

Port Macquarie-Hastings Sports Council

LATE REPORTS

Business Paper

date of meeting: Tuesday 13 February 2024

location: Port Macquarie-Hastings Council
Function Room

time: 4:00 PM

1.0 INTRODUCTION

Port Macquarie-Hastings Council (PMHC) has resolved to appoint a Sports Council, to be known as the Port Macquarie-Hastings Sports Council (the Sports Council). The Sports Council shall comprise of representatives of the sporting clubs and sporting community as appointed by Council.

2.0 OBJECTIVES

The objectives of the Port Macquarie Hastings Sports Council are to:

- Assist in the development, review and monitoring of the Recreation Action Plan 2023-2028 which assists PMHC in the identification for sport and sporting infrastructure.
- Consider the cumulative effects of PMHC's decisions on identification of priorities for sport and sporting infrastructure;
- Provide advice to PMHC on strategic projects and PMHC policies related to, or that may impact on the implementation of the Recreation Action Plan 2023-2028;
- Initiate increased communication between the sporting community and PMHC to ensure that all existing and future needs and requirements of sport are identified and considered;
- Work with PMHC to ensure that sporting and recreation facilities are provided and maintained to an acceptable standard;
- Raise funds and source grants which will assist in furthering the objectives of the Sports Council; and
- Provide input to the setting and review of fees and charges for sporting fields and recreation facilities.

The Port Macquarie Hastings Sports Council will not consider:

- Sport and recreation program development.
- Sports club development and capacity building.
- Day-to-day operational management of facilities including sport facility allocations.

3.0 MEMBERSHIP

Port Macquarie Hastings Sports Council is to be made up of:

- Two Councillors (to be determined by PMHC)
- One representative from the NSW Office of Sport
- Up to 4 staff representatives from PMHC
- Minimum of 8 members, representative of peak bodies and major sporting clubs and associations that utilise PMHC sporting facilities and grounds

Representation to include links with the following groups/categories:

- Women in Sport
- Emerging Sports
- Access for people with Disability

Members will be appointed by Councillors via a Council resolution following a formal nomination process.

Term of appointment will be up to a period of 2 years.

Should there be a need for the Sports Council to continue beyond this time, a re-appointment process will be undertaken for all members in accordance with the selection process outlined in these Terms of Reference.

Specific representatives may be invited to nominate.

Members will be selected to ensure a range of sport codes who represent a range of regions are selected for the Sports Council.

The Chairperson will be appointed by Councillors via a Council Resolution.

Vacancies that occur on the Sports Council will be filled by public advertisement and appointed through a resolution of Council.

Other PMHC staff, Government officers, advisors or individuals may be invited to attend meetings from time to time to provide expert advice, information or presentations in relation to the Sports Council's business.

4.0 CODE OF CONDUCT

Councillors, PMHC staff and members of this Sports Council must comply with the applicable provisions of PMHC's Code of Conduct in carrying out the functions as PMHC officials. It is the personal responsibility of members to comply with the standards in the Code of Conduct and regularly review their personal circumstances with this in mind.

5.0 REPORTING

The minutes for each meeting of the Sports Council shall be prepared and distributed to members and published on PMHC's website.

6.0 STAFF

The Sports Council has no delegated authority to employ or direct staff or consultants.

7.0 FINANCES

The Sports Council has no delegated authority to expend PMHC monies.

8.0 MEETING FREQUENCY

The Sports Council will determine its own meeting frequency, however, is expected to commence meeting outside of business hours from July 2023 and meet a minimum of 4 times per year.

9.0 CONFLICT OF INTEREST

Members of this Sports Council must declare any conflict of interest at the start of each meeting or before discussion of a relevant item or topic. Details of any conflict of interest should be appropriately minuted.

Where members or invitees at meetings are deemed to have a real or perceived conflict of interest, it may be appropriate that they be excused from deliberations on the issue where the conflict of interest may exist and this is to be recorded in the minutes of the meeting.

10.0 MISUSE OF POSITION

No member can use information obtained through their position on this Sports Council for private purposes or private gain.

