 - 3 That Council notes the allocation of Bicentennial East to Arncliffe Scots Football Club for the 2026 winter season while they are displaced due to upgrade works being undertaken at Scarborough North.
-

Background

The Bicentennial East sports fields situated in Bicentennial Park East have recently been completed as part of the M6 Stage 1 Project. The infrastructure includes a full-size grass field and 2 junior grass fields, new seating and lighting. An existing amenity block with public toilets, change rooms and a small canteen also supports the fields.

The fields can be accessed by parking in either the Brighton Memorial carpark or Bicentennial Park carpark and the shared pathways that connect these areas. Refer to map below.



Public access to the use the fields will commence from 9 March 2026 once the establishment period has ended. All constructed landscaping and turf works will remain under the care of the contractor for the full contract period, concluding on 28 November 2026.

Bookings to use the sport fields will be administered through Council's online booking system (Bookable) with lights controlled through the Cloud master system aligned with approved bookings.

Allocations will be based on a shared use model similar to the fields 3 & 4 at Barton Park. This enables Council to respond equitably to increasing demand for access to sports fields and prioritise access for clubs that have been temporarily displaced from their usual ground. Eg field / amenity upgrades. This approach aligns with Council's draft sports ground allocation policy.

Arncliffe Scots Football club will be displaced for most of the 2026 pre and winter season due to field upgrade works at their home ground at Scarborough North. They currently have access to one full size field and 2 junior fields, sports amenity building and tiered seating at Scarborough North. This is the same inventory as Bicentennial East.

It is proposed that priority of field allocation for 2026 winter season at Bicentennial East is assigned to Arncliffe Scots. Weekends prioritised to Football St George (Association) for scheduling of competition games consistent with most sport fields across Bayside and in accordance with Football St George's constitution for member clubs.

Fees will be charged in accordance with Council's adopted fees and charges policy and once the Arncliffe Scots Football Club returns to its usual ground, the fields will revert to the Bookable system.



Financial Implications

- Not applicable
- Included in existing approved budget
- Additional funds required

Community Strategic Plan

- Theme One – In 2035 Bayside will be a vibrant and liveable place
- Theme Two – In 2035 our Bayside community will be connected and feel that they belong
- Theme Three – In 2035 Bayside will be green, resilient and sustainable
- Theme Four – In 2035 Bayside will be financially sustainable and support a dynamic local economy

Risk Management – Risk Level Rating

- | | |
|----------------|-------------------------------------|
| No risk | <input checked="" type="checkbox"/> |
| Low risk | <input type="checkbox"/> |
| Medium risk | <input type="checkbox"/> |
| High risk | <input type="checkbox"/> |
| Very High risk | <input type="checkbox"/> |
| Extreme risk | <input type="checkbox"/> |
-

Community Engagement

Not applicable. Local Sport Clubs and Associations will be notified that the sport fields have been established and advised of the priority and process for allocations.

Attachments

Nil

City Services Committee

11/02/2026

Item No	CS26.004
Subject	Update Report - Draft Sports Ground Allocation and Usage Policy / Code of Conduct and Conditions of Use
Report by	Debra Dawson, Director City Life
File	F24/177

Summary

The draft Sports Ground Allocation Policy and the Sports Ground Code of Conduct and Conditions of Use Guideline was presented to the City Services Committee Meeting and Council in November 2025. At that time, Council resolved that the documents to be amended in response to feedback received and returned to Council for endorsement prior to proceeding to community engagement.

The requested amendments included providing Council with discretion for the allocation hierarchy outlined in the Policy and incorporating the number of allocated memberships into the selection criteria for granting access. Council also sought greater clarity and detail on the approach to enforcement and compliance of breaches outlined in the Code of Conduct and Conditions of Use Guideline.

The documents have since been updated to address the Council resolution. The amendments are detailed in the report and reflected in the attached revised documents.

Officer Recommendation

- 1 That Council endorses the revised *Draft Sports Ground Allocation Policy and the Sports Ground Code of Conduct and Conditions of Use Guideline* for the purpose of public exhibition and community engagement.
 - 2 That the Policy proceed to Community Engagement and a further report is provided to the City Services Committee following the exhibition period outlining submissions received and any proposed amendments.
-

Background

Council officers are progressing a review of the approach to the allocation and use of sports grounds to ensure the framework remains transparent, equitable, and responsive to the increasing demand for community sporting facilities. As part of this process, a *draft Sports Ground Allocation Policy* and a *draft Sports Ground Code of Conduct and Conditions of Use Guideline* were developed to provide clearer direction on how sports grounds are allocated, managed, and regulated.

The draft documents were presented to the City Services Committee and Council in November 2025, where they were received and noted. Council resolved that amendments be made prior to proceeding to community engagement to ensure the framework provides clarity, flexibility, and aligns with community participation priorities.

Specifically, Council requested amendments to the draft Sports Ground Allocation Policy to refine the selection criteria, including the consideration of membership numbers when granting access and clarification of booking discretion within the allocation hierarchy. These changes aim to support equitable allocation outcomes while maintaining flexibility to respond to competing demands and strategic community objectives.

Council also directed that the Sports Ground Code of Conduct and Conditions of Use Guideline be revised to clarify enforcement and compliance arrangements. This includes outlining processes for managing breaches, ensuring consistency in application, and providing user groups with clear guidance regarding expectations and consequences.

In response to Council's resolution, the draft documents have been reviewed and updated. The amended Sports Ground Allocation Policy and Sports Ground Code of Conduct and Conditions of Use Guideline summarised below for Council's consideration.

The updated documents are attached to the report with key changes highlighted in red.

Amendments to Draft Documents

SPORTS GROUND ALLOCATION POLICY

Section 6.2 Allocation Hierarchy

Previous Wording - *Council will utilise the following hierarchy to prioritise the allocation of sport grounds*

Amended Wording - *Council will utilise the following hierarchy to prioritise the allocation of sports grounds. Council may, at its discretion, vary or override this hierarchy where it considers it necessary to achieve broader community, operational, safety, or strategic outcomes.*

Section 6.6 Selection Criteria

Previous Wording

The applicant must satisfy the Eligibility Criteria outlined in 6.5 Applicant Eligibility Criteria. Once this is satisfied, Council will review allocation requests for sporting grounds sequentially as follows:

1. The hierarchy in 6.2 Hierarchy of Use will be utilised.
2. Where only one applicant is requesting access to a suitable sporting ground, in general this will be made available to them.
3. Council accepts that hirers require reasonable assurance that they will continue to be allocated seasonal use of sporting grounds to plan and manage their strategic plans effectively. Where a hirer continues to demonstrate membership numbers, Council will not unreasonably refuse to provide an allocation, consistent with the previous season's allocations.
4. Hirers may request additional allocations. From year-to-year, Council will not generally approve an hirer substantially increasing their allocation. The purpose of this condition is to help ensure diversity of sporting code access.
5. Council encourages applicants to collaborate with each other. Should two or

- more applicants put forward a proposed sharing arrangement of a sporting ground, Council will give this favourable consideration.
6. Council staff will attempt to resolve conflicting requests through mutual agreement between applicants.

Amended Wording

The applicant must satisfy the Eligibility Criteria outlined in section 6.5 *Applicant Eligibility Criteria*. Once eligibility is confirmed, Council will assess and determine allocation requests for sporting grounds having regard to the following:

1. **Hierarchy of Use**
The hierarchy outlined in section 6.2 *Hierarchy of Use* will be applied.
2. **Single Applicant Requests**
Where only one eligible applicant is requesting access to a suitable sporting ground, Council will generally make the ground available to that applicant.
3. **Continuity of Use and Membership Levels**
Council recognises that hirers require reasonable certainty of ongoing seasonal allocations to support effective planning and delivery of programs.

Where a hirer continues to demonstrate an active and sustainable membership base, Council will not unreasonably refuse an allocation that is broadly consistent with the previous season, subject to competing demand and the hierarchy of use.

4. **Membership Scale and Diversity**
 - the number of registered or financial members;
 - the proportion of junior or grassroots participants compared with higher-level or representative teams;
 - the inclusiveness and diversity of the membership base, including programs supporting women and girls, people with disability, multicultural communities, and other under-represented groups; and
 - the alignment of participation outcomes with Council's community and strategic objectives.
5. **Requests for Increased Allocation**
Hirers may request additional allocations; however, Council will not generally approve substantial increases in allocated time from one season to the next.

This approach is intended to support equitable access and promote diversity across sporting codes and user groups. It also ensures long term sustainability of the sports ground by mitigating overuse.

6. **Shared Use and Collaboration**

Council encourages applicants to collaborate and maximise shared use of sporting grounds.

Where two or more applicants propose a genuine shared-use arrangement, Council will give this favourable consideration.

7. **Resolution of Conflicting Requests**

Where competing requests arise, Council staff will seek to facilitate resolution through consultation and mutual agreement between applicants prior to making a determination.

The current and amended Policy is attached for Council reference. Changes are highlighted in red in the amended Policy.

SPORTS GROUND CODE OF CONDUCT AND CONDITIONS OF USE GUIDELINE

Section 7 – Breaches and Penalties

This section has been reviewed with information condensed and integrated into a Risk Framework. The framework includes risk category, impact severity, examples of breaches, actions taken by Council (or other Governing Bodies) and possible penalties / consequences.

Framework:

- a) Provides clearer guidance for staff on identifying, documenting, escalating, and managing breaches.
- b) Better informs hirers and the community about what constitutes a breach and the potential penalties / consequences.
- c) Ensures responses are proportionate, consistent, and fair, including referral to Sport Associations / Governing Bodies and, where necessary, regulatory authorities.
- d) Includes debt or cost recovery for damage or costs incurred as a result of the breach.

The previous and amended Code of Conduct and Conditions of Use documents are attached for Council reference. Section 7 Breaches and Penalties has been amended. There is only a minor amendment to section 6 highlighted in red.

Financial Implications

Fees, charges, and bonds relating to sports ground hire are managed through Council's adopted Schedule of Fees and Charges. No additional financial impact arises from adoption of the Policy and Code.

The detailed review of fees and charges is a separate project that will be reported to Committee (and Council) in future.

Not applicable	<input checked="" type="checkbox"/>
Included in existing approved budget	<input type="checkbox"/>
Additional funds required	<input type="checkbox"/>

Community Strategic Plan

Theme One – In 2035 Bayside will be a vibrant and liveable place	<input checked="" type="checkbox"/>
Theme Two – In 2035 our Bayside community will be connected and feel that they belong	<input checked="" type="checkbox"/>
Theme Three – In 2035 Bayside will be green, resilient and sustainable	<input type="checkbox"/>
Theme Four – In 2035 Bayside will be financially sustainable and support a dynamic local economy	<input type="checkbox"/>

Risk Management – Risk Level Rating

No risk	<input type="checkbox"/>
Low risk	<input checked="" type="checkbox"/>
Medium risk	<input type="checkbox"/>
High risk	<input type="checkbox"/>
Very High risk	<input type="checkbox"/>
Extreme risk	<input type="checkbox"/>

Adoption of the Policy and Guideline formalises existing practices, clarifies responsibilities, and introduces clearer accountability and enforcement tools, thereby reducing operational and reputational risk.

Community Engagement

It is proposed that the draft *Sports Ground Allocation Policy and the Sports Ground Code of Conduct and Conditions of Use Guideline* be publicly exhibited for a period of six weeks. During this time, submissions will be invited from:

- Local sporting clubs and associations
- Schools within the Bayside LGA
- State and regional sporting bodies
- The broader community

As part of the engagement process, the Policy, Code, and Conditions of Use will also be presented at the Community Sports Forum, planned for March 2026.

Neighbouring councils will be invited to provide comment, acknowledging that many sports competitions involve participants from multiple local government areas.

Following the exhibition period, all feedback received will be reviewed and considered. A report outlining any proposed amendments to the documents will be presented to the City Services Committee prior to seeking final adoption by Council.

Attachments

- 1 [↓](#) Current Draft Sports Ground Allocation Policy
- 2 [↓](#) Revised Draft Sports Allocation Policy including Councils initial feedback
- 3 [↓](#) Current Draft Sports Ground Code of Conduct and Conditions Of Use Guideline
- 4 [↓](#) Draft Sports Ground Code of Conduct and Conditions of Use Guideline - revised from Council Feedback



Sports Ground Allocation Policy

Date TBC



© Bayside Council

Sports Ground Allocation and Usage Policy

File: Document:

Policy Register: Policy No.:

Class of document: Council Policy / Administrative Policy

Enquiries: Manager Recreation and Community Services



Telephone Interpreter Services - 131 450 Τηλεφωνικός Υπηρεσιός Διαμεγμένων بخدمة الترجمة الهاتفية 電話傳譯服務處 Служба за преводување по телефон

Sports Grounds Allocation Policy

2

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1 Introduction

Bayside Council owns and manages an extensive network of sports grounds and is committed to providing access for local clubs, schools, residents, and community organisations to support active lifestyles and community wellbeing.

While the allocation of sports grounds for organised sport is important, Council also recognises the need for community access outside of formal bookings for residents and visitors to enjoy these spaces for informal recreation, exercise, and social connection.

To protect and sustain these valuable community assets, allocation of sports grounds must also provide for regular rest periods and maintenance activities. This ensures the safe use of grounds, supports effective asset management, and extends the lifespan of playing surfaces and associated infrastructure.

With a growing population and increasing demand, this Policy aims to establish a fair, equitable, transparent, and consistent framework for sports ground allocations for regular and seasonal use.

This Policy also embeds clear responsibilities for Council, hirers, associations, and governing bodies, together with the Code of Conduct expectations and Conditions of Use. These ensure that sports grounds are used safely, inclusively, and sustainably while promoting accountability and respectful behaviour.

2 Objectives

Promote participation by providing diverse opportunities for sport, recreation, and physical activity for all Bayside residents.

Foster inclusivity by enabling opportunities for participation among under-represented groups, including women and girls, people from lower socio economic backgrounds, people with disabilities, seniors and people from culturally diverse communities.

Ensure fair and transparent access by applying an equitable, transparent and consistent framework for allocating sports grounds and facilities.

Support sustainability and positive stewardship by enabling clubs and associations, where feasible, to thrive and remain viable, while requiring responsible use of sports grounds and positive contributions to the community.

Balance organised and informal use by ensuring sports grounds accommodate both formal sporting competitions and informal community recreation to promote health, wellbeing, and social connectedness.

Protect and maintain facilities by managing grounds responsibly and sustainably through scheduling, rest periods, and maintenance to ensure long-term community benefit.

Clarify responsibilities and standards by defining the roles Council, hirers, associations, and governing bodies, embedding expectations for safety, respect, inclusion, child safety, professionalism, and integrity.

3 Scope

This Policy applies to all Council-owned and/or managed sports grounds for regular and seasonal use. It covers training, competitions, and structured activities, including those conducted under permits, licences, or lease agreements.

Sports Grounds under Leases and License

These Terms of this policy apply unless expressly overridden by a specific clause in a licence or lease.

Special Events

Special events (including presentation days), tournaments, and carnivals are not covered under seasonal or regular allocations and must be approved separately through Council's event booking process. Additional requirements for traffic management, waste, risk management, and user-pays services are detailed in the *Code of Conduct and Conditions of Use for Sports Grounds*.

Other exclusions include passive recreation areas, aquatic centres, golf courses, casual users, special events, and commercial personal training (managed separately).

This Policy operates in conjunction with Bayside Council's *Sports Ground Code of Conduct and Conditions of Use Guideline*, which outline detailed behavioural, operational, and compliance requirements for all users

4 Definitions

Definitions such as sporting clubs, seasons, sports ground, permanent, seasonal and temporary game day signs will be maintained in the **Appendix A – Glossary**.

5 Policy Statement

Bayside Council is committed to providing **fair, equitable, and transparent access** to sports grounds for local clubs, associations, schools, and the broader community.

This commitment is underpinned by the expectation that all users uphold the **highest standards of behaviour, respect, and integrity**, in line with Council's Code of Conduct and Conditions of Use.

Council will ensure that sports grounds are managed and allocated in a manner that:

- Promotes **inclusive participation** and opportunities for under-represented groups.
- Upholds principles of **respect, child safety, professionalism, and community responsibility**.
- Balances organised sport with informal community use.
- Supports the **sustainable management, protection, and long-term viability** of sports grounds and associated facilities.
- Reinforces the **shared responsibility** of Council, hirers, associations, and governing bodies to maintain safe, welcoming, and well-managed community assets.

6 Allocation Framework

6.1 Allocation Principles

Council allocates sports grounds in accordance with the following principles:

- a) **Local Participation Priority** – Preference is given to clubs, associations, and schools whose participants are primarily Bayside residents. Local community use takes precedence over external users.
- b) **Equity and Inclusion** – Encouraging participation by under-represented groups, including women and girls, people with disability, seniors, culturally and linguistically diverse communities, and residents from lower socio-economic backgrounds.
- c) **Juniors and Development Pathways** – Giving priority to junior participation, school competitions, and initiatives that provide local player development pathways.
- d) **Sustainability and Maintenance** – Ensuring allocations reflect ground capacity, rest and rehabilitation periods, maintenance requirements, and long-term asset sustainability.
- e) **Shared Use and Collaboration** – Promoting shared and multi-sport use of grounds wherever feasible. Exclusive use will only be permitted under formal lease or licence agreements.
- f) **Compliance and Standards** – All hirers must adhere to Council policies, Conditions of Use, the Sports Ground Code of Conduct, and relevant child safety, governance, insurance, and financial obligations. Non-compliance may affect current and future allocations.
- g) **Viability and Good Governance** – Preference is given to clubs and associations that demonstrate sound financial management, transparent governance, and a sustainable organisational structure.
- h) **Community Benefit** – Allocations should maximise public value by supporting opportunities for health, wellbeing, social connection, and positive community engagement.
- i) **Transparency and Fairness** – All allocation decisions will be guided by clear, consistent, and transparent processes to ensure confidence among user groups and the community.

- j) **Emerging and Growth Sports** – Council may consider applications from emerging or growth sports where capacity allows, provided this does not displace established community use or compromise asset sustainability.

6.2 Allocation Hierarchy

Council will utilise the following hierarchy to prioritise the allocation of sport grounds:

Priority	User Group	Notes / Conditions
1	Sport Associations governing local competitions	Priority for weekend games, catch-ups, and local pathways programs
2	Local "home clubs"	Community based sporting club that has a traditional historic association to the ground; majority of participants must be Bayside residents; junior and inclusive grass roots participation is a priority.
3	Other Bayside-based community clubs	Community based sporting clubs located in Bayside' LGA for training and games; majority of participants must be Bayside residents; junior and inclusive grass roots participation is a high priority.
4	Schools within Bayside LGA	Inter-school competitions, carnivals, and regular sports programs
5	Representative/elite teams	Allocated only after local community demand is met; local player pathways encouraged
6	Community/social sporting groups	Multicultural, casual, or social competitions that primarily involve Bayside residents
7	Commercial/private hirers	Only if capacity exists and local community use is not displaced

6.3 Allocation Types

Council offers the following types of allocations for the use of sporting grounds and their associated facilities:

- a) Winter Season Allocation
- b) Summer Season Allocation
- c) Preseason Allocation (subject to availability)
- d) Casual Allocation (subject to availability)
- e) School Allocation

6.4 Seasonal Preference

Council recognises the traditional allocation of sports grounds according to seasonal sporting codes. To ensure fairness, sustainability, and continuity, the following seasonal preferences will apply:

Clause	Season	Provision
10.1	Summer Season	The summer season is defined as the period from the first weekend in October to the last weekend in March. Priority will be allocated to traditional summer sports, including cricket, baseball, Oztag, touch football, and athletics, six a side soccer.
10.2	Winter Season	The winter season is defined as the period from the first weekend in April to the last weekend in August. Priority will be allocated to traditional winter sports, including netball, rugby league, rugby union, AFL, hockey, and football (soccer).
10.3	Pre-season and Off-season Allocations	Pre-season or off-season allocations may be approved where they do not displace the seasonal priority sport and remain consistent with required rest and maintenance schedules.

10.4 Transition and Flexibility

Council reserves the discretion to adjust seasonal commencement and conclusion dates to accommodate finals, representative fixtures, or exceptional circumstances, provided such adjustments do not compromise ground sustainability or equitable community access.

10.5 Multi-sport Consideration

Where practicable, Council supports shared and flexible use of facilities, provided allocations remain consistent with seasonal preferences and asset protection requirements.

10.6 Seasonal Changeover

Seasonal changeover and rest periods will occur within the respective pre-seasons and will take precedence over pre-season access requests, as determined by site-specific requirements.

6.5 Eligibility

To be eligible to apply for the allocation of sporting grounds and associated facilities, applicants must:

1. **Application Requirements**
 - Submit a completed allocation application form by the advertised closing date.
 - Provide all required supporting documentation, including the organisation's most recent annual and financial reports.
 - Late submissions will be assessed after all on-time applications, which may result in reduced allocations.
2. **Organisational Status**
 - Be a not-for-profit sporting club, association, or school.
 - Have no outstanding debts or obligations to Council.
 - Demonstrate a satisfactory record of compliance with Council policies, Conditions of Use, and relevant sporting association Codes of Conduct during previous allocations.
3. **Residency and Membership**
 - Be based within the **Bayside Local Government Area (LGA)**.
 - Demonstrate that the majority of members or participants are residents of the Bayside LGA.
4. **Endorsements and Governance**
 - Provide written endorsement from the relevant sporting association or governing body where required.
 - Comply with Council's governance, child safety, and financial management requirements.
5. **Insurance**
 - Hold and maintain public liability insurance of at least **\$20 million**, with Bayside Council noted as an interested party (Principal Indemnity Endorsement).
 - The insurance must cover business activities appropriate to the organisation's operations, including the organisation and conduct of sporting events or the operation of a sporting club.

Ineligible Applicants

The following applicants are ineligible for allocation under this policy:

- Commercial fitness operators and personal trainers (managed under a separate permit process).
- Casual users or ad-hoc bookings.
- Organisations based outside the Bayside LGA that cannot demonstrate community benefit to Bayside residents.

6.6 Selection Criteria

The applicant must satisfy the Eligibility Criteria outlined in 6.5 Applicant Eligibility Criteria. Once this is satisfied, Council will review allocation requests for sporting grounds sequentially as follows:

1. The hierarchy in 6.2 Hierarchy of Use will be utilised.
2. Where only one applicant is requesting access to a suitable sporting ground, in general this will be made available to them.
3. Council accepts that hirers require reasonable assurance that they will continue to be allocated seasonal use of sporting grounds to plan and manage their strategic plans effectively. Where a hirer continues to demonstrate membership numbers, Council will not unreasonably refuse to provide an allocation, consistent with the previous season's allocations.
4. Hirers may request additional allocations. From year-to-year, Council will not generally approve an hirer substantially increasing their allocation. The purpose of this condition is to help ensure diversity of sporting code access.
5. Council encourages applicants to collaborate with each other. Should two or more applicants put forward a proposed sharing arrangement of a sporting ground, Council will give this favourable consideration.
6. Council staff will attempt to resolve conflicting requests through mutual agreement between applicants.

7 Responsibilities and Obligations

Council-managed sportsgrounds and facilities are used by a wide range of participants and organisations. To ensure safe, inclusive, and sustainable use, the responsibilities of different stakeholders are defined below. Each role has distinct obligations, which together create a framework for fair access, good governance, and positive community outcomes.

Key Roles:

Hirers (*home clubs, clubs, associations, schools*) are organisations or individuals who access facilities on a short-term or seasonal basis and must comply with core conditions of use.

Home Clubs are primary resident organisations with long-term associations to specific venues. They are granted priority access to sports grounds for the term of the agreement but also carry elevated responsibilities as anchor tenants.

Sports Associations provide local and regional coordination, overseeing competitions, monitoring club compliance and issues sanctions for breaches and non-compliance.

Sport Governing Bodies establish rules, standards, and strategic direction at state and national levels.

Council allocates grounds and issues permits; maintains facilities and essential infrastructure; and monitors compliance with policies and agreements.

NSW Police supports Council in ensuring public safety; respond to unlawful behaviour or emergencies; and provide user-pay services for special events.

Note: When Sporting Associations or Governing Bodies book sportsgrounds, they are considered Hirers and must comply with the same responsibilities as clubs and schools.

8 Conditions Governing the Use of Sports Grounds

To ensure the long-term sustainability, safety, and fairness of sports ground use, all allocations are subject to the following overarching rules:

- a) **Public Access to Sports Grounds** – Sports grounds are generally open for public access for organised sport or recreational use **from 8am-9:30pm Weekdays, 8:30am to 9:30pm Saturdays and 9:00am-5pm on Sundays**. However, booking hours for organised sport activities may vary for specific sites due to development consent conditions, plans of management, scheduled rest and block out periods and to manage impact on surrounding activities and properties. Access hours may also vary for sports grounds under lease or license agreements.
- b) **Maximum Hours of Structured Use** – Use of sports grounds for organised and/or structure sport activities is capped to ensure surfaces remain safe and playable. Maximum hours and training limits for sports grounds are set by Council.
- c) **Scheduled Rest and Block-out Periods** – Sports grounds are required to have rest days, seasonal block-out periods, and turf rehabilitation closures to protect playing surfaces, balance access for all user groups and mitigate impact on surrounding activities and properties. These periods are determined by Council and *outlined in the Sports Ground Code of Conduct and Conditions of Use Guideline*.
- d) **Wet Weather and Ground Closures** – Council determines when sports grounds are closed due to wet weather, unsafe conditions, or maintenance. Council's decision on ground closures is final and binding.
- e) **Lighting, Noise and Amenity** – Use of floodlighting, amplified sound, and other activities that may impact local residents is subject to restrictions imposed by Council. Allocations may include conditions relating to hours of lighting use, noise management, waste disposal, and parking.
- f) **Capital Works and Improvements** – Hirers must not make alterations to sports grounds or facilities without Council's prior written approval. Council may enter into agreements with clubs, associations, or governing bodies for jointly funded or supported facility improvements.
- g) **Breach Management** – Breaches of this Policy or the *Code of Conduct and Conditions of Use Guideline* will be managed through Council's staged enforcement process. This may include warnings, suspension or cancellation of allocations, financial penalties, or referral to sporting associations and law enforcement.

Council reserves the right to adjust allocations, restrict use, or impose additional conditions at its discretion to protect community safety, uphold standards of conduct, and ensure the sustainability of assets.

More detailed information regarding Conditions of Governing the Use of Sports Grounds is outlined in the *Sports Ground Code of Conduct and Conditions of Use Guideline*.

9 Form of Agreement

- a) All sports ground allocations will be confirmed through a Sports Ground Allocation Agreement issued by Council.
- b) Council will undertake an Expression of Interest (EOI) process to assign sports grounds to eligible applicants.
- c) Council may issue one or more of the following forms of agreement:
 - i. Non-exclusive license for all or part of the sports ground
 - ii. Exclusive license for all or part of the sports ground
 - iii. Seasonal allocation permits for all or part of the sports ground
 - iv. A combination of the above (for example, an exclusive license for a sports amenity building and a seasonal allocation for playing fields).
- d) The Agreement will prescribe the conditions of use and must be executed by the hirer prior to access being granted. Each Agreement will include, at a minimum:
 - i. **Approved Allocation Details** – the ground(s), facilities, dates and times of use approved by Council
 - ii. **Fees and Charges** – the hire fees, bonds and service charges as set out in Council's adopted Schedule of Fees and Charges
 - iii. **Conditions of Use** – requirements for the safe, respectful and responsible use of facilities
 - iv. **User Obligations and Compliance** – obligations relating to behaviour standards, child safety, insurance, maintenance, reporting, and adherence to Council's Code of Conduct and relevant policies
- e) Fees and charges will be determined by Council and may include:
 - i. **Sports Ground** hire fees
 - ii. **Direct service costs**, including energy, water and waste collection
 - iii. Fees for exclusive, non-exclusive and/or seasonal use of facilities and fields
 - iv. **Damage deposits or bonds**
 - v. **Penalty fees for breaches** of this Policy, the Code of Conduct or conditions of use

Council reserves the right to include additional conditions within an Agreement to reflect the specific circumstances of a venue, activity or user group.

10 Policy implementation

The General Manager: Overall Responsibility for this policy.

Libraries and Lifestyle Business Unit: Is responsible for,

- the implementation, application and review of the policy across the organisation
- administering seasonal and regular allocation permits in accordance with the policy and supporting documentation.

Property Services: is responsible for,

- applying the principles and requirements in this policy where applicable for License and Lease Agreements for sport grounds

11 Breaches and Penalties

- a) Breaches of this Policy or the *Sports Ground Code of Conduct and Conditions of Use Guideline* may result in staged enforcement action, including:
- i. verbal and written warnings,
 - ii. suspension or cancellation of allocations,
 - iii. cost recovery, forfeiture of bonds, or financial penalties,
 - iv. restrictions on future allocations, and
 - v. referral to associations, governing bodies, or law enforcement.
- b) The breach response process and penalties are set out in the ***Sports Ground Conduct and Conditions of Use Guideline***.

12 Appeals and Dispute Resolution

Where a dispute arises in relation to allocations or compliance, hirers may request a review by the relevant Business Unit Manager. If not resolved, a further review may be sought from the General Manager or delegate, whose decision is final.

13 Document control

This policy is scheduled to be reviewed after every Council term, or earlier if required.

The Manager Governance & Risk may approve non-significant and/or minor editorial amendments that do not change the policy substance.

14 Related documents

- a) Local Government Act 1993
- b) Bayside Council Local Environment Plan (LEP) 2021
- c) Bayside Plans of Management
- d) Council's Schedule of Fees and Charges
- e) Sports Ground Code of Conduct and Conditions of Use Guideline
- f) Current Leases and Licenses

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15 Version history

Version	Release Date	Author	Reason for Change
1.0	TBA	Manager Libraries and Lifestyles	New Document



Sports Ground Allocation Policy

Date TBC



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Sports Ground Allocation Policy

File: Document:

Policy Register: Policy No.:

Class of document: Council Policy / Administrative Policy

Enquiries: Manager Libraries and Lifestyle



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Sports Grounds Allocation Policy

2

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1 Introduction

Bayside Council owns and manages an extensive network of sports grounds and is committed to providing access for local clubs, schools, residents, and community organisations to support active lifestyles and community wellbeing.

While the allocation of sports grounds for organised sport is important, Council also recognises the need for community access outside of formal bookings for residents and visitors to enjoy these spaces for informal recreation, exercise, and social connection.

To protect and sustain these valuable community assets, allocation of sports grounds must also provide for regular rest periods and maintenance activities. This ensures the safe use of grounds, supports effective asset management, and extends the lifespan of playing surfaces and associated infrastructure.

With a growing population and increasing demand, this Policy aims to establish a fair, equitable, transparent, and consistent framework for sports ground allocations for regular and seasonal use.

This Policy also embeds clear responsibilities for Council, hirers, associations, and governing bodies, together with the Code of Conduct expectations and Conditions of Use. These ensure that sports grounds are used safely, inclusively, and sustainably while promoting accountability and respectful behaviour.

2 Objectives

Promote participation by providing diverse opportunities for sport, recreation, and physical activity for all Bayside residents.

Foster inclusivity by enabling opportunities for participation among under-represented groups, including women and girls, people from lower socio economic backgrounds, people with disabilities, seniors and people from culturally diverse communities.

Ensure fair and transparent access by applying an equitable, transparent and consistent framework for allocating sports grounds and facilities.

Support sustainability and positive stewardship by enabling clubs and associations, where feasible, to thrive and remain viable, while requiring responsible use of sports grounds and positive contributions to the community.

Balance organised and informal use by ensuring sports grounds accommodate both formal sporting competitions and informal community recreation to promote health, wellbeing, and social connectedness.

Protect and maintain facilities by managing grounds responsibly and sustainably through scheduling, rest periods, and maintenance to ensure long-term community benefit.

Clarify responsibilities and standards by defining the roles Council, hirers, associations, and governing bodies, embedding expectations for safety, respect, inclusion, child safety, professionalism, and integrity.

3 Scope

This Policy applies to all Council-owned and/or managed sports grounds for regular and seasonal use. It covers training, competitions, and structured activities, including those conducted under permits, licences, or lease agreements.

Sports Grounds under Leases and License

These Terms of this policy apply unless expressly overridden by a specific clause in a licence or lease.

Special Events

Special events (including presentation days), tournaments, and carnivals are not covered under seasonal or regular allocations and must be approved separately through Council's event booking process. Additional requirements for traffic management, waste, risk management, and user-pays services are detailed in the *Code of Conduct and Conditions of Use for Sports Grounds*.

Other exclusions include passive recreation areas, aquatic centres, golf courses, casual users, special events, and commercial personal training (managed separately).

This Policy operates in conjunction with Bayside Council's ***Sports Ground Code of Conduct and Conditions of Use Guideline***, which outline detailed behavioural, operational, and compliance requirements for all users

4 Definitions

Definitions such as sporting clubs, seasons, sports ground, permanent, seasonal and temporary game day signs will be maintained in the **Appendix A – Glossary**.

5 Policy Statement

Bayside Council is committed to providing **fair, equitable, and transparent access** to sports grounds for local clubs, associations, schools, and the broader community.

This commitment is underpinned by the expectation that all users uphold the **highest standards of behaviour, respect, and integrity**, in line with Council's Sports Ground Code of Conduct and Conditions of Use.

Council will ensure that sports grounds are managed and allocated in a manner that:

- Promotes **inclusive participation** and opportunities for under-represented groups.
- Upholds principles of **respect, child safety, professionalism, and community responsibility**.
- Balances organised sport with informal community use.
- Supports the **sustainable management, protection, and long-term viability** of sports grounds and associated facilities.
- Reinforces the **shared responsibility** of Council, hirers, associations, and governing bodies to maintain safe, welcoming, and well-managed community assets.

6 Allocation Framework

6.1 Allocation Principles

Council allocates sports grounds in accordance with the following principles:

- a) **Local Participation Priority** – Preference is given to clubs, associations, and schools whose participants are primarily Bayside residents. Local community use takes precedence over external users.
- b) **Equity and Inclusion** – Encouraging participation by under-represented groups, including women and girls, people with disability, seniors, culturally and linguistically diverse communities, and residents from lower socio-economic backgrounds.
- c) **Juniors and Development Pathways** – Giving priority to junior participation, school competitions, and initiatives that provide local player development pathways.
- d) **Sustainability and Maintenance** – Ensuring allocations reflect ground capacity, rest and rehabilitation periods, maintenance requirements, and long-term asset sustainability.
- e) **Shared Use and Collaboration** – Promoting shared and multi-sport use of grounds wherever feasible. Exclusive use will only be permitted under formal lease or licence agreements.
- f) **Compliance and Standards** – All hirers must adhere to Council policies, Conditions of Use, the Sports Ground Code of Conduct, and relevant child safety, governance, insurance, and financial obligations. Non-compliance may affect current and future allocations.
- g) **Viability and Good Governance** – Preference is given to clubs and associations that demonstrate sound financial management, transparent governance, and a sustainable organisational structure.
- h) **Community Benefit** – Allocations should maximise public value by supporting opportunities for health, wellbeing, social connection, and positive community engagement.
- i) **Transparency and Fairness** – All allocation decisions will be guided by clear, consistent, and transparent processes to ensure confidence among user groups and the community.
- j) **Emerging and Growth Sports** – Council may consider applications from emerging or growth sports where capacity allows, provided this does not displace established community use or compromise asset sustainability.

6.2 Seasonal Allocation Hierarchy

Council will utilise the following hierarchy to prioritise the allocation of sports grounds. Council may, at its discretion, vary or override this hierarchy where it considers it necessary to achieve broader community, operational, safety, or strategic outcomes.

Priority	User Group	Notes / Conditions
1	Sport Associations governing local competitions	Priority for weekend games, catch-ups, and local pathways programs
2	Local "home clubs"	Community based sporting club that has a traditional historic association to the ground; majority of participants must be Bayside residents; junior and inclusive grass roots participation is a priority.
3	Other Bayside-based community clubs	Community based sporting clubs located in Bayside' LGA for training and games; majority of participants must be Bayside residents; junior and inclusive grass roots participation is a high priority.
4	Schools within Bayside LGA	Inter-school competitions, carnivals, and regular sports programs
5	Representative/elite teams	Allocated only after local community demand is met; local player pathways encouraged
6	Community/social sporting groups	Multicultural, casual, or social competitions that primarily involve Bayside residents
7	Commercial/private hirers	Only if capacity exists and local community use is not displaced

6.3 Allocation Types

Council offers the following types of allocations for the use of sporting grounds and their associated facilities:

- a) Winter Season Allocation
- b) Summer Season Allocation
- c) Preseason Allocation (subject to availability)
- d) Casual Allocation (subject to availability)
- e) School Allocation

6.4 Seasonal Preference

Council recognises the traditional allocation of sports grounds according to seasonal sporting codes. To ensure fairness, sustainability, and continuity, the following seasonal preferences will apply:

Clause	Season	Provision
10.1	Summer Season	The summer season is defined as the period from the first weekend in October to the last weekend in March. Priority will be allocated to traditional summer sports, including cricket, baseball, Oztag, touch football, and athletics, six a side soccer.
10.2	Winter Season	The winter season is defined as the period from the first weekend in April to the last weekend in August. Priority will be allocated to traditional winter sports, including netball, rugby league, rugby union, AFL, hockey, and football (soccer).
10.3	Pre-season and Off-season Allocations	Pre-season or off-season allocations may be approved where they do not displace the seasonal priority sport and remain consistent with required rest and maintenance schedules.

10.4 Transition and Flexibility

Council reserves the discretion to adjust seasonal commencement and conclusion dates to accommodate finals, representative fixtures, or exceptional circumstances, provided such adjustments do not compromise ground sustainability or equitable community access.

10.5 Multi-sport Consideration

Where practicable, Council supports shared and flexible use of facilities, provided allocations remain consistent with seasonal preferences and asset protection requirements.

10.6 Seasonal Changeover

Seasonal changeover and rest periods will occur within the respective pre-seasons and will take precedence over pre-season access requests, as determined by site-specific requirements.

6.5 Eligibility

To be eligible to apply for the allocation of sporting grounds and associated facilities, applicants must:

1. **Application Requirements**
 - Submit a completed allocation application form by the advertised closing date.
 - Provide all required supporting documentation, including the organisation's most recent annual and financial reports.
 - Late submissions will be assessed after all on-time applications, which may result in reduced allocations.
2. **Organisational Status**
 - Be a not-for-profit sporting club, association, or school.
 - **Have no outstanding debts or previous poor payment history to Council.**
 - Demonstrate a satisfactory record of compliance with Council policies, Conditions of Use, and **relevant Council and/or sporting** association Codes of Conduct during previous allocations.
3. **Residency and Membership**
 - Be based within the **Bayside Local Government Area (LGA)**.
 - Demonstrate that the majority of members or participants are residents of the Bayside LGA.
4. **Endorsements and Governance**
 - Provide written endorsement from the relevant sporting association or governing body where required.
 - Comply with Council's governance, child safety, and financial management requirements.
5. **Insurance**
 - Hold and maintain public liability insurance of at least **\$20 million**, with Bayside Council noted as an interested party (Principal Indemnity Endorsement).
 - The insurance must cover business activities appropriate to the organisation's operations, including the organisation and conduct of sporting events or the operation of a sporting club.

Ineligible Applicants

The following applicants are ineligible for allocation under this policy:

- Commercial fitness operators and personal trainers (managed under a separate permit process).
- Casual users or ad-hoc bookings.
- Organisations based outside the Bayside LGA that cannot demonstrate community benefit to Bayside residents.

6.6 Selection Criteria for Sporting Ground Allocation

The applicant must satisfy the Eligibility Criteria outlined in section 6.5 *Applicant Eligibility Criteria*. Once eligibility is confirmed, Council will assess and determine allocation requests for sporting grounds having regard to the following:

1. **Hierarchy of Use**
The hierarchy outlined in section 6.2 *Hierarchy of Use* will be applied.
2. **Single Applicant Requests**
Where only one eligible applicant is requesting access to a suitable sporting ground, Council will generally make the ground available to that applicant.
3. **Continuity of Use and Membership Levels**
Council recognises that hirers require reasonable certainty of ongoing seasonal allocations to support effective planning and delivery of programs.
Where a hirer continues to demonstrate an active and sustainable membership base, Council will not unreasonably refuse an allocation that is broadly consistent with the previous season, subject to competing demand and the hierarchy of use.
4. **Membership Scale and Diversity**
 - o the number of registered or financial members;
 - o the proportion of junior or grassroots participants compared with higher-level or representative teams
 - o the inclusiveness and diversity of the membership base, including programs supporting women and girls, people with disability, multicultural communities, and other under-represented groups; and
 - o the alignment of participation outcomes with Council's community and strategic objectives.
5. **Requests for Increased Allocation**
Hirers may request additional allocations; however, Council will not generally approve substantial increases in allocated time from one season to the next. This approach is intended to support equitable access and promote diversity across sporting codes and user groups. It also ensures long term sustainability of the sports grounds by mitigating overuse.
6. **Shared Use and Collaboration**
Council encourages applicants to collaborate and maximise shared use of sporting grounds.
Where two or more applicants propose a genuine shared-use arrangement, Council will give this favourable consideration.
7. **Resolution of Conflicting Requests**
Where competing requests arise, Council staff will seek to facilitate resolution through consultation and mutual agreement between applicants prior to making a determination.

7 Responsibilities and Obligations

Council-managed sportsgrounds and facilities are used by a wide range of participants and organisations. To ensure safe, inclusive, and sustainable use, the responsibilities of different stakeholders are defined below. Each role has distinct obligations, which together create a framework for fair access, good governance, and positive community outcomes.

Key Roles:

Hirers (*home clubs, clubs, associations, schools*) are organisations or individuals who access facilities on a short-term or seasonal basis and must comply with core conditions of use.

Home Clubs are primary resident organisations with long-term associations to specific venues. They are granted priority access to sports grounds for the term of the agreement but also carry elevated responsibilities as anchor tenants.

Sports Associations provide local and regional coordination, overseeing competitions, monitoring club compliance and issues sanctions for breaches and non-compliance.

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Council allocates grounds and issues permits; maintains facilities and essential infrastructure; and monitors compliance with policies and agreements.

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Note: When Sporting Associations or Governing Bodies book sportsgrounds, they are considered Hirers and must comply with the same responsibilities as clubs and schools.

8 Conditions Governing the Use of Sports Grounds

To ensure the long-term sustainability, safety, and fairness of sports ground use, all allocations are subject to the following overarching rules:

- a) **Public Access to Sports Grounds** – Sports grounds are generally open for public access for organised sport or recreational use **from 8am-9:30pm Weekdays, 8:30am to 9:30pm Saturdays and 9:00am-5pm on Sundays**. However, booking hours for organised sport activities may vary for specific sites due to development consent conditions, plans of management, scheduled rest and block out periods and to manage impact on surrounding activities and properties. Access hours may also vary for sports grounds under lease or license agreements.
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 - ii. **Direct service costs**, including energy, water and waste collection
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- b) The breach response process and penalties are set out in the ***Sports Ground Conduct and Conditions of Use Guideline***.

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1.0	TBA	Manager Libraries and Lifestyles	New Document



**Sports Ground
Code of Conduct and
Conditions of Use
Guideline**

DRAFT



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1. Purpose

Bayside Council provides safe, inclusive, and well-maintained sports grounds to support active and passive recreation, promoting wellbeing and enjoyment for the community. This document sets clear expectations for behaviour, responsibilities, compliance, and consequences, ensuring that all users enjoy Council sports grounds safely, respectfully, and sustainably.

2. Scope

This Code of Conduct and Conditions of Use apply to all authorised users and hirers of Council sports grounds, including sporting clubs and associations, schools, commercial operators, and participants engaged in organised activities under seasonal allocations, permits, licences, or casual bookings.

It does not apply to:

- **Informal community or recreational use** of sports grounds.
- **Special events, tournaments or carnivals**, which are managed under Council's Event Management Framework and approval processes.

Unlawful behaviour, including vandalism, damage, or trespass, is managed in accordance with relevant legislation and may be referred to **NSW Police** for investigation and enforcement, in addition to Council's compliance procedures.

2.1. Licence and Lease Agreements

These Terms and Conditions apply to all Council-managed sports grounds, including those used under licence or lease agreements, unless a specific clause in the relevant agreement expressly overrides a condition in this document. In such cases, the terms of the licence or lease take precedence.

3. Definitions

Definitions such as sporting clubs, hirer, seasons and sports ground will be maintained in the **Appendix A – Glossary**.

4. Roles and Responsibilities

Council-managed sportsgrounds and facilities are used by a wide range of participants and organisations. To ensure safe, inclusive, and sustainable use, the responsibilities of different stakeholders are defined below. Each role has distinct obligations, which together create a framework for fair access, good governance, and positive community outcomes.

4.2 Hirers (Including Clubs, Associations, Governing Bodies, Schools)

Hirers are organisations or individuals who access facilities on a short term or seasonal basis.

Their responsibilities include:

- a) Ensuring safe, respectful behaviour of all participants, officials, volunteers, and spectators.
- b) Using facilities responsibly and leaving areas clean and safe.
- c) Reporting hazards, damage, or maintenance issues promptly to Council.
- d) Maintaining valid insurance, permits, and approvals.
- e) Implementing first aid, emergency, and risk management procedures.
- f) Complying with all child safety obligations.
- g) Providing Council with membership data, participation numbers, and compliance evidence as requested.
- h) Cooperating with Council and relevant authorities on investigations.

4.3 Home Clubs (Primary Resident Organisations)

Home Clubs are the primary hirer and resident sporting organisation of a Council sportsground or facility. They are recognised as having a long-term association or “spiritual home” at the venue.

While granted priority and preferential access, Home Clubs also have elevated responsibilities:

- a) Acting as the principal liaison with Council regarding the use, care, and management of the ground.
- b) Assisting in the coordination use of the sports ground by members, affiliated teams, visiting clubs, schools, and casual users to ensure fair and efficient scheduling.
- c) Ensuring safe, respectful, and inclusive behaviour for all participants, volunteers, and spectators.
- d) Managing day-to-day care, cleaning, and upkeep of club-operated amenities (change rooms, storage, kiosk/canteen, meeting spaces).
- e) Maintaining valid insurance, permits, and approvals for ongoing operations. Implementing effective risk management, including first aid, emergency procedures, and compliance with child safety obligations.
- f) Providing Council with membership, participation, and compliance information when requested.
- g) Reporting hazards, damage, or incidents promptly to Council.

- h) Supporting fair community access by facilitating shared use with schools, other clubs, and casual users where appropriate.
- i) Promoting Council objectives for participation, inclusion, and equitable access to sport.

4.4 Sports Associations (Local / Regional)

- a) Implement sport rules, Codes of Conduct, and child safety standards at the local level. Coordinate competitions, fixtures, and field scheduling.
- b) Monitor club compliance and apply local sanctions for breaches or non-compliance.
- c) Support volunteer, coaching, and governance development.
- d) Collaborate with Council and clubs to promote safe and inclusive participation.
- e) Escalate serious issues to the NSW Police, relevant Governing Body and/or Council when required.

4.5 Sport Governing Bodies (State / National)

- a) Establish rules, Codes of Conduct, accreditation requirements, and high-level policies for the sport.
- b) Develop child safety, integrity, coaching, and officiating standards.
- c) Investigate serious breaches and enforce high-level sanctions.
- d) Provide strategic advice on facility development, participation programs, and talent pathways.
- e) Deliver education and training programs for governance, coaching, and officiating.
- f) Promote inclusion, equity, and talent pathways at state or national level.

4.6 Council

- a) Supports participating in sport, recreation and physical activity in line with Council's strategic objectives.
- b) Ensures equitable and transparent access to sports grounds for all eligible user groups.
- c) Allocates sports grounds and issues user agreements.
- d) Collects and reports data on sports ground usage, asset condition and community outcomes to inform decision making.
- e) Sets, reviews and administers fees, charges and bonds.
- f) Liaises with hirers including clubs, home clubs, associations, governing sport bodies and schools regarding sport ground allocations and use.
- g) Engages with stakeholders and sport bodies to identify needs, resolve issues and plan for future improvements.
- h) Maintains sports grounds, facilities and essential infrastructure in accordance with approved usage agreements.
- i) Monitors asset condition and plans for renewal, upgrade and capital improvement works.
- j) Assesses, approves and coordinates sports ground improvement projects.
- k) Manages risk, public liability and work place health and safety across all sports grounds.
- l) Monitors and enforces compliance with Council policies, user agreements, codes of conduct and safety requirements.

4.7 NSW Police

- a) Support Council, Associations and Governing Bodies in ensuring public safety, respond to unlawful behaviour or emergencies, and provide user-pay services for special events.

Note: When Sporting Associations or Governing Bodies book sportsgrounds, they are considered **Hirers** and must comply with the same responsibilities as clubs and schools.

5. Sports Forum

- a) Council will convene Sports Forums, inviting representatives from recognised sports clubs, associations, and governing bodies to attend.
- b) Sports Forums provide an opportunity to share information on sports ground allocations, discuss updates to industry standards and requirements, and present current and future sport-related projects.
- c) Additional or topic-specific forums may also be held for particular areas of focus such as child safety, funding opportunities, major projects, or new policy initiatives.

6. Code of Conduct & Behaviour

All hirers are expected to adhere to the code of conduct and standards of behaviour outlined below:

6.1. Local and Community Engagement

- a) Promote a welcoming, inclusive, and family-friendly environment.
- b) Support community participation and social connection through sport.
- c) Where feasible, engage with local businesses and provide opportunities for cross-promotion and support.
- d) Respond promptly and professionally to community enquiries and complaints.
- e) Maintain positive and respectful relationships with neighbouring properties by not blocking driveways and minimising any negative impacts or disturbances caused by the activities.

6.2. Respect and Inclusion

- a) Treat all participants, volunteers, officials, spectators, other users and neighbours with respect.
- b) Keep noise to reasonable levels and comply with relevant legislation.
- c) Zero tolerance for abuse, harassment, intimidation, discrimination, or antisocial behaviour.
- d) Promote fair play, sportsmanship, and conflict resolution.
- e) Support inclusive participation and equitable access.

6.3. Professionalism and Integrity

- a) Maintain a professional image and represent the sport, club and association positively.
- b) Act as ambassadors for their sport, fostering and implementing strategies that promote positive behaviours, inclusivity, and respect in line with Council's zero-tolerance approach to abuse, harassment, intimidation, and discrimination.
- c) Act honestly, ethically, and respectfully at all times.
- d) Avoid behaviour that brings the sport, club, association, and/or Council into disrepute.
- e) Officials must be identifiable to the public, Council, and relevant authorities.
- f) Maintain accurate records and transparent financial management.
- g) Provide operational and compliance reports to Council as required.
- h) Cooperate with Council, Associations, NSW Police, and other relevant authorities regarding incidents and investigations, including access to CCTV, information, and statements.

6.4. Child Safety

- a) Comply with the NSW Child Safe Framework and sport-specific child safety standards.
- b) Screen, train, and supervise volunteers, coaches, staff, and officials working and/or engaging with children.
- c) Treat children respectfully and act as positive role models.
- d) Report concerns immediately to Council, Child Protection Helpline (132 111), or Police (000 in emergencies).

6.5. Compliance

- a) The hirer must comply with all relevant legislation including, but not limited to, the **Local Government Act 1993**, Plans of Management, liquor and gaming laws, food handling and storage requirements, and child protection legislation.
- b) The hirer must comply with all Council policies, guidelines, terms and conditions and directions relevant to sport ground allocation and use.
- c) The hirer must comply with all relevant policies, standards and codes from the Sport Association and Sport Governing Body
- d) Council officers, NSW Police or other authorised representatives may enter and inspect the sports ground at any time.

6.6. Reporting & Dispute Resolution

- a) All incidents, accidents, near misses, hazards, or antisocial behaviour must be reported promptly to the relevant authorities.
- b) Where applicable, follow the procedures established by the relevant Association, Governing Body and/or Council.
- c) Clubs should seek to resolve disputes internally in the first instance. Unresolved matters are to be escalated to the relevant Sports Association or Governing Body.
- d) Council will intervene only in matters that fall within its responsibilities as outlined in Section 4.6, or to support actions taken by the Sports Association or Governing Body.

- e) Maintain written records of all incidents or disputes, including dates, times, persons involved, and actions taken.
- f) Cooperate fully with Council, Associations, and relevant authorities during any investigation, including the provision of documentation, statements, or access to CCTV footage where available.
- g) Serious breaches, incidents, or unlawful behaviour must be reported directly to NSW Police and other relevant regulatory authorities.

7. Breaches and Penalties

Breaches of the Policy, Code of Conduct and/or Terms of Use by hirers, participants, or officials may result in one or more of the following consequences, depending on severity and circumstances.

7.1. Sanctions and Penalties by Sport Bodies

- a) Sports Associations and Governing Bodies are primarily responsible for governing the behaviour of sport clubs, teams, or participants and have the authority to issue sanctions and penalties.
- b) Where a club, team, or participant is sanctioned by the Association or Governing Body (e.g., stood down, suspended, fined, or otherwise penalised), Council may:
 - Temporarily cancel or suspend bookings for affected sessions, teams, or clubs.
 - Restrict access to allocated fields for the duration of the sanction.
 - Apply any other operational actions necessary to support the enforcement of the Association's or Governing Body's sanction.
- b) Any unlawful behaviour or serious misconduct may require immediate involvement of NSW Police and/or other regulatory authorities.
- c) Council will communicate any sanctions and penalties including field use restrictions to the hirer in writing and coordinate with the Association or Governing Body to ensure clarity and compliance.

7.2. Breach Response Process

Council responds to breaches of the Conditions of Hire through a structured process. The response depends on the **severity**, **frequency**, and **impact** of the breach.

In most cases, Council applies a staged approach, providing an opportunity to rectify minor issues before penalties are enforced.

Note: For serious or high-impact breaches, Council may bypass early stages and proceed directly to penalties.

Stage	Description	Examples / Outcomes
Verbal Warning / Education	Informal notification of the breach, with guidance provided to support understanding and compliance.	Minor issue identified by Council staff; hirer advised on how to rectify or avoid recurrence.
Written Warning / Action Plan	Formal written notice outlining the breach and required corrective actions within a specified timeframe. May also be issued if a previous breach remains unresolved.	May include mandatory training, an improvement plan, or a compliance schedule.
Escalation to Penalties	If the breach is not rectified, is repeated, or is of a serious nature, Council may apply one or more penalties.	See Section 6.3 below for applicable penalties and enforcement actions.

Sport Associations, Governing Bodies and NSW Police will be informed of breaches and penalties issued where relevant.

7.3. Penalties

Council may apply one or multiple penalties depending on the nature, severity, and circumstances of the breach.

Penalty Type	Description / Examples	Penalties / Actions	Additional Notes
1. Referral to Sport Association / Governing Body	Escalation for investigation and disciplinary action by external authorities (sport associations).	Sanctions such as suspension, fines, or other penalties imposed by the association; Council supports enforcement.	Council may temporarily suspend bookings or restrict field access during sanctions.
2. After-Hours Callout Fees	Council staff required to attend site after hours (e.g., access issues).	Minimum 4-hour overtime fee charged on cost-recovery basis.	Applies regardless of breach, when staff support is needed outside normal hours.
3. Unauthorised Use Charges	Use of fields without approval or outside allocated times/purposes.	Additional hire fees charged based on unauthorised use.	Charged on top of any other penalties.
4. Cost Recovery / Bond Forfeiture	Damage to sports grounds from authorised use, additional cleaning required, infrastructure damage (goal posts), or	Partial/full forfeiture of security bond; additional charges if costs exceed bond; overdue fees	Applies to damage and additional services required as a result of the breach

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Penalty Type	Description / Examples	Penalties / Actions	Additional Notes
	breach costs exceeding bond value.	recovered via debt recovery.	
5. Monetary Fine	Specific financial penalty imposed for breach of Conditions of Hire.	\$1,000 fine plus full cost recovery for repairing damages caused.	Applies for serious breaches; Council enforces cost recovery strictly.
6. Suspension of Sessions or Facility Use	Temporary restriction of access to sports grounds/facilities. May also be applied for non-compliance with conditions of use or internal/association sanctions.	Suspension of training or match day use for affected teams, clubs, or hirers.	Can be triggered by breaches of conditions of use, not just by governing body sanctions.
7. Cancellation of Seasonal & Regular Allocations	Partial or full removal of bookings for the season or regular allocations.	Temporary or permanent cancellation of some or all bookings; suspension of specific activities.	Typically follows repeated or serious breaches.
8. Future Allocation Penalties	Impact on eligibility for future bookings or grants due to breaches, outstanding debts, multiple and/or serious breaches.	Loss of priority or refusal of future seasonal allocations; exclusion from future allocations based on Council discretion.	Applies if debts are outstanding, damages that delay seasons, if fined for breaches, or following multiple/serious breaches.
9. Serious Misconduct & Legal Action	Unlawful behaviour including harassment, assault, or significant property damage.	Police or regulatory authority involvement; legal action or trespass orders as appropriate.	Council reserves full rights to enforce laws and legal processes.

7.4. Appeals

- a) Hirers, clubs, or participants may submit a written response or appeal within the timeframe outlined in Council's correspondence.
- b) Appeals will be reviewed by Council officers or an appropriate panel.
- c) Council's decision following an appeal is final.

8. Fees, Grants, Insurance and Liability

8.1. Fees, Bonds & Payments

- a) Security bonds will be required to cover potential damage, cleaning, or non-compliance, refundable after satisfactory inspection.
- b) Security bonds and hire fees must be paid per Council's adopted fees and charges schedule.
- c) The following fees may apply for sports grounds;
 - a. field/court use,
 - b. sport amenities use,
 - c. direct service costs (power, lighting, waste bins and collection),
 - d. ancillary services (e.g. line marking),
- d) Separate fees and charges apply for events, sports clinics, and academies.
- e) Failure to pay fees will be considered a breach.
- f) Hirers must not charge entry fees to sports grounds (e.g. for spectators to attend games) without Council's prior approval.

8.2. Grants

- a) Clubs must obtain landowner consent from Council (and other relevant authorities) before applying for grants.
- b) Full project scope and costings must be submitted for Council review prior to grant applications.
- c) Council will consider the following when determining whether to support the grant application;
 - alignment with strategic plans,
 - alignment with asset renewal priorities and timeframes
 - completeness of information provided about the project,
 - community benefits,
 - impact on users,
 - compliance with legislation,
 - Council's capacity to support the project amongst other council endorse priorities and financial commitments,
 - Applicant's contribution (financial and in-kind), and availability of co-funding.

8.3. Insurance and Liability

- d) Hirers must hold Public Liability Insurance of minimum \$20 million, with Council noted as an interested party.
- e) All equipment and materials stored on Council premises, including storages rooms, change rooms, kiosks, or other areas, must be appropriately insured by the hirer.
- f) Hirers are responsible for safety and conduct of all participants, officials, volunteers and visitors during the period of hire.
- g) Hirers must inspect sports grounds and facilities prior to use and immediately report any hazards, damage or safety concerns to Council.
- h) Council accepts not responsibility or liability for the loss, theft, or damage of any equipment or materials within Council's sports grounds and facilities.
- i) Council is not liable for loss, damage, or injury to persons (including officials, volunteers, members, participants, or spectators) or property arising from the use or occupation of facilities by the hirer.

9. Bookings, Allocations and Hours of Use

9.1. Public Access to Sports Grounds

- a) Sports grounds are generally open for bookings for organised sport or recreational use during the following hours:
 - **Weekdays: 8am to 9:30am**
 - **Saturdays: 8:30am to 9:30pm**
 - **Sundays: 9:00am to 5:30pm**
- b) Council may, at its discretion extend hours for special events.
- c) Access hours may vary for sports grounds under lease or license agreements
- d) Approved booking hours for organised sport activities may also vary at specific sites due to
 - development consent conditions.
 - requirements of relevant plans of management.
 - maximum hours being reached for organised and structured use.
 - rest and block-out periods.
 - seasonal adjustments.
 - the need to manage impact on surrounding properties and activities, particularly outside of playing / competition seasons.

9.2. Bookings and Allocation

- a) All bookings must be submitted through Council's online bookings platform.
- b) Sports lighting will be programmed by Council in accordance with the approved booking schedule.
- c) Sport lighting will automatically switch off 15 minutes after the final approved booking, unless turned off earlier by the hirer through the remote access.
- d) Seasonal allocations are subject to Council's Expression of Interest (EOI) process.
- e) Applicants must clearly specify their pre-season and in season requests. They must also advise on any special events proposed for Council's consideration.
- f) Casual hire requests are considered on a case-by-case basis, subject to availability.
- g) Seasonal / regular hirers must provide Council with accurate and up-to-date membership data, including player numbers, age groups, gender breakdown, and residency information.
- h) Training schedules and season fixtures (program draws) must be submitted and confirmed, with prompt notification of any amendments.
- i) Sports Grounds must be used strictly in accordance with the approved allocation agreement and permitted times.
- j) Council reserves the right to amend, reallocate or cancel bookings for maintenance works, safety, special events, or community needs.
- k) Training and match loads must comply with approved bookings and remain within recommended usage limits.
- l) Allocation agreements issued on a non-exclusive basis for a specific agreed times and terms unless otherwise approved in writing by Council.

9.3. Seasonal Allocations and Preferences

- a) Council recognises the traditional allocation of sports grounds according to seasonal sporting codes. To ensure fairness, sustainability, and continuity, seasonal preferences will apply.

Section	Provision
Summer Season	<p>The summer season is defined as the period from the first weekend in October to the last weekend in March.</p> <p>Priority will be allocated to traditional summer sports, including cricket, baseball, Oz tag, touch football, and athletics, six a side soccer.</p>
Winter Season	<p>The winter season is defined as the period from the first weekend in April to the last weekend in August.</p> <p>Priority will be allocated to traditional winter sports, including netball, rugby league, rugby union, AFL, hockey, and football (soccer).</p>
Pre-season and Off-season Allocations	<p>Pre-season or off-season allocations may be approved where they do not displace the seasonal priority sport and remain consistent with required rest and maintenance schedules.</p>

- b) **Transition and Flexibility**
Council reserves the discretion to adjust seasonal commencement and conclusion dates to accommodate finals, representative fixtures, or exceptional circumstances, provided such adjustments do not compromise ground sustainability or equitable community access.
- c) **Multi-sport Consideration**
Where practicable, Council supports shared and flexible use of facilities, provided allocations remain consistent with seasonal preferences and asset protection requirements.
- d) **Seasonal Changeover**
Seasonal changeover and rest periods will occur within the respective pre-seasons and will take precedence over pre and post-season access requests, as determined by site-specific requirements.

9.4. Blanket Bookings and Subletting

- a) Hirers must not make blanket bookings without genuine intent to use the allocated sports ground. *Evidence of intended use, such as training and game schedules, must be provided at Council's request.*
- b) Booking permits are non-transferable and are only valid for the specific dates, times, and locations approved by Council.
- c) Hirers are strictly prohibited from subletting or reassigning sports grounds or associated facilities. *All bookings must be formally approved by Council.*
- d) Hirers must notify Council immediately if a booked time is no longer required. This ensures the opportunity for other users to access and utilise the field.
- e) Council will monitor ground usage to ensure the fields/courts and facilities are being used in accordance with the approved bookings.

9.5. Special Events and Variations

- a) Separate approval and additional fees are required for special events (including presentation days), tournaments, sports clinics, holiday programs, or commercial activities outside the standard allocation.
- b) Requests for variation (time changes, additional fields, or extended hours) must be submitted in writing and approved by Council.

9.6. Maximum Hours of Structured Use

- a) Council sets maximum allowable hours for structured use (including organised sport training and games) for each sports ground to protect the asset, minimise risk, and ensure long-term sustainable use.
- b) Maximum hours for grass sports fields is capped at **35hrs**
- c) Maximum hours for synthetic sports fields is capped at **60hrs**
- d) Council at its discretion will approve organised sport bookings within the capped hours based on the following considerations:
 - Ground conditions (e.g. soil base, drainage, topography)
 - Availability of supporting infrastructure (e.g. irrigation systems)
 - Impact of lighting on turf recovery and grass growth
 - Nature of the activity (e.g. low impact vs high impact use)
 - Relevant industry standards
 - Asset renewal and maintenance plans
 - Impact on surrounding amenity due to intensified use
 - Enable increased community access for recreational use outside of sport seasons.
- e) Council will align all bookings to ensure compliance with the designated maximum use hours for each field.
- f) The capped hours may be overridden by;
 - a. Site Specific Development Consent Conditions and Planning Controls
 - b. Specific terms set out in current lease and license agreements.
 - c. Changes in site conditions and/or industry standards
- g) Exceeding the approved allocation of use hours without prior written approval from Council constitutes a breach of usage terms.

9.7. Block-Out and Rehabilitation Periods

To protect the sports grounds and provide opportunities for low impact informal community access, the following block-out and rehabilitation periods apply.

Period	Timing	Surface Type	Purpose	Access Rules
Rest Day (Turf Recovery)	Minimum 1 day/week (in-season)	Natural Turf	Turf recovery between training and matches	No bookings or use permitted; Council may increase rest days if turf conditions deteriorate
Off-Season Rest	Between playing seasons	Natural Turf	Natural turf recovery and maintenance	Access may be restricted or reduced
Reduction in Use (Summer Block-Out)	November – January	Natural Turf & Synthetic	Reduction in high-impact and structured use for organised sport; informal community access permitted; promote turf recovery	Reduced structured bookings; low-impact sports allowed case-by-case, limit lighting during day light saving hours.
Christmas – New Year Closure	Dec 24 – Jan 1	All surfaces	Holiday closure and informal community access	No structured bookings; informal public use only
Turf Rehabilitation and Renovation	Sept Dec - March.	Natural Turf	Intensive rehabilitation and renovation of turf Other planned maintenance	Minimum 4 weeks; no access permitted without written Council approval. Council will liaise with the hirers on specific dates that rehab, and renovation will occur for each sports ground during these periods.

Council reserves the right to alter, amend or add block out periods and will aim to provide as much advance notice as feasible.

10. Cancellations, Closures and Weather Restrictions

- a) Council reserves the right to amend, reallocate, or cancel bookings for maintenance, safety, community events, adverse weather, or other operational needs.
- b) Grounds may be closed at short notice due to extreme weather or safety concerns
- c) Closure or reopening updates will be provided daily on Council's website <https://www.bayside.nsw.gov.au/recreation/places/sporting-facilities/wet-weather-line> unless unforeseen weather changes occur.
- d) Fields are automatically closed during and immediately after heavy rainfall to protect turf and soil structure. Play is strictly prohibited if standing water is visible.
- e) When fields remain open, the final decision to play lies with clubs, officials, and users, who must prioritise player safety and field/court preservation.
- f) Credits for booking affected will be issued;
 - a. when Council-initiates closures where the grounds have not been accessed.
 - b. When Council permits access at the hirer's discretion and they can demonstrate that they chose not to use the fields
- g) No credits apply for hirer-initiated cancellations outside of Council's standard cancellation policy for bookings which is;
 - Cancellations for a single booking outside of 7 days of booking date will receive full refund
 - Booking inside 7 days of booking date but greater than 48hrs receive 50% refund
 - Cancellations within 48hrs of booking date receive no refund
 - Cancellations by Council prior the booking date receive full refund
 - Cancellations on or after the booking date will receive no refund
 - Any credits received due to cancellations must be used within the current financial year
- h) Unauthorized access is considered a breach.

11. Sports Ground Ownership, Alterations and Improvements

11.1. Approval to Extend or Alter a Recreation Facility

- a) No extensions, alterations or new structures can occur at sports grounds and facilities owned by Bayside Council, or under its control, without the prior written approval of Council.
- b) All extensions, alterations, or new structures (including buildings, grounds, seating, shelters, fencing, goal posts, floodlights etc.) must be in line with Council policies, or other relevant Council strategic plans, or plans of management.
- c) Hirers must obtain Owner's Consent from the relevant owners (including Council), which must also be accompanied by a business case justifying the benefits to be achieved from the proposed scope of works together with details on how the club will fund the works.
- d) Development consent might be required based on the scope of work.
- e) It is expected that all works will be fully funded by clubs/organisations.
- f) Applicants without financial means might be eligible to apply for grants. *Refer to section 8.2 Grants*
- g) Unfunded requests that align with community strategic objectives and have demonstrated community benefits may be considered by Council in the annual capital works project bid cycle.
- h) There is no guarantee that funding will become available.

11.2. Ownership of Existing Sports Grounds including Improvements

- a) Council will retain ownership of all existing facilities and sportsground infrastructure items, as well as any new buildings, infrastructure items (including flood lighting), and ground and building improvements undertaken on Council owned land, or land under its control, unless otherwise agreed.
- b) Approval to divest Council of ownership of any assets or improvements can only be granted by a resolution of Council.

12. General Terms and Conditions

12.1. Safety and Risk Management

- a) All activities must be conducted in a safe and responsible manner, with clear access for emergency services maintained at all times.
- b) Hirers are responsible for implementing appropriate risk management measures, including first aid arrangements, risk assessments, crowd control strategies, and monitoring of weather and air quality conditions.
- c) Hirers must comply with and enforce the health and safety policies of the relevant sporting association or governing body.
- d) Any temporary structures, equipment, or installations must be approved by Council (where required) and safely installed, secured, and maintained.
- e) Vehicle access and parking must comply with all road and facility rules. Vehicles are not permitted on sports fields, pathways or landscaped areas without prior written approval.
- f) All electrical equipment and appliances used on site must be tested, tagged, and maintained in safe working order.
- g) Incidents, injuries, or near misses must be promptly reported to the sport association, Council and/or relevant authorities.
- h) Hirers must ensure all activities comply with Work Health and Safety (WHS) legislation and any directions or instructions issued by Council staff or emergency services.

12.2. Prohibited Activities

The following activities are not permitted:

- a) Smoking and vaping within sports grounds and spectator areas. Hirers are responsible for informing and educating their members, volunteers, officials and visitors that all sports grounds are smoke/vape free.
- b) Smoking and vaping is prohibited in the following areas
 - o Within any structure
 - o Within 10 metres of children's play equipment in outdoor public places
 - o Within 10 metres of a food stall, BBQ, kiosk or canteens
- c) Use of glass containers
- d) Consumption and/or the sale of alcohol without Council approval and a valid liquor licence.
- e) Dogs on the playing fields/courts, Dogs must be on a lead at all times
- f) Inflatables, or marquees without Council approval.
- g) To protect the synthetic field and mitigate risk the following is prohibited on the synthetic surface
 - o confetti,
 - o gum
 - o bikes / scooters
 - o infrastructure (e.g. marquees, cooking facilities, tent pegs)

12.3. Use of Drones (Unmanned Aerial Vehicles - UAVs)

- a) The use of drones or other unmanned aerial vehicles (UAVs) over Council-managed sports grounds or facilities is strictly prohibited without prior written approval from Council and other relevant authorities (e.g. CASA).
- b) Approval may be granted subject to the following conditions:
 - a. Compliance with all relevant **Civil Aviation Safety Authority (CASA)** regulations;
 - b. Operation by a **licensed and insured drone operator** (where applicable);
 - c. Submission of a **risk assessment and flight plan**;
 - d. Consideration of **public safety, privacy, and potential disruption** to other users.
- c) Council reserves the right to decline or withdraw approval at its discretion. Unauthorised drone use may result in cancellation of bookings or further enforcement action.

12.4. Use of Flares and Fireworks

- a) The use of flares, fireworks, pyrotechnics, or any other incendiary devices is strictly prohibited on Council-managed sports grounds and facilities without prior written approval from Council.
- b) Approval will only be considered where:
 - a. The applicant holds all required **permits and licences** from relevant authorities (e.g. SafeWork, Fire Services, Police);
 - b. A comprehensive **risk management plan** and **emergency response plan** is provided;
 - c. The event is managed by a **qualified and licensed pyrotechnician**;
 - d. Community **notification / engagement** has occurred
 - e. Appropriate **public liability insurance** is in place;
 - f. Fire risk conditions (e.g. Total Fire Bans) allow for safe operation.
- c) Unauthorised use of flares or fireworks is a serious breach that may result in immediate cancellation of current and future bookings **and potential** legal or financial penalties.

12.5. Sports Ground Facilities and Infrastructure

- a) Hirers must use all facilities, structures, and equipment only for their intended purpose and in accordance with Council approval.
- b) Netting, goal posts, and other sports infrastructure must be purchased, installed, maintained, and used in accordance with industry and manufacturer standards.
- c) Council is responsible for the maintenance and preparation of turf cricket wickets
 - Cricket clubs or associations are responsible for the ownership, management, covering, removal, and storage of wicket covers when inclement weather is forecast
 - Covers must be stored appropriately and not left on turf areas to prevent damage.
- d) Any temporary or portable structures (e.g., marquees, fencing, signage) must be authorised by Council and safely installed and removed after use.
- e) Hirers must not alter or interfere with any Council infrastructure, including locks, CCTV, irrigation, lighting systems, or electrical distribution boards, without prior written approval.
- f) Public toilets and amenities must remain accessible to the community at all times unless otherwise approved.
- g) Hirers must report any damage, vandalism, safety hazards, or malfunctions to Council immediately.
- h) Unauthorised vehicles are not permitted on sports grounds or pathways at any time.

- i) At the conclusion of use, all litter, temporary materials, and equipment must be removed, and the area left clean and tidy.

12.6. Storage Allocation and Use

- a) Hirers are not automatically entitled to storage space.
- b) If storage is available, Council, at its discretion, will provide access to this space.
- c) Any modification to approved storage areas (e.g. installation of shelving or fixtures) requires written approval by Council.
- d) Storage of equipment or materials in publicly accessible areas such as change rooms, toilets, or other shared facilities is strictly prohibited.
- e) Approved storage allocations are granted on a seasonal basis unless otherwise specified in writing by Council.
- f) The installation of new shipping containers for storage purposes is not permitted within the Bayside LGA.

12.7. Kiosk Equipment

- a) Kiosk equipment including microwave, air fryers, pie warmers, BBQ, coffee machine and fridges is permitted.
- b) Deep fryers of any kind are not permitted.
- c) Equipment must be safe, fit-for-purpose, and removed after use unless approved.
- d) All electrical equipment must be annually tagged and tested by a qualified electrician.
- e) Hirers must not overload electrical outlets or power boards.
- f) Hirers must comply with Food Storage, Handling and Safety regulations.
- g) Hirers must allow access and cooperate with Council Officers assigned to undertake health and safety inspections.

12.8. Signage

- a) Signage requires prior approval by Council.
- b) Hirers must comply with Council's advertising and sponsorship policy, standards and guidelines.

12.9. Environmental Sustainability

- a) Hirers must promote waste reduction, reuse and recycling throughout their activities and events.
- b) Compostable, recyclable, or environmentally friendly packaging and materials should be used wherever practical.
- c) All waste must be disposed of in the appropriate bins. Illegal dumping, littering, or contamination of recycling streams is strictly prohibited.
- d) Hirers must protect grassed areas, sports turf, trees and surrounding natural environments, and avoid actions that cause damage or compaction.
- e) Use of harmful or unauthorised chemicals or substances (such as glyphosate/Roundup, lime for line marking, or similar) is not permitted.

- f) Hirers must use water and energy efficiently, including switching off lights and appliances when not in use and operating kiosk or facility equipment responsibly.
- g) Where possible, avoid single-use items and consider sustainable transport options for participants and spectators..

12.10. Waste

- a) Council provides bins for each sports ground for public use.
- b) Hirers will be assigned additional bins at cost to support their waste-generating activities include kiosk operations and game days. Hirers are responsible for placing these bins on the kerb for collection on the scheduled day.
- c) All hirers are responsible for proper management and disposal of litter and waste from their sporting activities
- d) Hirers must ensure that sports grounds and associated facilities are left in a clean and tidy state after each period of use.
- e) At no time are hirers permitted to store or stack waste next to bins.
- f) Hirers found to have stored waste next to bins will be charged for the removal and disposal costs incurred by Council.

12.11. Sports Field Maintenance and Management

- a) Seasonal and regular hirers share responsibility for the care and upkeep of sports grounds to protect assets and ensure safe playing conditions.
- b) Council will specify maintenance and management responsibilities within the allocation agreements.
- c) Hirers must rotate training and activities areas (e.g. moving goal mouths, adjusting drills) to minimise concentrated wear and tear and reduce injury risk. Council staff can work with the hirers on potential options to facilitate this.
- d) Hirers must not interfere with irrigation systems, lighting, or other ground infrastructure.
- e) Hirers are required to inspect grounds before use and promptly report any damage, hazards, or unsafe conditions to Council. Where necessary, affected areas should be isolated to prevent access.
- f) Council provides initial seasonal line marking; seasonal hirers are responsible for ongoing line marking maintenance unless otherwise arranged (fees apply)
- g) All line marking must comply with sports code standards.
- h) Field adjustments may be required on game dates to protect the surface and maintain safety standards. Council will liaise with the hirer and relevant sport bodies regarding these adjustments.
- i) Excessive wear or damage may result in training restrictions, temporary relocation, or cancellation of training / matches where conditions are deemed unsafe.
- j) All players and participants must wear appropriate footwear; metal studs or boots that damage turf must not be used on wet or vulnerable surfaces.

13. Contact Information

Item	Contact	Notes
Seasonal EOI and Casual Booking Requests	https://bayside.bookable.net.au/	Applicants must register and submit requests through Council's on line booking system.
Booking Enquiries and Management	Email: Sport.recreation@bayside.nsw.gov.au Ph: 1300 581 299 (business hours)	Council's Sport and Recreation Team administer Bookings.
Sports Liaison	Email: Sport.recreation@bayside.nsw.gov.au Ph: 1300 581 299 (business hours)	Council's Sport Liaison Officer is the central point of contact for home clubs, clubs and sport bodies regarding seasonal allocations, seasonal change over, maintenance, events, improvements and other sport related matters.
Lighting programming and issues	Ph: 1300 581 299 (24/7)	<p>Council's Sport and Recreation Team program the lights in accordance with approved bookings.</p> <p>Lights will turn on 15mins before the commencement of the booking.</p> <p>For most bookings where there is only one hire per night, the lights can be turned on and off within the booked hours by a pin from authorised hirers.</p> <p>For multiple hirers on one evening, this is not possible. The lights will operate as programmed by Council.</p> <p>Lights will not extend past the agreed booking time.</p> <p>If there are issues with the lights turning on, please contact Council. The matter will be transferred to the officer assigned to respond to after hour lighting issues.</p>

		<p>In the first instance the officer will review the programming. If the matter does not relate to the programming, an electrician will be called out on site to assess.</p> <p>A booking credit may be issued to the club if they are unable to train due to lighting issues.</p>
Maintenance requests	<p>Ph: 1300 581 299 (24/7) Email: Sport.recreation@bayside.nsw.gov.au</p>	<p>Council answers the phones from 8:30am-5:30pm.</p> <p>Council engages a third party to answer outside of these hours.</p> <p>If the matter is non-urgent, a CRM is raised and issued to the appropriate Council Officer to action.</p> <p>If the matter is urgent, it will be referred to the appropriate Officer on call to assess and action. A CRM will be logged also to track the request and action taken.</p>
Improvement Requests	<p>Email: Sport.recreation@bayside.nsw.gov.au Ph: 1300 581 299 (business hours)</p>	<p>Council's Sport and Recreation Team will review the request and contact the applicant to discuss next steps.</p>
Grant Applications – letter of support	<p>Email: Sport.recreation@bayside.nsw.gov.au Ph: 1300 581 299 (business hours)</p>	<p>Council's Sport and Recreation Team will review the request and contact the applicant to discuss next steps.</p> <p>Coordinator Sports and Recreation is the first point of contact regarding grant applications.</p> <p>Refer to section 8.2 regarding Grants.</p>
Wet Weather Closures	<p>https://www.bayside.nsw.gov.au/recreation/places/sporting-facilities/wet-weather-line</p>	<p>The wet weather closures are determined by the Parks and Open Space Team who regularly inspect, monitor and maintain Council's sports grounds.</p>

		<p>Information is updated on Council's website.</p> <p>Council endeavours to provide updates of field closure / opening as soon as practicable on days that an unforeseen weather event occurs, or when inclement weather is forecast.</p> <p>Each field will be evaluated individually and only those deemed fit for use will be re-opened and the remainder closed, if practical.</p> <p>The Sports and Recreation Team regularly liaise with Parks and Open Space Team about closures.</p> <p>The Sports and Recreation Team will notify hirers and adjust bookings according to the closure decisions made.</p> <p>Note: Closures may vary across sports fields based on site and surface conditions and risk assessments undertaken.</p>
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**Sports Ground
Code of Conduct and
Conditions of Use
Guideline**



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1. Purpose

Bayside Council provides safe, inclusive, and well-maintained sports grounds to support active and passive recreation, promoting wellbeing and enjoyment for the community. This document sets clear expectations for behaviour, responsibilities, compliance, and consequences, ensuring that all users enjoy Council sports grounds safely, respectfully, and sustainably.

2. Scope

This Code of Conduct and Conditions of Use apply to all authorised users and hirers of Council sports grounds, including sporting clubs and associations, schools, commercial operators, and participants engaged in organised activities under seasonal allocations, permits, licences, or casual bookings.

It does not apply to:

- **Informal community or recreational use** of sports grounds.
- **Special events, tournaments or carnivals**, which are managed under Council's Event Management Framework and approval processes.

Unlawful behaviour, including vandalism, damage, or trespass, is managed in accordance with relevant legislation and may be referred to **NSW Police** for investigation and enforcement, in addition to Council's compliance procedures.

2.1. Licence and Lease Agreements

These Terms and Conditions apply to all Council-managed sports grounds, including those used under licence or lease agreements, unless a specific clause in the relevant agreement expressly overrides a condition in this document. In such cases, the terms of the licence or lease take precedence.

3. Definitions

Definitions such as sporting clubs, hirer, seasons and sports ground will be maintained in the **Appendix A – Glossary**.

4. Roles and Responsibilities

Council-managed sportsgrounds and facilities are used by a wide range of participants and organisations. To ensure safe, inclusive, and sustainable use, the responsibilities of different stakeholders are defined below. Each role has distinct obligations, which together create a framework for fair access, good governance, and positive community outcomes.

4.2 Hirers (Including Clubs, Associations, Governing Bodies, Schools)

Hirers are organisations or individuals who access facilities on a short term or seasonal basis.

Their responsibilities include:

- a) Ensuring safe, respectful behaviour of all participants, officials, volunteers, and spectators.
- b) Using facilities responsibly and leaving areas clean and safe.
- c) Reporting hazards, damage, or maintenance issues promptly to Council.
- d) Maintaining valid insurance, permits, and approvals.
- e) Implementing first aid, emergency, and risk management procedures.
- f) Complying with all child safety obligations.
- g) Providing Council with membership data, participation numbers, and compliance evidence as requested.
- h) Cooperating with Council and relevant authorities on investigations.

4.3 Home Clubs (Primary Resident Organisations)

Home Clubs are the primary hirer and resident sporting organisation of a Council sportsground or facility. They are recognised as having a long-term association or “spiritual home” at the venue.

While granted priority and preferential access, Home Clubs also have elevated responsibilities:

- a) Acting as the principal liaison with Council regarding the use, care, and management of the ground.
- b) Assisting in the coordination use of the sports ground by members, affiliated teams, visiting clubs, schools, and casual users to ensure fair and efficient scheduling.
- c) Ensuring safe, respectful, and inclusive behaviour for all participants, volunteers, and spectators.
- d) Managing day-to-day care, cleaning, and upkeep of club-operated amenities (change rooms, storage, kiosk/canteen, meeting spaces).
- e) Maintaining valid insurance, permits, and approvals for ongoing operations. Implementing effective risk management, including first aid, emergency procedures, and compliance with child safety obligations.
- f) Providing Council with membership, participation, and compliance information when requested.
- g) Reporting hazards, damage, or incidents promptly to Council.

- h) Supporting fair community access by facilitating shared use with schools, other clubs, and casual users where appropriate.
- i) Promoting Council objectives for participation, inclusion, and equitable access to sport.

4.4 Sports Associations (Local / Regional)

- a) Implement sport rules, Codes of Conduct, and child safety standards at the local level. Coordinate competitions, fixtures, and field scheduling.
- b) Monitor club compliance and apply local sanctions for breaches or non-compliance.
- c) Support volunteer, coaching, and governance development.
- d) Collaborate with Council and clubs to promote safe and inclusive participation.
- e) Escalate serious issues to the NSW Police, relevant Governing Body and/or Council when required.

4.5 Sport Governing Bodies (State / National)

- a) Establish rules, Codes of Conduct, accreditation requirements, and high-level policies for the sport.
- b) Develop child safety, integrity, coaching, and officiating standards.
- c) Investigate serious breaches and enforce high-level sanctions.
- d) Provide strategic advice on facility development, participation programs, and talent pathways.
- e) Deliver education and training programs for governance, coaching, and officiating.
- f) Promote inclusion, equity, and talent pathways at state or national level.

4.6 Council

- a) Supports participating in sport, recreation and physical activity in line with Council's strategic objectives.
- b) Ensures equitable and transparent access to sports grounds for all eligible user groups.
- c) Allocates sports grounds and issues user agreements.
- d) Collects and reports data on sports ground usage, asset condition and community outcomes to inform decision making.
- e) Sets, reviews and administers fees, charges and bonds.
- f) Liaises with hirers including clubs, home clubs, associations, governing sport bodies and schools regarding sport ground allocations and use.
- g) Engages with stakeholders and sport bodies to identify needs, resolve issues and plan for future improvements.
- h) Maintains sports grounds, facilities and essential infrastructure in accordance with approved usage agreements.
- i) Monitors asset condition and plans for renewal, upgrade and capital improvement works.
- j) Assesses, approves and coordinates sports ground improvement projects.
- k) Manages risk, public liability and work place health and safety across all sports grounds.
- l) Monitors and enforces compliance with Council policies, user agreements, codes of conduct and safety requirements.

4.7 NSW Police

- a) Support Council, Associations and Governing Bodies in ensuring public safety, respond to unlawful behaviour or emergencies, and provide user-pay services for special events.

Note: When Sporting Associations or Governing Bodies book sportsgrounds, they are considered **Hirers** and must comply with the same responsibilities as clubs and schools.

5. Sports Forum

- a) Council will convene Sports Forums, inviting representatives from recognised sports clubs, associations, and governing bodies to attend.
- b) Sports Forums provide an opportunity to share information on sports ground allocations, discuss updates to industry standards and requirements, and present current and future sport-related projects.
- c) Additional or topic-specific forums may also be held for particular areas of focus such as child safety, funding opportunities, major projects, or new policy initiatives.

6. Code of Conduct, Compliance & Behaviour Standards for Hirers

All hirers are expected to adhere to the following **standards of behaviour, operational requirements, and compliance obligations** when using Council sportsgrounds and facilities. This framework supports safe, inclusive, and respectful participation while linking to Council's breach response and penalty framework.

When using Council's sports grounds, Hirer's must adhere to the following standards;

6.1. Local and Community Engagement

- a) Promote a welcoming, inclusive, and family-friendly environment.
- b) Support community participation and social connection through sport.
- c) Engage with local businesses where feasible cross-promotion and community support.
- d) Respond promptly and professionally to community enquiries and complaints.
- e) Maintain positive and respectful relationships with neighbouring properties by not blocking driveways, pedestrian access ways and, minimising disturbances caused by the activities.

6.2. Respect and Inclusion

- a) Treat all participants, volunteers, officials, spectators, other users and neighbours with respect.
- b) Keep noise to reasonable levels and comply with relevant legislation.
- c) Zero tolerance for abuse, harassment, intimidation, discrimination, or antisocial behaviour.
- d) Promote fair play, sportsmanship, and conflict resolution.
- e) Support inclusive participation and equitable access.

6.3. Professionalism and Integrity

- a) Maintain a professional image and represent the sport, club and association positively.
- b) Act as ambassadors for their sport, fostering and implementing strategies that promote positive behaviours, inclusivity, and respect in line with Council's zero-tolerance approach to abuse, harassment, intimidation, and discrimination.
- c) Act honestly, ethically, and respectfully at all times.
- d) Avoid behaviour that brings the sport, club, association, and/or Council into disrepute.
- e) Officials must be identifiable to the public, Council, and relevant authorities.
- f) Maintain accurate records and transparent financial management.
- g) Provide operational and compliance reports to Council as required.
- h) Cooperate with Council, Associations, NSW Police, and other relevant authorities regarding incidents and investigations, including access to CCTV, information, and statements.

6.4. Child Safety

- a) Comply with the NSW Child Safe Framework and sport-specific child safety standards.
- b) Screen, train, and supervise volunteers, coaches, staff, and officials working and/or engaging with children.
- c) Treat children respectfully and act as positive role models.
- d) Report concerns immediately to Council, Child Protection Helpline (132 111), or Police (000 in emergencies).

6.5. Compliance

- a) The hirer must comply with all relevant legislation including, but not limited to, the **Local Government Act 1993**, Plans of Management, liquor and gaming laws, food handling and storage requirements, and child protection legislation.
- b) The hirer must comply with all Council policies, guidelines, terms and conditions and directions relevant to sport ground allocation and use.
- c) The hirer must comply with all relevant policies, standards and codes from the Sport Association and Sport Governing Body
- d) Council officers, NSW Police or other authorised representatives may enter and inspect the sports ground at any time.

6.6. Reporting & Dispute Resolution

- a) Report all incidents, accidents, near misses, hazards, or antisocial promptly to the relevant authorities.
- b) Follow procedures established by the Association, Governing Body and/or Council where applicable.
- c) Attempt internal resolution of disputes first; unresolved matters must be escalated to the relevant Association or Governing Body.
- d) Council intervenes only in matters within its responsibilities or to support actions taken by the Association or Governing Body.

- e) Maintain written records of all incidents or disputes, including dates, times, persons involved, and actions taken.
- f) Cooperate fully with Council, Associations, and relevant authorities during any investigation, including the provision of documentation, statements, or access information from CCTV and electronic devices where available.
- g) Report serious breaches, incidents, or unlawful behaviour directly to NSW Police and other relevant regulatory authorities.

7. Breaches and Penalties

Council manages breaches using a **Category Risk Framework** integrating both **facility and allocation breaches** and **supporting sport body sanctions**.

7.1. Responsibility Overview

Council and Sport Associations / Governing Bodies have distinct but complementary roles in managing breaches. This section outlines who is primarily responsible for different types of breaches and how Council supports enforcement.

Breach Type	Primary Responsibility	Council Role
Player / Team / Spectator Behaviour	Sport Association / Governing Body	Support enforcement: may restrict field access, suspend sessions, or cancel bookings. Notify hirer in writing.
Facility / Allocation / Conditions of Hire	Council	Enforce Conditions of Hire and Allocation Policy, initiate debt recovery process, apply escalation and penalties according to risk category.
Unauthorised Use of Grounds / Infrastructure	Council	Issue warnings, recover costs, suspend bookings, or escalate depending on severity.
Serious Misconduct / Unlawful Behaviour	NSW Police / Regulatory Authorities	Immediate enforcement; coordinate with authorities. Council may suspend bookings, cancel allocations, or recover costs.

7.2. Risk Framework for Breaches and Penalties

Council uses a **Risk Framework** for breaches and penalties.

The purpose of this framework is to:

- a) Provide **clear guidance for staff** on identifying, documenting, escalating, and managing breaches.
- b) Inform **hirers and the community** about what constitutes a breach and the potential penalties / consequences.
- c) Ensure responses are **proportionate, consistent, and fair**, including referral to Sport Associations / Governing Bodies and, where necessary, regulatory authorities.
- d) Include **debt or cost recovery** for damage or costs incurred as a result of the breach.

Category	Severity / Impact	Examples of Breaches	Actions Taken (Staff Guidance)	Penalties / Consequences
Low	Minor, low-impact; minimal operational or community disruption	Policy and Conditions of Use: extending beyond booking time, unauthorised signage, failure to clean up after booking activity, Code of Conduct: Minor noise complaint	- Verbal notification and discussion with hirer to rectify	- No penalty issued
Moderate	Moderate impact; repeated breaches may cause operational, financial, or community inconvenience	Policy: Repeated minor breaches of booking rules (>3 instances), unauthorised use outside of approved bookings, unapproved minor modifications eg change of locks or installation of CCTV, intentionally booking but not using facility, unauthorised vehicles on sports ground,	- Verbal and written notification of breaches -May require meeting between Council, hirer and key stakeholders - Misconduct referred to	- Improvement plan issued - Mandatory clean-up notice - Bond deduction and/or cost recovery for damages - Support Sport Governing Body sanctions (e.g., cancellation of

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Category	Severity / Impact	Examples of Breaches	Actions Taken (Staff Guidance)	Penalties / Consequences
		recurring community complaints on same/similar matter, outstanding debt for booking period Code of Conduct: Player / spectator misconduct reported	Sport Governing Body for review and investigation	bookings for sanctioned team(s))
High	Significant impact; repeated non-compliance causing negative impact on community, infrastructure, financial and/or council operations / services.	Policy / conditions of use: recurring and ongoing breaches and community complaints, failure to pay debt after repeated reminders or failure to comply with payment plans, intentional misinformation regarding bookings, deliberate unauthorised use of sportsground and facilities, unauthorised modifications to sports ground and facilities that create safety risks, changes the original purpose / use and/or restricts community access, significant damage to sports grounds or infrastructure Code of Conduct: Serious misconduct by	<ul style="list-style-type: none"> - Written notification to hirer - Formal meetings between Council, hirer, and key stakeholders - Council coordinates with Sport Association / Governing Body / NSW Police for investigation and escalation 	<ul style="list-style-type: none"> - Bond forfeiture / cost recovery - Monetary fines - Temporary or permanent suspension of bookings - Temporary or permanent removal of 'home club' status and privileges - Removal of long term and/or permanent future use of Bayside sports grounds and facilities. - Enforcement of Sport Body sanctions - Legal action if required

Category	Severity / Impact	Examples of Breaches	Actions Taken (Staff Guidance)	Penalties / Consequences
		players, officials, or spectators Harassment, threats and/or harm to others. Breaches to NSW Child Safe Framework.		

7.3. Appeals

- a) Hirers, clubs, or participants may submit a written response or appeal within the timeframe outlined in Council's correspondence.
- b) Appeals will be reviewed by Council officers or an appropriate panel.
- c) Council's decision following an appeal is final.

8. Fees, Grants, Insurance and Liability

8.1. Fees, Bonds & Payments

- a) Security bonds will be required to cover potential damage, cleaning, or non-compliance, refundable after satisfactory inspection.
- b) Security bonds and hire fees must be paid per Council's adopted fees and charges schedule.
- c) The following fees may apply for sports grounds;
 - a. field/court use,
 - b. sport amenities use,
 - c. direct service costs (power, lighting, waste bins and collection),
 - d. ancillary services (e.g. line marking),
- d) Separate fees and charges apply for events, sports clinics, and academies.
- e) Failure to pay fees will be considered a breach.
- f) Hirers must not charge entry fees to sports grounds (e.g. for spectators to attend games) without Council's prior approval.

8.2. Grants

- a) Clubs must obtain landowner consent from Council (and other relevant authorities) before applying for grants.

- b) Full project scope and costings must be submitted for Council review prior to grant applications.
- c) Council will consider the following when determining whether to support the grant application;
 - alignment with strategic plans,
 - alignment with asset renewal priorities and timeframes
 - completeness of information provided about the project,
 - community benefits,
 - impact on users,
 - compliance with legislation,
 - Council's capacity to support the project amongst other council endorse priorities and financial commitments,
 - Applicant's contribution (financial and in-kind), and availability of co-funding.

8.3. Insurance and Liability

- d) Hirers must hold Public Liability Insurance of minimum \$20 million, with Council noted as an interested party.
- e) All equipment and materials stored on Council premises, including storages rooms, change rooms, kiosks, or other areas, must be appropriately insured by the hirer.
- f) Hirers are responsible for safety and conduct of all participants, officials, volunteers and visitors during the period of hire.
- g) Hirers must inspect sports grounds and facilities prior to use and immediately report any hazards, damage or safety concerns to Council.
- h) Council accepts not responsibility or liability for the loss, theft, or damage of any equipment or materials within Council's sports grounds and facilities.
- i) Council is not liable for loss, damage, or injury to persons (including officials, volunteers, members, participants, or spectators) or property arising from the use or occupation of facilities by the hirer.

9. Bookings, Allocations and Hours of Use

9.1. Public Access to Sports Grounds

- a) Sports grounds are generally open for bookings for organised sport or recreational use during the following hours:
 - **Weekdays: 8am to 9:30pm**
 - **Saturdays: 8:30am to 9:30pm**
 - **Sundays: 9:00am to 5:30pm**
- b) Council may, at its discretion extend hours for special events.
- c) Access hours may vary for sports grounds under lease or license agreements
- d) Approved booking hours for organised sport activities may also vary at specific sites due to
 - development consent conditions.
 - requirements of relevant plans of management.
 - maximum hours being reached for organised and structured use.
 - rest and block-out periods.
 - seasonal adjustments.
 - the need to manage impact on surrounding properties and activities, particularly outside of playing / competition seasons.

9.2. Bookings and Allocation

- a) All bookings must be submitted through Council's online bookings platform.
- b) Sports lighting will be programmed by Council in accordance with the approved booking schedule.
- c) Sport lighting will automatically switch off 15 minutes after the final approved booking, unless turned off earlier by the hirer through the remote access.
- d) Seasonal allocations are subject to Council's Expression of Interest (EOI) process.
- e) Applicants must clearly specify their pre-season and in season requests. They must also advise on any special events proposed for Council's consideration.
- f) Casual hire requests are considered on a case-by-case basis, subject to availability.
- g) Seasonal / regular hirers must provide Council with accurate and up-to-date membership data, including player numbers, age groups, gender breakdown, and residency information.
- h) Training schedules and season fixtures (program draws) must be submitted and confirmed, with prompt notification of any amendments.
- i) Sports Grounds must be used strictly in accordance with the approved allocation agreement and permitted times.
- j) Council reserves the right to amend, reallocate or cancel bookings for maintenance works, safety, special events, or community needs.
- k) Training and match loads must comply with approved bookings and remain within recommended usage limits.
- l) Allocation agreements issued on a non-exclusive basis for a specific agreed times and terms unless otherwise approved in writing by Council.

9.3. Seasonal Allocations and Preferences

- a) Council recognises the traditional allocation of sports grounds according to seasonal sporting codes. To ensure fairness, sustainability, and continuity, seasonal preferences will apply.

Section	Provision
Summer Season	<p>The summer season is defined as the period from the first weekend in October to the last weekend in March.</p> <p>Priority will be allocated to traditional summer sports, including cricket, baseball, Oz tag, touch football, and athletics, six a side soccer.</p>
Winter Season	<p>The winter season is defined as the period from the first weekend in April to the last weekend in August.</p> <p>Priority will be allocated to traditional winter sports, including netball, rugby league, rugby union, AFL, hockey, and football (soccer).</p>
Pre-season and Off-season Allocations	<p>Pre-season or off-season allocations may be approved where they do not displace the seasonal priority sport and remain consistent with required rest and maintenance schedules.</p>

b) **Transition and Flexibility**

Council reserves the discretion to adjust seasonal commencement and conclusion dates to accommodate finals, representative fixtures, or exceptional circumstances, provided such adjustments do not compromise ground sustainability or equitable community access.

c) **Multi-sport Consideration**

Where practicable, Council supports shared and flexible use of facilities, provided allocations remain consistent with seasonal preferences and asset protection requirements.

d) **Seasonal Changeover**

Seasonal changeover and rest periods will occur within the respective pre-seasons and will take precedence over pre and post-season access requests, as determined by site-specific requirements.

9.4. Blanket Bookings and Subletting

- a) Hirers must not make blanket bookings without genuine intent to use the allocated sports ground. *Evidence of intended use, such as training and game schedules, must be provided at Council's request.*
- b) Booking permits are non-transferable and are only valid for the specific dates, times, and locations approved by Council.
- c) Hirers are strictly prohibited from subletting or reassigning sports grounds or associated facilities. *All bookings must be formally approved by Council.*

- d) Hirers must notify Council immediately if a booked time is no longer required. This ensures the opportunity for other users to access and utilise the field.
- e) Council will monitor ground usage to ensure the fields/courts and facilities are being used in accordance with the approved bookings.

9.5. Special Events and Variations

- a) Separate approval and additional fees are required for special events (including presentation days), tournaments, sports clinics, holiday programs, or commercial activities outside the standard allocation.
- b) Requests for variation (time changes, additional fields, or extended hours) must be submitted in writing and approved by Council.

9.6. Maximum Hours of Structured Use

- a) Council sets maximum allowable hours for structured use (including organised sport training and games) for each sports ground to protect the asset, minimise risk, and ensure long-term sustainable use.
- b) Maximum hours for grass sports fields is capped at **35hrs**
- c) Maximum hours for synthetic sports fields is capped at **60hrs**
- d) Council at its discretion will approve organised sport bookings within the capped hours based on the following considerations:
 - Ground conditions (e.g. soil base, drainage, topography)
 - Availability of supporting infrastructure (e.g. irrigation systems)
 - Impact of lighting on turf recovery and grass growth
 - Nature of the activity (e.g. low impact vs high impact use)
 - Relevant industry standards
 - Asset renewal and maintenance plans
 - Impact on surrounding amenity due to intensified use
 - Enable increased community access for recreational use outside of sport seasons.
- e) Council will align all bookings to ensure compliance with the designated maximum use hours for each field.
- f) The capped hours may be overridden by;
 - a. Site Specific Development Consent Conditions and Planning Controls
 - b. Specific terms set out in current lease and license agreements.
 - c. Changes in site conditions and/or industry standards
- g) Exceeding the approved allocation of use hours without prior written approval from Council constitutes a breach of usage terms.

9.7. Block-Out and Rehabilitation Periods

To protect the sports grounds and provide opportunities for low impact informal community access, the following block-out and rehabilitation periods apply.

Period	Timing	Surface Type	Purpose	Access Rules
Rest Day (Turf Recovery)	Minimum 1 day/week (in-season)	Natural Turf	Turf recovery between training and matches	No bookings or use permitted; Council may increase rest days if turf conditions deteriorate
Off-Season Rest	Between playing seasons	Natural Turf	Natural turf recovery and maintenance	Access may be restricted or reduced
Reduction in Use (Summer Block-Out)	November – January	Natural Turf & Synthetic	Reduction in high-impact and structured use for organised sport; informal community access permitted; promote turf recovery	Reduced structured bookings; low-impact sports allowed case-by-case, limit lighting during day light saving hours.
Christmas – New Year Closure	Dec 24 – Jan 1	All surfaces	Holiday closure and informal community access	No structured bookings; informal public use only
Turf Rehabilitation and Renovation	Sept Dec - March.	Natural Turf	Intensive rehabilitation and renovation of turf Other planned maintenance	Minimum 4 weeks; no access permitted without written Council approval. Council will liaise with the hirers on specific dates that rehab, and renovation will occur for each sports ground during these periods.

Council reserves the right to alter, amend or add block out periods and will aim to provide as much advance notice as feasible.

10. Cancellations, Closures and Weather Restrictions

- a) Council reserves the right to amend, reallocate, or cancel bookings for maintenance, safety, community events, adverse weather, or other operational needs.
- b) Grounds may be closed at short notice due to extreme weather or safety concerns
- c) Closure or reopening updates will be provided daily on Council's website <https://www.bayside.nsw.gov.au/recreation/places/sporting-facilities/wet-weather-line> unless unforeseen weather changes occur.
- d) Fields are automatically closed during and immediately after heavy rainfall to protect turf and soil structure. Play is strictly prohibited if standing water is visible.
- e) When fields remain open, the final decision to play lies with clubs, officials, and users, who must prioritise player safety and field/court preservation.
- f) Credits for booking affected will be issued;
 - a. when Council-initiates closures where the grounds have not been accessed.
 - b. When Council permits access at the hirer's discretion and they can demonstrate that they chose not to use the fields
- g) No credits apply for hirer-initiated cancellations outside of Council's standard cancellation policy for bookings which is;
 - Cancellations for a single booking outside of 7 days of booking date will receive full refund
 - Booking inside 7 days of booking date but greater than 48hrs receive 50% refund
 - Cancellations within 48hrs of booking date receive no refund
 - Cancellations by Council prior the booking date receive full refund
 - Cancellations on or after the booking date will receive no refund
 - Any credits received due to cancellations must be used within the current financial year
- h) Unauthorized access is considered a breach.

11. Sports Ground Ownership, Alterations and Improvements

11.1. Approval to Extend or Alter a Recreation Facility

- a) No extensions, alterations or new structures can occur at sports grounds and facilities owned by Bayside Council, or under its control, without the prior written approval of Council.
- b) All extensions, alterations, or new structures (including buildings, grounds, seating, shelters, fencing, goal posts, floodlights etc.) must be in line with Council policies, or other relevant Council strategic plans, or plans of management.
- c) Hirers must obtain Owner's Consent from the relevant owners (including Council), which must also be accompanied by a business case justifying the benefits to be achieved from the proposed scope of works together with details on how the club will fund the works.
- d) Development consent might be required based on the scope of work.
- e) It is expected that all works will be fully funded by clubs/organisations.
- f) Applicants without financial means might be eligible to apply for grants. *Refer to section 8.2 Grants*
- g) Unfunded requests that align with community strategic objectives and have demonstrated community benefits may be considered by Council in the annual capital works project bid cycle.
- h) There is no guarantee that funding will become available.

11.2. Ownership of Existing Sports Grounds including Improvements

- a) Council will retain ownership of all existing facilities and sportsground infrastructure items, as well as any new buildings, infrastructure items (including flood lighting), and ground and building improvements undertaken on Council owned land, or land under its control, unless otherwise agreed.
- b) Approval to divest Council of ownership of any assets or improvements can only be granted by a resolution of Council.

12. General Terms and Conditions

12.1. Safety and Risk Management

- a) All activities must be conducted in a safe and responsible manner, with clear access for emergency services maintained at all times.
- b) Hirers are responsible for implementing appropriate risk management measures, including first aid arrangements, risk assessments, crowd control strategies, and monitoring of weather and air quality conditions.
- c) Hirers must comply with and enforce the heat and safety policies of the relevant sporting association or governing body.
- d) Any temporary structures, equipment, or installations must be approved by Council (where required) and safely installed, secured, and maintained.
- e) Vehicle access and parking must comply with all road and facility rules. Vehicles are not permitted on sports fields, pathways or landscaped areas without prior written approval.
- f) All electrical equipment and appliances used on site must be tested, tagged, and maintained in safe working order.
- g) Incidents, injuries, or near misses must be promptly reported to the sport association, Council and/or relevant authorities.
- h) Hirers must ensure all activities comply with Work Health and Safety (WHS) legislation and any directions or instructions issued by Council staff or emergency services.

12.2. Prohibited Activities

The following activities are not permitted:

- a) Smoking and vaping within sports grounds and spectator areas. Hirers are responsible for informing and educating their members, volunteers, officials and visitors that all sports grounds are smoke/vape free.
- b) Smoking and vaping is prohibited in the following areas
 - o Within any structure
 - o Within 10 metres of children's play equipment in outdoor public places
 - o Within 10 metres of a food stall, BBQ, kiosk or canteens
- c) Use of glass containers
- d) Consumption and/or the sale of alcohol without Council approval and a valid liquor licence.
- e) Dogs on the playing fields/courts, Dogs must be on a lead at all times
- f) Inflatables, or marquees without Council approval.
- g) To protect the synthetic field and mitigate risk the following is prohibited on the synthetic surface
 - o confetti,
 - o gum
 - o bikes / scooters
 - o infrastructure (e.g. marquees, cooking facilities, tent pegs)

12.3. Use of Drones (Unmanned Aerial Vehicles - UAVs)

- a) The use of drones or other unmanned aerial vehicles (UAVs) over Council-managed sports grounds or facilities is strictly prohibited without prior written approval from Council and other relevant authorities (e.g. CASA).

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- b) Approval may be granted subject to the following conditions:
 - a. Compliance with all relevant **Civil Aviation Safety Authority (CASA)** regulations;
 - b. Operation by a **licensed and insured drone operator** (where applicable);
 - c. Submission of a **risk assessment and flight plan**;
 - d. Consideration of **public safety, privacy, and potential disruption** to other users.
- c) Council reserves the right to decline or withdraw approval at its discretion. Unauthorised drone use may result in cancellation of bookings or further enforcement action.

12.4. Use of Flares and Fireworks

- a) The use of flares, fireworks, pyrotechnics, or any other incendiary devices is strictly prohibited on Council-managed sports grounds and facilities without prior written approval from Council.
- b) Approval will only be considered where:
 - a. The applicant holds all required **permits and licences** from relevant authorities (e.g. SafeWork, Fire Services, Police);
 - b. A comprehensive **risk management plan** and **emergency response plan** is provided;
 - c. The event is managed by a **qualified and licensed pyrotechnician**;
 - d. Community **notification / engagement** has occurred
 - e. Appropriate **public liability insurance** is in place;
 - f. Fire risk conditions (e.g. Total Fire Bans) allow for safe operation.
- c) Unauthorised use of flares or fireworks is a serious breach that may result in immediate cancellation of current and future bookings **and potential** legal or financial penalties.

12.5. Sports Ground Facilities and Infrastructure

- a) Hirers must use all facilities, structures, and equipment only for their intended purpose and in accordance with Council approval.
- b) Netting, goal posts, and other sports infrastructure must be purchased, installed, maintained, and used in accordance with industry and manufacturer standards.
- c) Council is responsible for the maintenance and preparation of turf cricket wickets
 - Cricket clubs or associations are responsible for the ownership, management, covering, removal, and storage of wicket covers when inclement weather is forecast
 - Covers must be stored appropriately and not left on turf areas to prevent damage.
- d) Any temporary or portable structures (e.g., marquees, fencing, signage) must be authorised by Council and safely installed and removed after use.
- e) Hirers must not alter or interfere with any Council infrastructure, including locks, CCTV, irrigation, lighting systems, or electrical distribution boards, without prior written approval.
- f) Public toilets and amenities must remain accessible to the community at all times unless otherwise approved.
- g) Hirers must report any damage, vandalism, safety hazards, or malfunctions to Council immediately.
- h) Unauthorised vehicles are not permitted on sports grounds or pathways at any time.
- i) At the conclusion of use, all litter, temporary materials, and equipment must be removed, and the area left clean and tidy.

12.6. Storage Allocation and Use

- a) Hirers are not automatically entitled to storage space.
- b) If storage is available, Council, at its discretion, will provide access to this space.
- c) Any modification to approved storage areas (e.g. installation of shelving or fixtures) requires written approval by Council.
- d) Storage of equipment or materials in publicly accessible areas such as change rooms, toilets, or other shared facilities is strictly prohibited.
- e) Approved storage allocations are granted on a seasonal basis unless otherwise specified in writing by Council.
- f) The installation of new shipping containers for storage purposes is not permitted within the Bayside LGA.

12.7. Kiosk Equipment

- a) Kiosk equipment including microwave, air fryers, pie warmers, BBQ, coffee machine and fridges is permitted.
- b) Deep fryers of any kind are not permitted.
- c) Equipment must be safe, fit-for-purpose, and removed after use unless approved.
- d) All electrical equipment must be annually tagged and tested by a qualified electrician.
- e) Hirers must not overload electrical outlets or power boards.
- f) Hirers must comply with Food Storage, Handling and Safety regulations.
- g) Hirers must allow access and cooperate with Council Officers assigned to undertake health and safety inspections.

12.8. Signage

- a) Signage requires prior approval by Council.
- b) Hirers must comply with Council's advertising and sponsorship policy, standards and guidelines.

12.9. Environmental Sustainability

- a) Hirers must promote waste reduction, reuse and recycling throughout their activities and events.
- b) Compostable, recyclable, or environmentally friendly packaging and materials should be used wherever practical.
- c) All waste must be disposed of in the appropriate bins. Illegal dumping, littering, or contamination of recycling streams is strictly prohibited.
- d) Hirers must protect grassed areas, sports turf, trees and surrounding natural environments, and avoid actions that cause damage or compaction.
- e) Use of harmful or unauthorised chemicals or substances (such as glyphosate/Roundup, lime for line marking, or similar) is not permitted.
- f) Hirers must use water and energy efficiently, including switching off lights and appliances when not in use and operating kiosk or facility equipment responsibly.
- g) Where possible, avoid single-use items and consider sustainable transport options for participants and spectators..

12.10. Waste

- a) Council provides bins for each sports ground for public use.
- b) Hirers will be assigned additional bins at cost to support their waste-generating activities include kiosk operations and game days. Hirers are responsible for placing these bins on the kerb for collection on the scheduled day.
- c) All hirers are responsible for proper management and disposal of litter and waste from their sporting activities
- d) Hirers must ensure that sports grounds and associated facilities are left in a clean and tidy state after each period of use.
- e) At no time are hirers permitted to store or stack waste next to bins.
- f) Hirers found to have stored waste next to bins will be charged for the removal and disposal costs incurred by Council.

12.11. Sports Field Maintenance and Management

- a) Seasonal and regular hirers share responsibility for the care and upkeep of sports grounds to protect assets and ensure safe playing conditions.
- b) Council will specify maintenance and management responsibilities within the allocation agreements.
- c) Hirers must rotate training and activities areas (e.g. moving goal mouths, adjusting drills) to minimise concentrated wear and tear and reduce injury risk. Council staff can work with the hirers on potential options to facilitate this.
- d) Hirers must not interfere with irrigation systems, lighting, or other ground infrastructure.
- e) Hirers are required to inspect grounds before use and promptly report any damage, hazards, or unsafe conditions to Council. Where necessary, affected areas should be isolated to prevent access.
- f) Council provides initial seasonal line marking; seasonal hirers are responsible for ongoing line marking maintenance unless otherwise arranged (fees apply)
- g) All line marking must comply with sports code standards.
- h) Field adjustments may be required on game dates to protect the surface and maintain safety standards. Council will liaise with the hirer and relevant sport bodies regarding these adjustments.
- i) Excessive wear or damage may result in training restrictions, temporary relocation, or cancellation of training / matches where conditions are deemed unsafe.
- j) All players and participants must wear appropriate footwear; metal studs or boots that damage turf must not be used on wet or vulnerable surfaces.

13. Contact Information

Item	Contact	Notes
Seasonal EOI and Casual Booking Requests	https://bayside.bookable.net.au/	Applicants must register and submit requests through Council's on line booking system.
Booking Enquiries and Management	Email: Sport.recreation@bayside.nsw.gov.au Ph: 1300 581 299 (business hours)	Council's Sport and Recreation Team administer Bookings.
Sports Liaison	Email: Sport.recreation@bayside.nsw.gov.au Ph: 1300 581 299 (business hours)	Council's Sport Liaison Officer is the central point of contact for home clubs, clubs and sport bodies regarding seasonal allocations, seasonal change over, maintenance, events, improvements and other sport related matters.
Lighting programming and issues	Ph: 1300 581 299 (24/7)	<p>Council's Sport and Recreation Team program the lights in accordance with approved bookings.</p> <p>Lights will turn on 15mins before the commencement of the booking.</p> <p>For most bookings where there is only one hire per night, the lights can be turned on and off within the booked hours by a pin from authorised hirers.</p> <p>For multiple hirers on one evening, this is not possible. The lights will operate as programmed by Council.</p> <p>Lights will not extend past the agreed booking time.</p> <p>If there are issues with the lights turning on, please contact Council. The matter will be transferred to the officer assigned to respond to after hour lighting issues.</p>

		<p>In the first instance the officer will review the programming. If the matter does not relate to the programming, an electrician will be called out on site to assess.</p> <p>A booking credit may be issued to the club if they are unable to train due to lighting issues.</p>
Maintenance requests	<p>Ph: 1300 581 299 (24/7) Email: Sport.recreation@bayside.nsw.gov.au</p>	<p>Council answers the phones from 8:30am-5:30pm.</p> <p>Council engages a third party to answer outside of these hours.</p> <p>If the matter is non-urgent, a CRM is raised and issued to the appropriate Council Officer to action.</p> <p>If the matter is urgent, it will be referred to the appropriate Officer on call to assess and action. A CRM will be logged also to track the request and action taken.</p>
Improvement Requests	<p>Email: Sport.recreation@bayside.nsw.gov.au Ph: 1300 581 299 (business hours)</p>	<p>Council's Sport and Recreation Team will review the request and contact the applicant to discuss next steps.</p>
Grant Applications – letter of support	<p>Email: Sport.recreation@bayside.nsw.gov.au Ph: 1300 581 299 (business hours)</p>	<p>Council's Sport and Recreation Team will review the request and contact the applicant to discuss next steps.</p> <p>Coordinator Sports and Recreation is the first point of contact regarding grant applications.</p> <p>Refer to section 8.2 regarding Grants.</p>
Wet Weather Closures	<p>https://www.bayside.nsw.gov.au/recreation/places/sporting-facilities/wet-weather-line</p>	<p>The wet weather closures are determined by the Parks and Open Space Team who regularly inspect, monitor and maintain Council's sports grounds.</p>

		<p>Information is updated on Council's website.</p> <p>Council endeavours to provide updates of field closure / opening as soon as practicable on days that an unforeseen weather event occurs, or when inclement weather is forecast.</p> <p>Each field will be evaluated individually and only those deemed fit for use will be re-opened and the remainder closed, if practical.</p> <p>The Sports and Recreation Team regularly liaise with Parks and Open Space Team about closures.</p> <p>The Sports and Recreation Team will notify hirers and adjust bookings according to the closure decisions made.</p> <p>Note: Closures may vary across sports fields based on site and surface conditions and risk assessments undertaken.</p>
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City Services Committee

11/02/2026

Item No	CS26.005
Subject	Electric Vehicle Pole-mounted Chargers - Additional Sites for Public Consultation
Report by	Debra Dawson, Director City Life
File	SF25/8252

Summary

At its meeting of 26 November 2025, Council resolved to approve 15 sites for the installation of electric vehicle (EV) kerbside chargers, subject to the deferral of site 1-7 Bruce Street, Brighton Le Sands for further investigation. The installation of these kerbside chargers are funded under Round 1 of the NSW Government's Electric Vehicle Kerbside Charging Grant. Council also resolved to consider sites along Bonar Street, Arncliffe / Turrella for future installation.

Following Council's successful Round 2 application under the NSW Government's Electric Vehicle Kerbside Charging grant, Council can install an additional 12 kerbside EV chargers, with the proposed locations subject to public consultation.

Officer Recommendation

1. That Council approves the removal of 1-7 Bruce Street, Brighton Le Sands as a site for installation;
 2. That Council notes the investigation outcome of Bonar Street, Arncliffe / Turrella as a potential site for installation;
 3. That Council endorses 25 proposed locations for public consultation in March 2026, noting 13 will be recommended for installation being the 12 funded sites for Round 2 and the 1 replacement site for Bruce Street, Brighton Le Sands from Round 1. Suitable sites not selected will be placed on an eligibility list for future installation; and
 4. That a post public consultation report be submitted to the City Services Committee and Traffic Forum for the allocation of the dedicated parking spaces.
-

Background

1. 1-7 Bruce Street, Brighton Le Sands

At its meeting of 26 November 2025, Council resolved to further assess 1-7 Bruce Street, Brighton Le Sands due to concerns raised by the community that this site is in high demand for parking, particularly during the peak summer season. Based on this feedback and Council assessment, Council does not approve the installation of a kerbside charger at this location.

2. Bonar Street, Arncliffe / Turrella

Council assessed potential sites along Bonar Street, Arncliffe / Turrella and determined that there are no viable locations due to the following:

- on the park side of Bonar Street, the poles are metal and therefore unsuitable for the installation of pole-mounted kerbside chargers;
- on the residential side of Bonar Street, the timber poles are owned by Sydney Trains and not Ausgrid (see photos below); and
- to the north along Bonar Street, there are no suitable poles as they are either located directly in front of residential properties or at intersections.



3. 25 Proposed Locations for Public Consultation

A detailed list and map of the 25 proposed locations can be found in Attachment 1. These locations have undergone an initial assessment by Council's Traffic Management team and will be further reviewed during the public exhibition period. Council's Manager of Environment and Resilience has physically inspected each nominated site and has deemed them suitable for the installation of EV charging units.

Table 1: Number of proposed kerbside chargers and charging points by Ward

Wards	Number of kerbside charger	Number of charging ports
1	6	8
2	7	8
3	4	6
4	5	10
5	3	4
Total	25	36

Each EV parking location will be designated exclusively as "EV while charging only," with parking limits of either 2 hours or 4 hours, depending on the location. However, in areas where a 2 hour parking limit already exists, the dedicated EV charging location will adhere to the 2 hour restriction. This approach aims to minimise any negative impact on the overall parking availability in the area.

Financial Implications

- Not applicable
- Included in existing approved budget
- Additional funds required
-

Community Strategic Plan

- Theme One – In 2035 Bayside will be a vibrant and liveable place
- Theme Two – In 2035 our Bayside community will be connected and feel that they belong
- Theme Three – In 2035 Bayside will be green, resilient and sustainable
- Theme Four – In 2035 Bayside will be financially sustainable and support a dynamic local economy
-

Risk Management – Risk Level Rating

- No risk
- Low risk
- Medium risk
- High risk
- Very High risk
- Extreme risk
-

Community Engagement

Public consultation will be undertaken during March 2026 for 28 days.

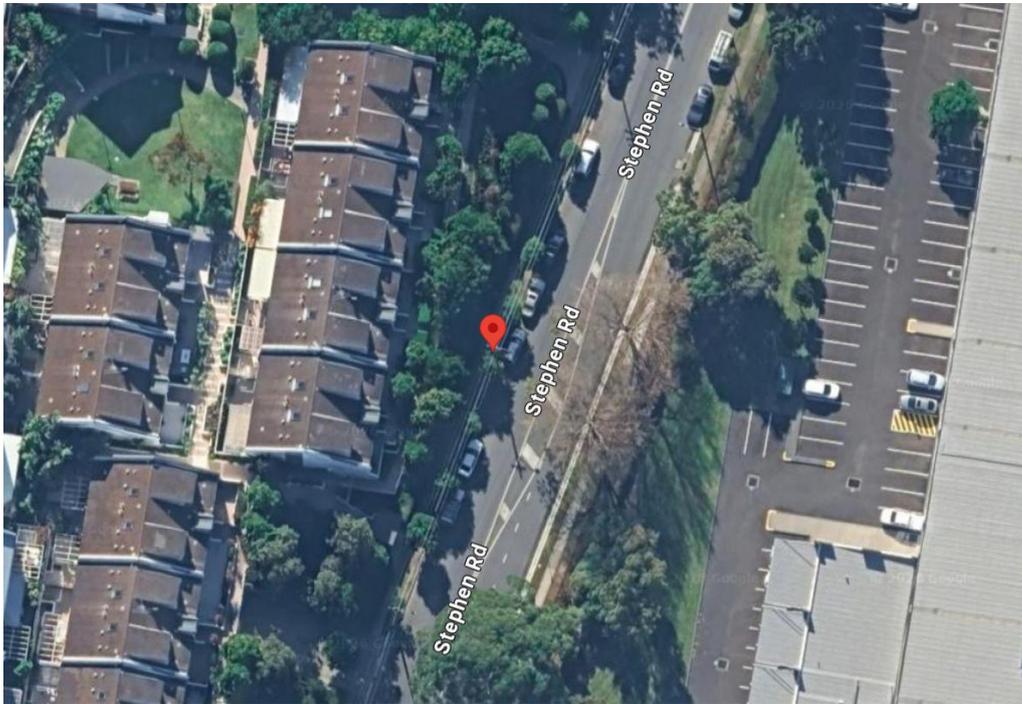
Attachments

- 1 [↓](#) 25 Proposed Sites for Public Consultation March 2026

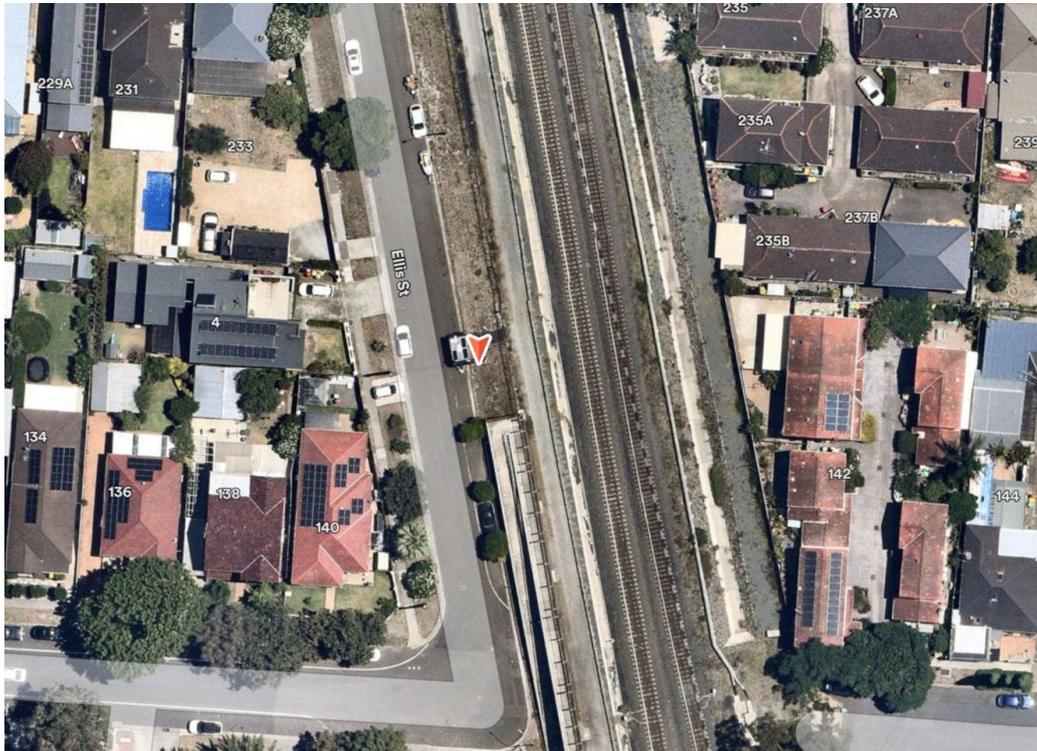
Proposed EV charging location with photos

Site No	Street address	Suburbs	Ward	Pole No
1	32 Stephen Rd	Botany	1	MA03884
2	4 Ellis St	Botany	1	MA03270
3	75 Corish Cir	Eastgardens	1	MA06058
4	18 Barber Ave	Eastlakes	1	MA08134
5	10 St Helena Parade	Eastlakes	1	MA08322
6	2 Mascot Drive	Eastlakes	1	MA12342
7	37A Spring St	Arncliffe	2	KO20657
8	Burrows St	Arncliffe	2	KO13573
9	105 Robey St	Mascot	2	KO14823
10	338 King St (OS Park on King)	Mascot	2	KO14877
11	40-54 Baxter Rd	Mascot	2	KO14831
12	56 Baxter Rd	Mascot	2	KO15843
13	1 Innesdale Rd	Wolli Creek	2	KO13415
14	Scarborough Park North (Barton St)	Kogarah	3	KO10676
15	2 Baxter St	Kogarah	3	KO00014
16	Pitt St, Rockdale	Rockdale	3	KO09530
17	5 Keats Ave	Rockdale	3	KO20625
18	79A Verdun St	Bexley	4	KO18044
19	10 Donnan St (Reserve side)	Bexley	4	KO04242
20	26-32 Mill St	Carlton	4	KO07707
21	3-33 Carlton Parade	Carlton	4	KO08777
22	Kingsgrove Ave Reserve	Kingsgrove	4	KO07438
23	6 Selman St	Ramsgate	5	KO09100
24	8 Parkside Drive (pole in Ida St)	Sans Souci	5	CR07591
25	145 Alfred St	Sans Souci	5	CR09543

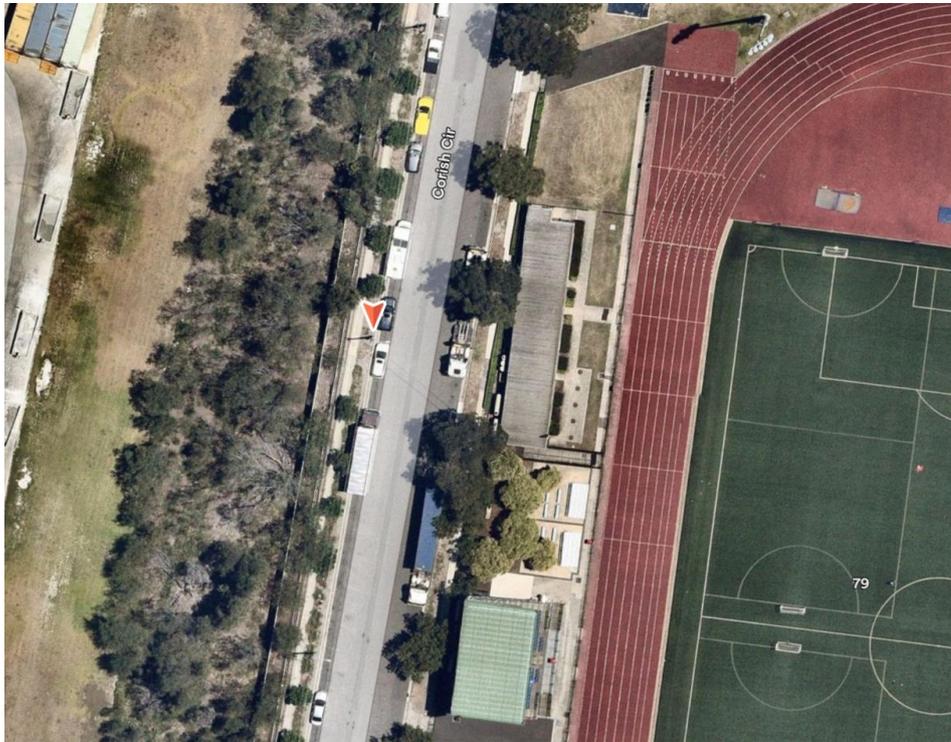
Site 1: 32 Stephen Rd, Botany, (pole No: MA03884)



Site 2: 4 Ellis St Botany (pole No: MA03270)



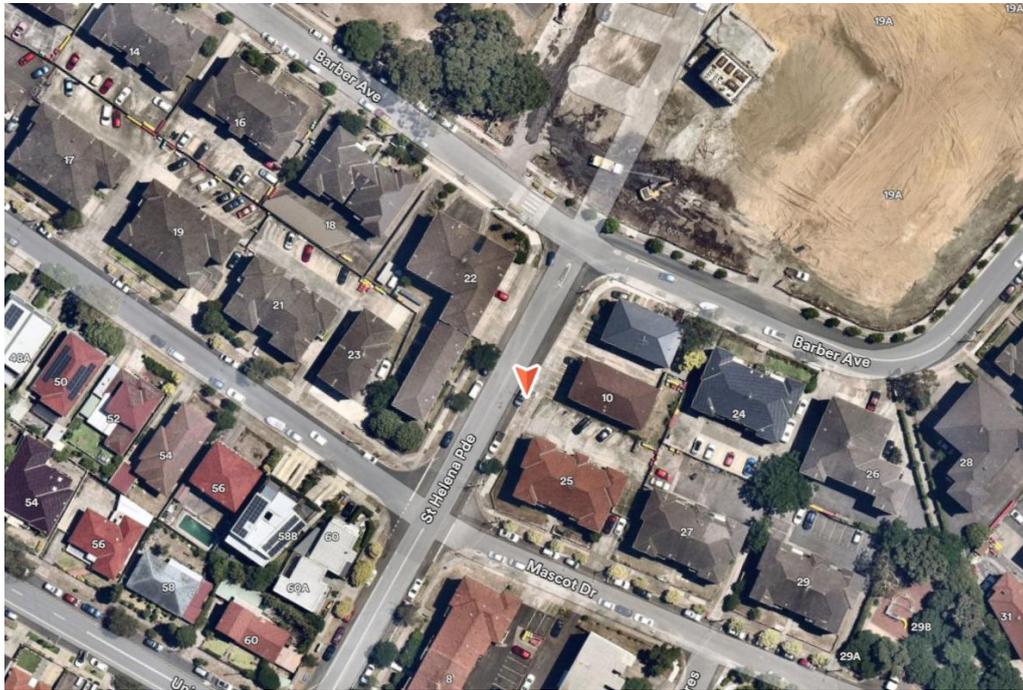
Site 3: 75 Corish Cir, Eastgardens, (pole No: MA06058)



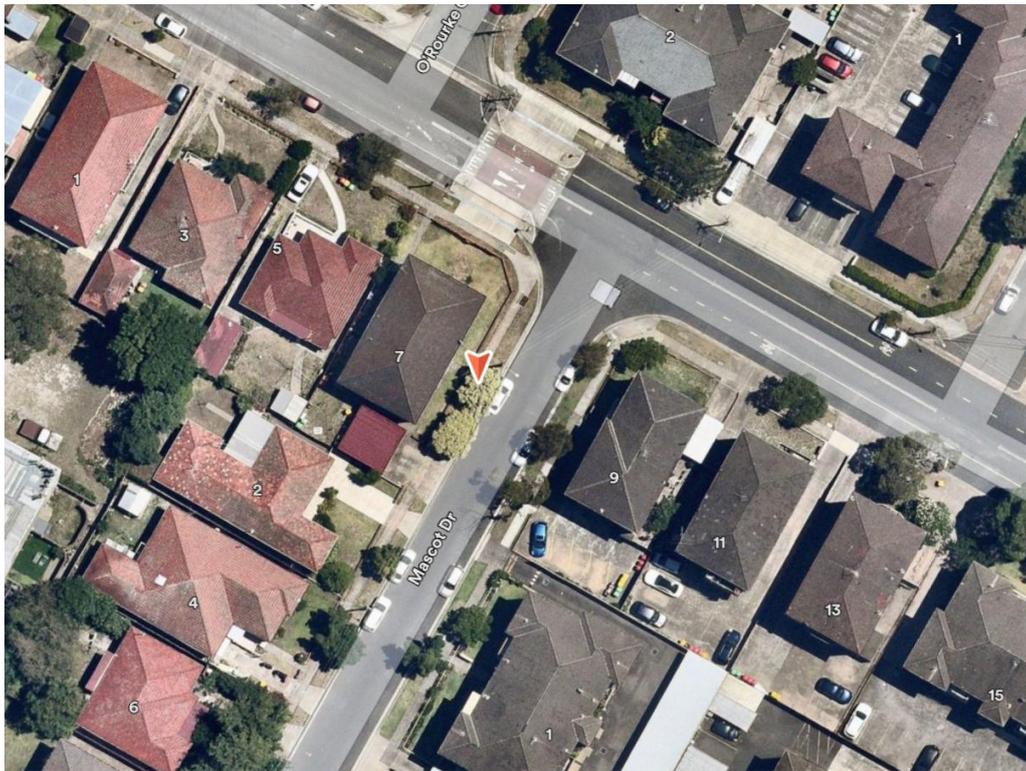
Site 4: 18 Barber Ave, Eastlakes (pole No: MA10540)



Site 5: 10 St Helena Parade, Eastlakes (pole No: MA08322)



Site 6: 2 Mascot Drive, Eastlakes, (Pole No: MA12342)



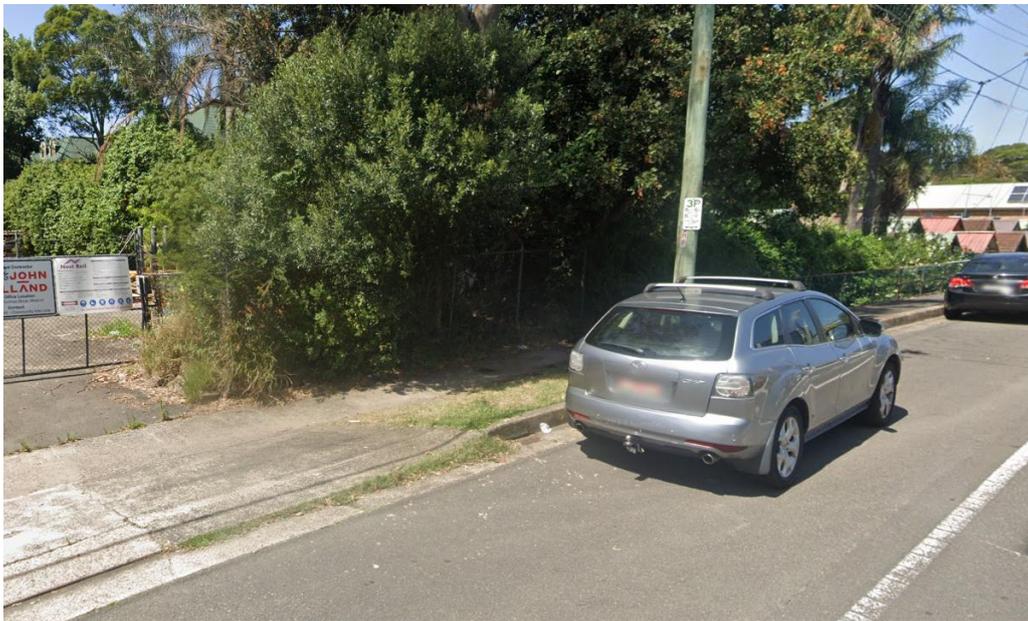
Site 7: 37A Spring St, Arncliffe, (Pole No: KO20657)



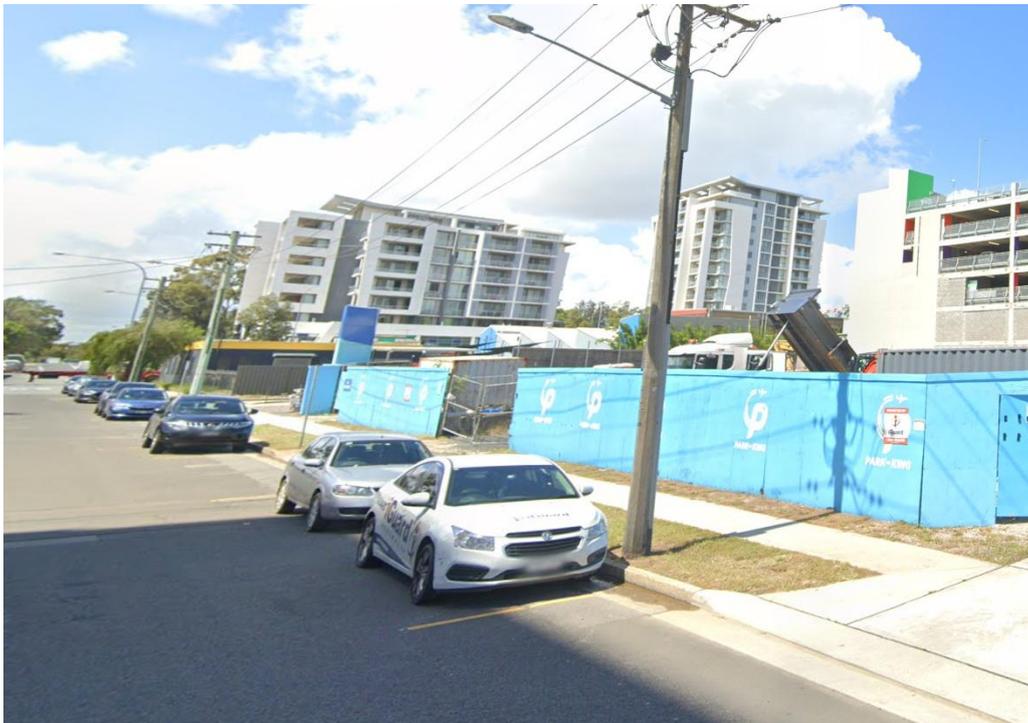
Site 8: Burrows St, Arncliffe, (Pole No: KO13574)



Site 9: 105 Robey St, Mascot, (Pole No: KO14823)



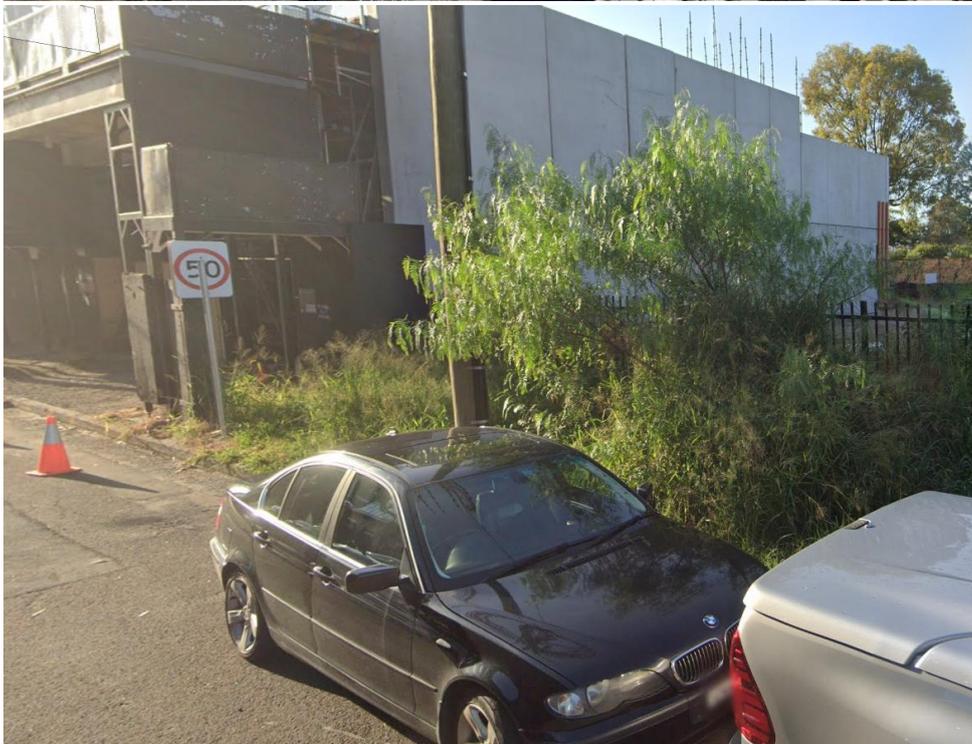
Site 10: 338 King St (OS Park on King), Mascot, Pole No: KO14877)



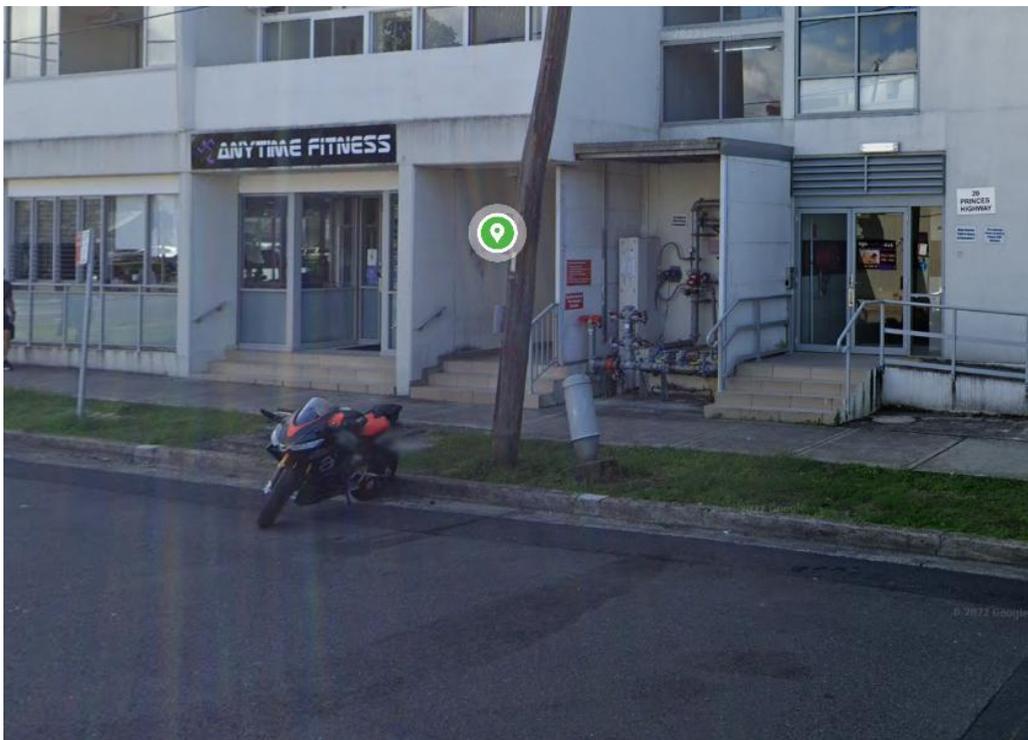
Site 11: 40-54 Baxter Rd, Mascot, (Pole No: KO14831)



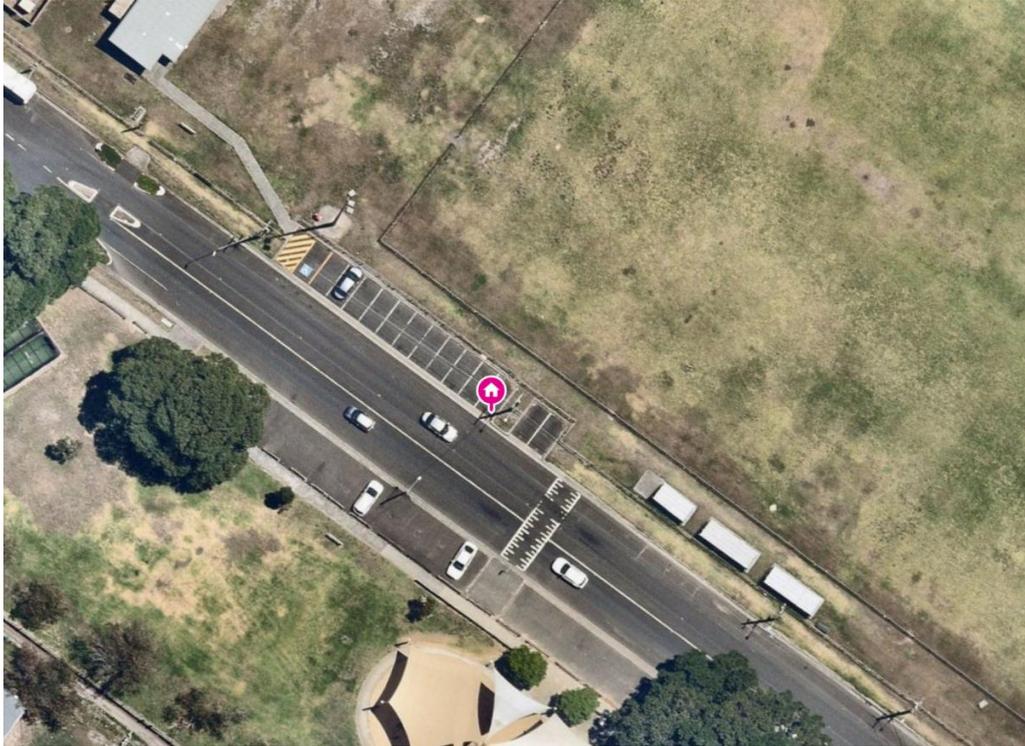
Site 12: 56 Baxter Rd, Mascot, (Pole No: KO15843)



Site 13: 1 Innesdale Rd, Wolli Creek, (Pole No: KO13415)



Site 14: Scarborough Park North (Barton St), Kogarah, (Pole No: KO10676)



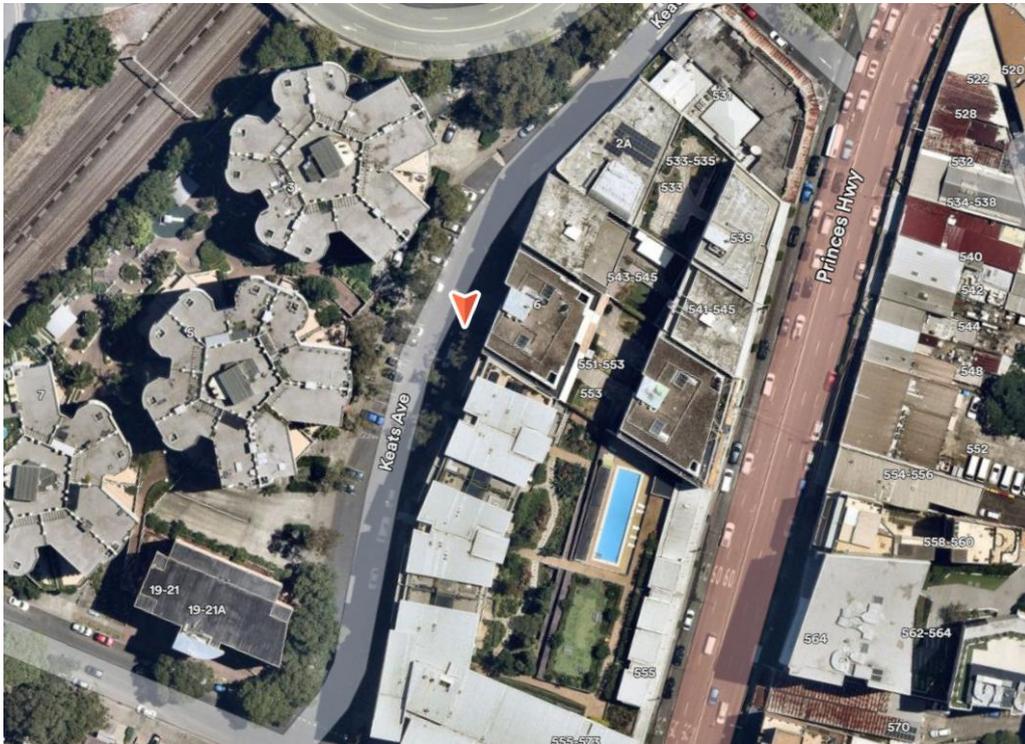
Site 15: 2 Baxter Ave, Kogarah, (Pole No: KO00014/**KO00015**)



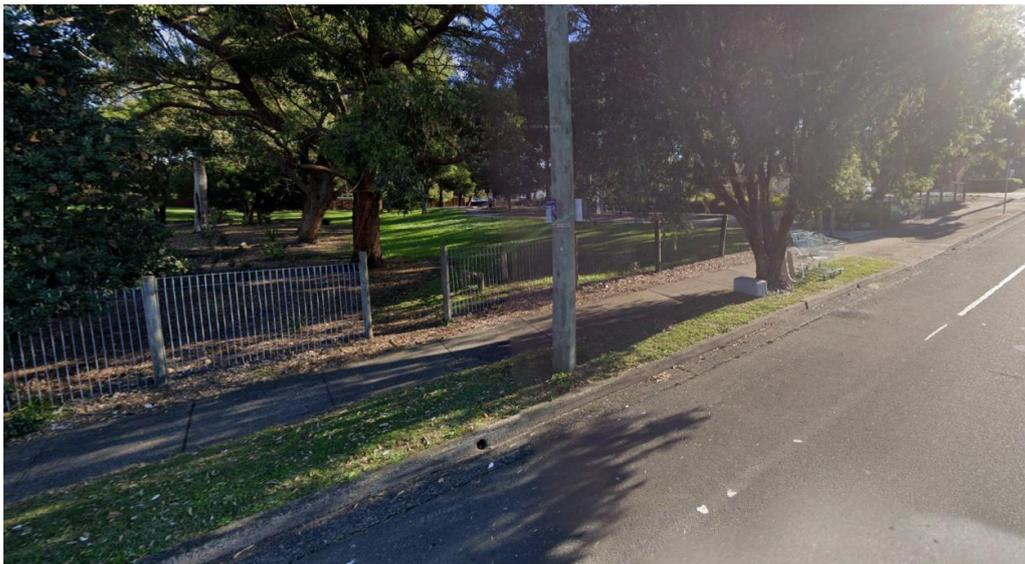
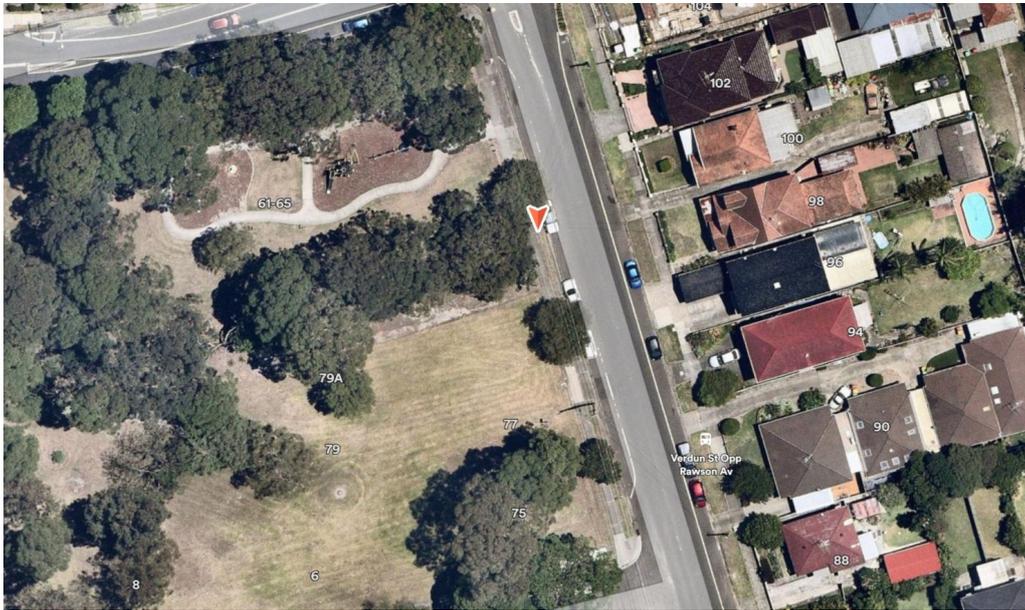
Site 16: Pitt St, Rockdale, Rockdale, (Pole No: KO09530:



Site 17: 5 Keats Ave, Rockdale, (Pole No: KO22280)



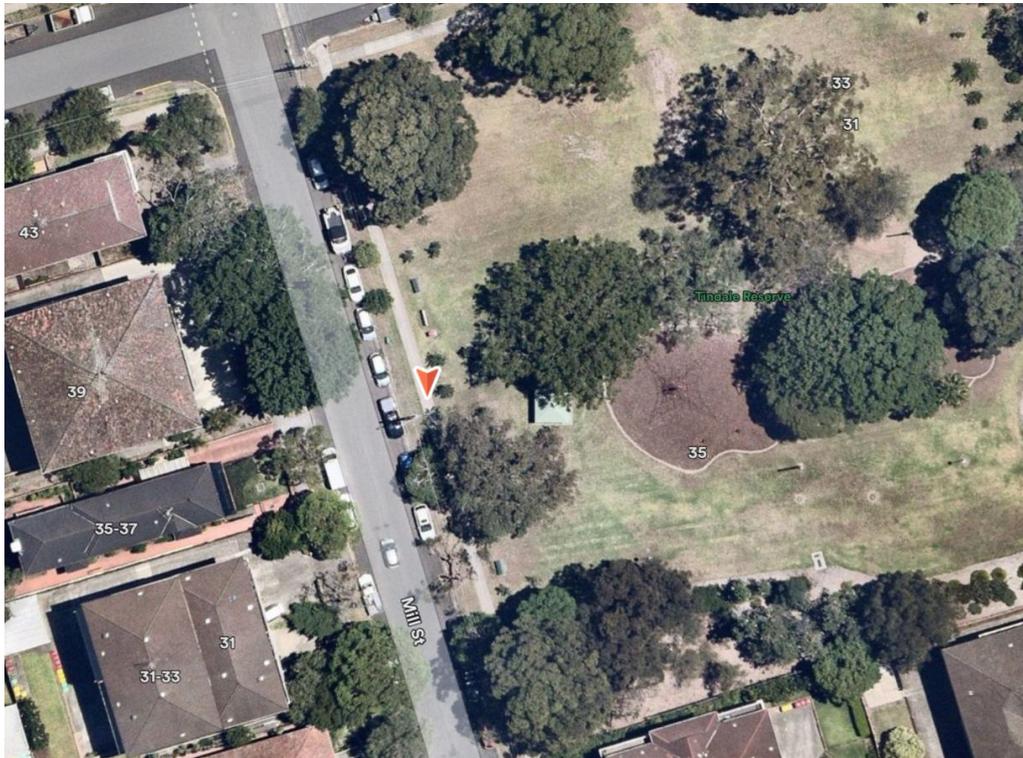
Site 18: 79A Verdun St, Bexley, (Pole No: KO18044)



Site 19: 10 Donnan St, Bexley, (Pole No: KO04242)



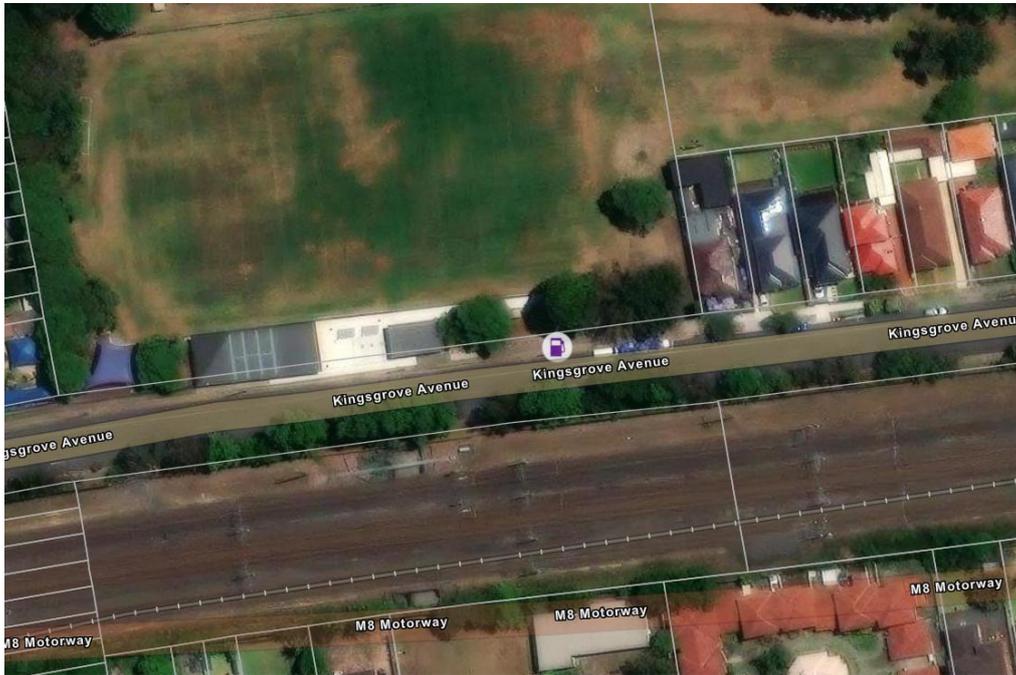
Site 20: 26-32 Mill St, Carlton (Pole No: KO07707)



Site 21: 3-33 Carlton Parade, Carlton, (Pole No: KO08777)



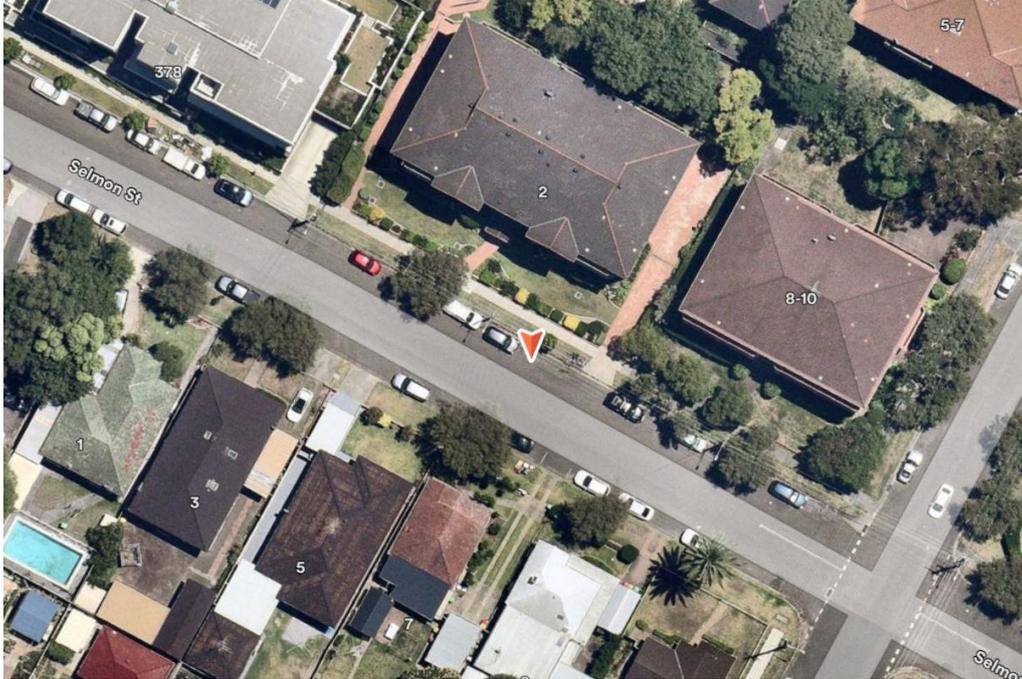
Site 22: Kingsgrove Ave Reserve, Kingsgrove, (Pole No: KO07438)



Site 23: 92 Alfred St, Ramsgate, (Pole No: KO08967)



Site 24: 6 Selman St, Ramsgate, (Pole No: KO09100)



Site 25: 8 Parkside Drive, Sans Souci (Pole No: CR07592 - pole in Ida St)



Site 26: 145 Alfred St, Sans Souci (Pole No: CR09543)



City Services Committee

11/02/2026

Item No	CS26.006
Subject	Norfolk Island Pine Trees - Cooks Park and the Grand Parade
Report by	Debra Dawson, Director City Life
File	SF24/6462

Summary

Norfolk Island pine trees have lined the Grand Parade and Cook Park since 1890 and some are now heritage listed under the Bayside Local Environmental Plan 2021. As of April 2025, a total of 545 trees have been identified (three trees were removed between September 2022 and April 2025).

Given frequent replacement and replanting over the years, determining the exact planting dates for these pines is challenging. However, it is confirmed that several specimens are approximately 100 years old.

A replacement strategy is required over the next five years for trees identified as being in poor form or affected by disease.

As of January 2026, three trees are deceased and five additional trees are in poor condition, presenting potential risks to park users and vehicles along Cook Park and the Grand Parade. It is advised that these compromised trees be removed and replaced to reduce associated hazards.

Officer Recommendation

- 1 That Council approves the removal and replacement of three dead trees (Priority 1) along the Grand Parade identified in Attachment 1.
 - 2 That Council approves the removal and replacement of the five pine trees (Priority 2) in very poor condition identified in Attachment 2.
 - 3 That Council notes that a future report on the assessment and removal/replanting of the balance of the trees will be provided early in the new financial year.
-

Background

Norfolk Island pine trees have been present in Sandringham and Sans Souci since at least the 1870s to 1880s, originally planted by the licensees of the Sans Souci Hotel and the Prince of Wales Hotel. These plantings served both aesthetic and practical purposes, providing beautification and acting as windbreaks.

Under the Bayside Local Environmental Plan 2021 (item I223 – Street row of Araucaria Trees – Planting), only the Norfolk Island pine trees along Riverside Drive, Sans Souci, between Napoleon Street and Waldron Street, are heritage listed. The accompanying Heritage Report identifies the initial planting date as approximately 1890. Norfolk Island pines have continuously existed in this area since the 1880s.

In September 2022, an arborist conducted a visual inspection of these trees along the Grand Parade, identifying and assessing 548 specimens. The report concluded that the majority of trees are healthy and structurally sound, with minimal faults. Continued retention is deemed appropriate, subject to regular reviews to manage any risks to park users and motorists.

Replacement plantings are undertaken as necessary to maintain landscape amenity, with succession planting ensuring no net loss of tree canopy cover over time.

Current Status

The arborist's September 2022 report recommended further review of 16 trees due to poor form or disease, which could pose risks to park users and vehicles on the Grand Parade. Since this assessment, several trees have been removed.

Three Dead Trees

Three completely dead trees are currently located on nature strips along the Grand Parade. These trees present risks, particularly the poisoned tree in front of 152-153 the Grand Parade, Monterey, which has dropped branches during recent high winds (refer to Attachment 1).

Five Other Trees in Poor Condition

Five additional trees have been identified in poor condition and are recommended for removal and replacement with new pine trees as stage 2 of this project (refer to Attachment 2).

Tree Removal Works on the Grand Parade

Given the proximity to a high-traffic road, Sydney Airport, and the flight path, a Road Occupancy Licence must be obtained with approval from Transport for NSW, Sydney Airport, and Port Authority before removal activities proceed.

Coordinated Tree Replacement Plan

The arborist also recommended further testing and inspection for eighty-eight (88) trees. A comprehensive management and replacement plan will be developed pending the outcomes of these assessments.

Funding

- Funding is budgeted for the removal and replacement of eight trees during the current financial year.
- Additional funding is expected from SACL's Community and Environment Fund for the next financial year.
- No confirmed funding exists beyond this period for future pine tree replacement plans. We have recently been advised that we have been successful in obtaining a further \$415k grant from the Greening our City program of the Department of Planning, Housing and Infrastructure. This amount will be matched through funds already accumulated in the SACL Community and Environment Reserve.

Financial Implications

- | | |
|--------------------------------------|-------------------------------------|
| Not applicable | <input type="checkbox"/> |
| Included in existing approved budget | <input checked="" type="checkbox"/> |
| Additional funds required | <input type="checkbox"/> |

Community Strategic Plan

- | | |
|--|-------------------------------------|
| Theme One – In 2035 Bayside will be a vibrant and liveable place | <input type="checkbox"/> |
| Theme Two – In 2035 our Bayside community will be connected and feel that they belong | <input type="checkbox"/> |
| Theme Three – In 2035 Bayside will be green, resilient and sustainable | <input checked="" type="checkbox"/> |
| Theme Four – In 2035 Bayside will be financially sustainable and support a dynamic local economy | <input type="checkbox"/> |

Risk Management – Risk Level Rating

- | | |
|---|-------------------------------------|
| No risk | <input type="checkbox"/> |
| Low risk (balance of trees pending further investigation) | <input checked="" type="checkbox"/> |
| Medium risk (5 Priority 2 trees) | <input checked="" type="checkbox"/> |
| High risk (3 Priority 1 dead trees) | <input checked="" type="checkbox"/> |
| Very High risk | <input type="checkbox"/> |
| Extreme risk | <input type="checkbox"/> |

Community Engagement

Not Applicable

Attachments

- 1 [↓](#) Dead Norfolk Island Pine Trees - The Grand Parade - Immediate Removal - Priority 1
- 2 [↓](#) Dead Norfolk Island Pine Trees - The Grand Parade- Removal by April 2026 - Priority 2

Attachment 1: Priority 1

Dead Norfolk Island Pine Trees for immediately removal

- 1) Tree No: 499 (Corner of Culver St and the Grand Parade)
GPS coordinates: -33.97898204500676, 151.14927781388118
This tree died due to the fatal car accident in August 2023.

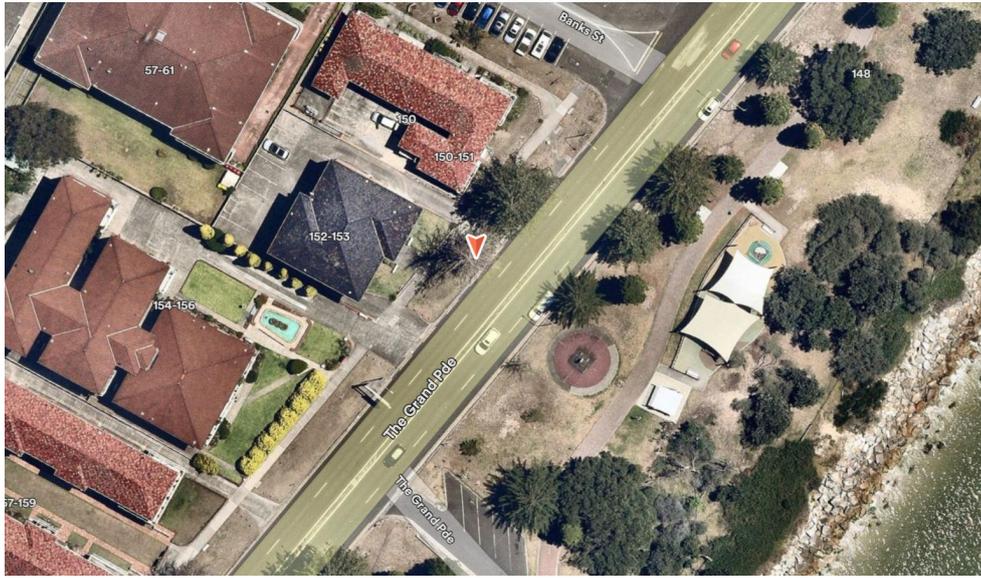


2) Tree No: 509 (Corner of Grand Parade and Pasadena St, Monterey)
(GPS coordinate: -33.97703292725385, 151.14997926823582)
This tree has been dead for a while, and Ausgrid went out last year to trim the branches on the overhead cable only.



3) Tree No: 538 (In front of 152-153 the Grand Parade Monterey)
(GPS Coordinates: -33.96848419248079, 151.1527561605335)
This tree died due to poison. Park and Open Space team painted the word
“Poisoned” on the trunk of this tree.

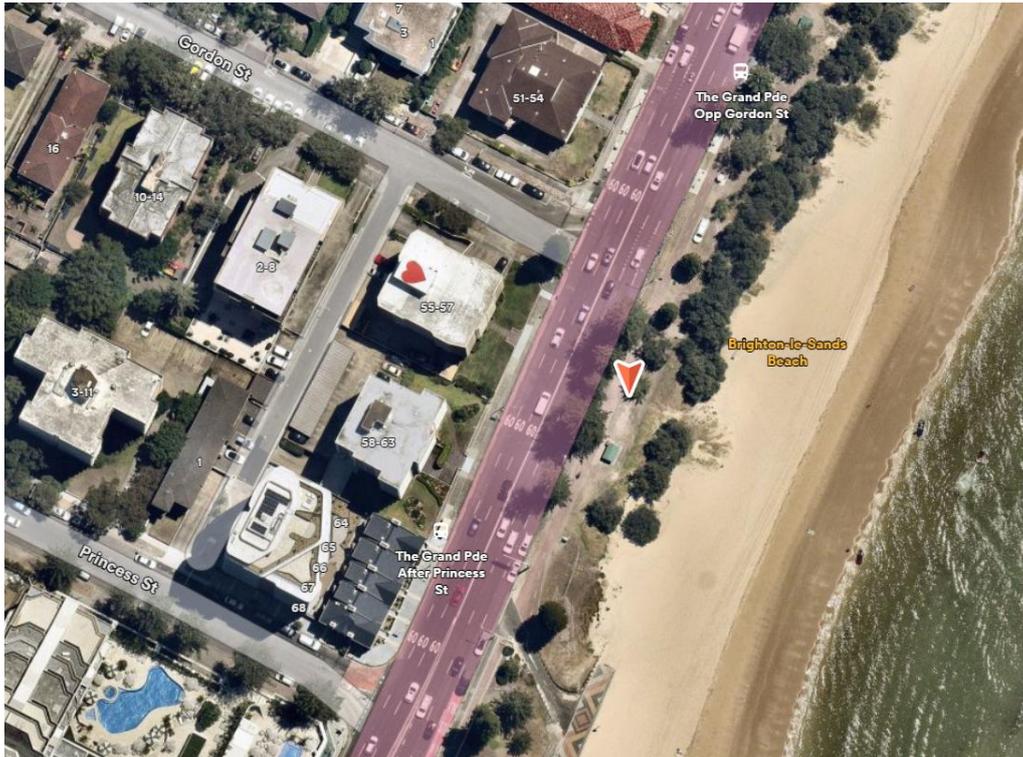




Attachment 2: Priority 2

Norfolk Pine Trees at the Grand Parade – Recommended for Removal by April 2026

1. Tree No 94: Opp 55-57 The Grand Pde
(GPS Coordinates: -33.95940200910683, 151.15727021593185)
Condition: decay in trunk, declining condition, major asymmetry, mechanical damage, poor form.
Recommended: Removal



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1



CM: 26/27845

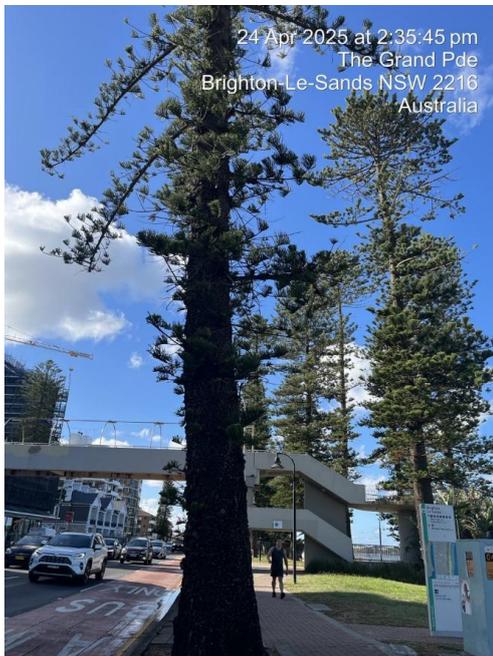
2

2. Tree number 112: Opp Bay Street

(GPS Coordinates: -33.960782, 151.156476)

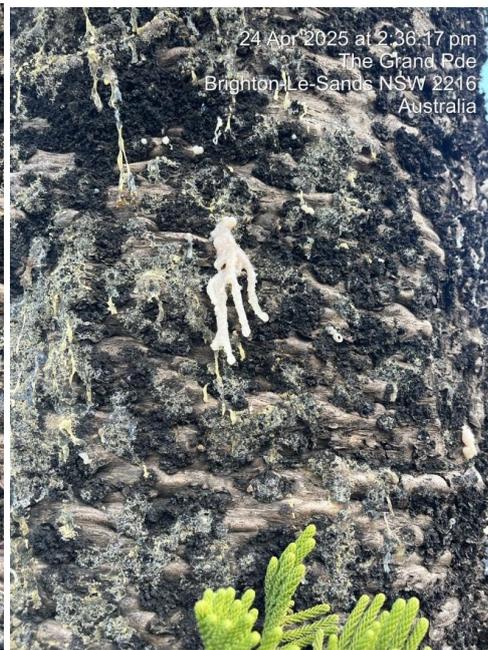
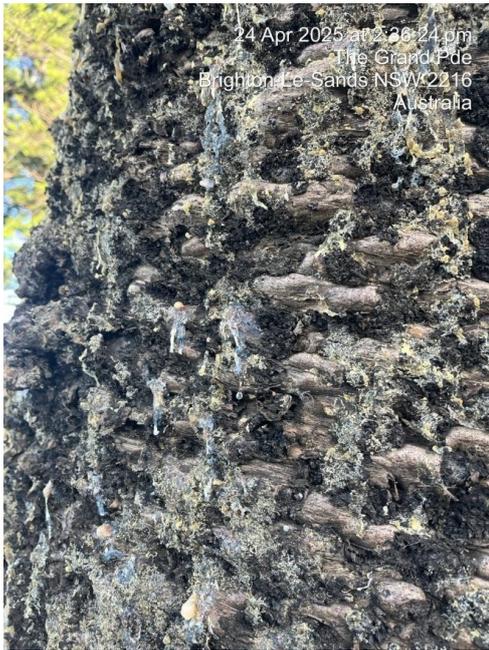
Condition: small deadwood noted, sparse canopy. Picus test: hollow inside the tree.

Recommended: Removal



CM: 26/27845

3



CM: 26/27845

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3. Tree Number 218:

(GPS Coordinates: -33.969217, 151.152625)

Condition: appears structurally sound, declining condition, major asymmetry, poor form, storm damaged

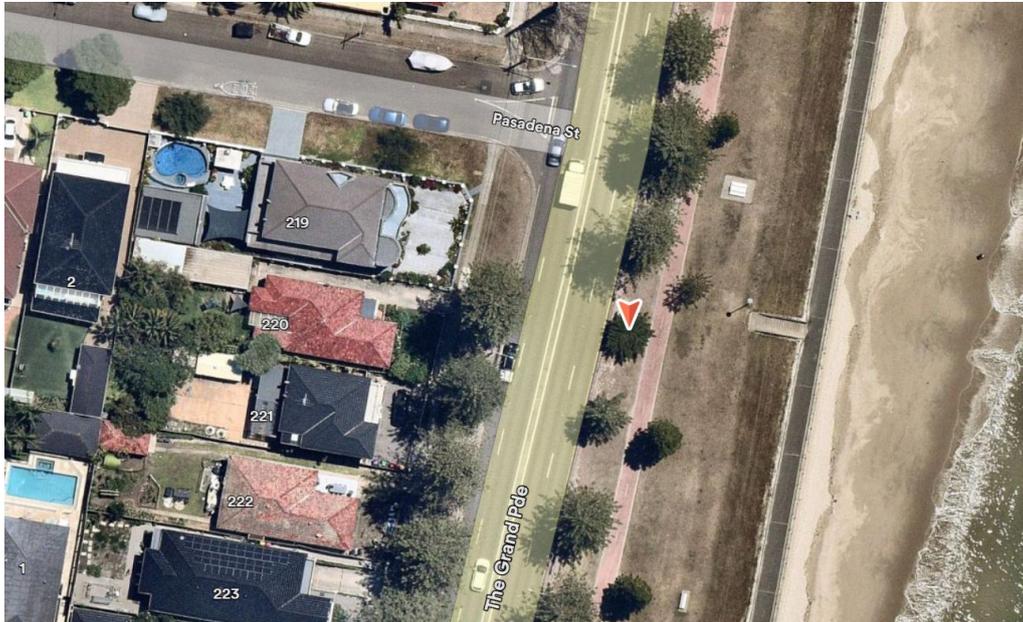
Recommended: Removal



CM: 26/27845

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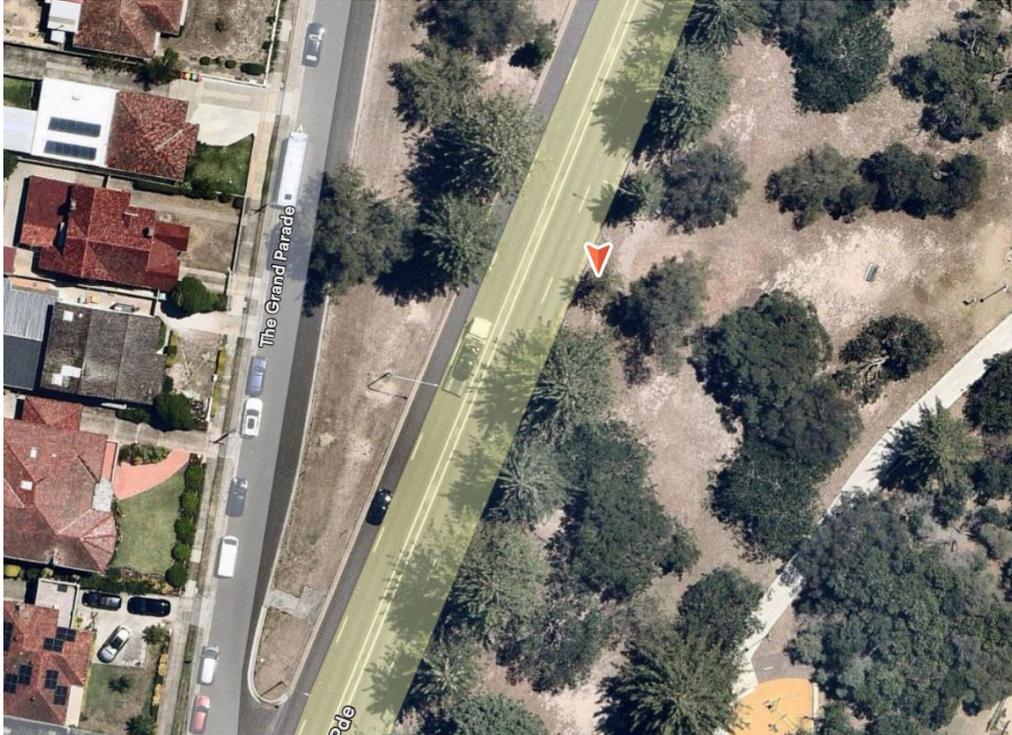
- 4. Tree number 317: Opp 220 Grand Pde
(GPS Coordinates: -33.977438, 151.150081)
Condition: poor form, storm damaged
Recommended: Removal



CM: 26/27845

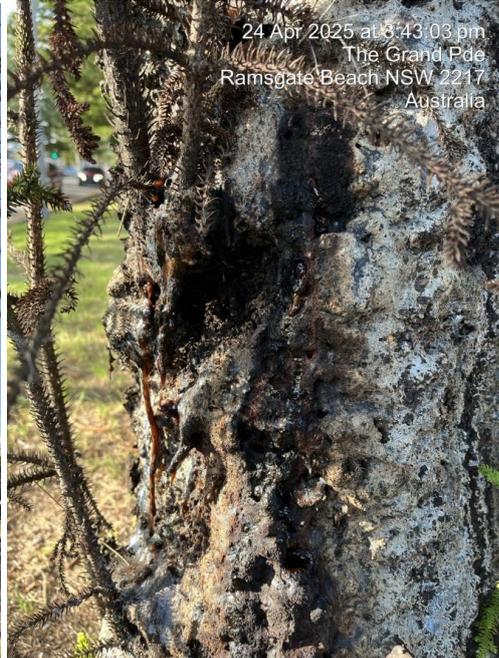
6

5. Tree number 351: Opp 241 Grand Pde
(GPS Coordinates: -33.980389, 151.148788)
Condition: decay in trunk, declining condition, small deadwood noted, sparse canopy
Recommended: Removal



CM: 26/27845

7



CM: 26/27845

8