11.0 REVIEW

PMHC shall review the Terms of Reference at least every three years. If changes are proposed at least one-month notice in writing of the proposed changes will be forwarded to members of PMHC.

Port Macquarie-Hastings Sports Council Meeting

Tuesday 13 February 2024

Items of Business

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Item: 10

Subject: **SPORTING FIELDS AND RECREATION FACILITIES FEES AND CHARGES REVIEW 2024/2025FY**

Presented by: Community, Planning and Environment, Melissa Watkins

RECOMMENDATION

That the Sports Council:

1. **Note the information contained in this report.**
2. **Discuss information with affiliate sport clubs and provide feedback at March 2024 meeting of the Sports Council.**

Executive Summary

Council has undertaken a review of the Fees and Charges associated with sporting fields and recreation facilities in the Port Macquarie- Hastings Region.

This review includes the current charges related to sporting fields and recreation facilities found in Council's Fees and Charges 2023-2024 (Attachment 1), and a comparison of neighbouring Local Government Area's (LGA) Fees and Charges (Attachment 2).

The investigation highlights the absence of sporting field charges in Port Macquarie-Hastings Council's Fees and Charges 2023-2024. Charges associated with sport field use are apparent in 7 of the 10 LGA's.

Currently Port Macquarie- Hastings Council undertakes all bookings and administration, maintenance, and sport field preparation work, including line marking, with no fee or charge to community sport clubs.

The estimated overall costs of these aspects is as follows:

- *Administration* - \$ 70 per application (Council average 450 - 500 sport facility booking per year).
- *Maintenance*: costs an average of \$30,000 per facility per year (Each quarter this value includes mowing x 13 days, herbicide spraying x 4 occasions, line marking x 13 times, hand work (e.g. whipper snipping/ edging) x 13 days and water costs).
1.

A breakdown of costs associated with each sporting facility in the 2022-2023 financial year can be found in Attachment 3.

Accordingly, it is proposed to introduce a new Ground Fee in the Fees and Charges for 2024 - 2025. The new fee is proposed as follows:

Ground Fee - General use	\$200.00	Per day
Ground Fee - General use	\$40.00	Per hour
Ground Fee - General use (Seasonal)	\$1,000.00	Per season

The proposed seasonal Ground fee charge is 3.3% of the average cost for Council to manage and maintain a sporting facility.

This report is seeking feedback from the members of the Sports Council and their affiliate sporting clubs be provided to the March meeting of the Sports Council.

Investigation

The following compares Local Government Areas in the Mid North Coast region and surrounds the Fees and Charges associated with sporting fields and recreation facilities. Please refer to Attachment 2 for further details and fee breakdowns.

Local Government Area	Ground fee - Local Sport Club	Ground fee - Schools
Port Macquarie Hastings Council	No*	No
Bellingen Shire Council	Yes	Yes
City of Coffs Harbour Council	Yes	No
City of Newcastle Council	Yes	Yes
Clarence Valley Council	Yes (competition only)	No
Kempsey Shire Council	No	No
Mid Coast Council	No	No
Nambucca Valley Shire Council	Yes	Yes
Port Stephens Shire Council	Yes	Yes
Tamworth Regional Council	Yes	No




*Existing ground fee for Lank Bain Sporting Complex and Vince Inmon Sporting Complex are no longer charged due to both Section 355 Committees dissolving in 2023. Continue to charge for match fixtures for Regional Stadium.

Financial and Economic Implications

With the growth of our recreation assets and limited funding available for our open space assets, Council is currently challenged by financial difficulties significantly impacted the operation and maintenance of sports facilities. Financial management is vital for future financial sustainability to decrease the strain of the costs for maintaining and operating sports facilities.

The introduction of a Ground Use fee will increase revenue to Council to support future upgrade and maintenance programs for sporting facilities.

Attachments

1.  PMHC Fees and Charges 2023-2024
2.  Investigation_Neighbouring LGA Ground Use Fees 2023-2024
3.  PMHC Maintenance Cost per sport facility 2022-23

