

# **OPERATIONAL PLAN OF MANAGEMENT (OPoM)**

## **Operation of Sportsfield Lighting at Passmore Reserve**

**Address: Part Lot 2743 DP 752038, Campbell Parade,  
Manly Vale (Passmore Reserve)**

**Date: 8 March 2021**

The contact person in respect of all enquiries in relation to this plan:

Name: Cameron Henery

Position: Senior Asset Management Officer - Parks and Recreation

Phone Number: 1300 434 434

### **1 Site to Which this Plan Applies**

This plan applies to Part Lot 2743 DP 752038, Campbell Parade, Manly Vale.

#### **1.1 Uses to Which this Plan Applies**

This plan applies to the sportsfield lighting approved within Passmore Reserve. The plan applies during the times of

## **1.2 Applicable Development Consent**

This plan has been prepared as a component of the development consent for the sportsfield lighting, Development Application No. DA2020/1097 for alterations and additions to sportsfield lighting at the subject site.

## **2 Purpose of the plan**

The purpose of this plan is to minimise any adverse impacts on neighbouring residents and satisfy condition 19 of the development consent.

## **Management Issues and Protocols**

The following make provisions associated with the approved operation of sportsfield lighting to minimise any adverse impacts on neighbouring residents.

## **3 Hours of use.**

8:30pm Monday to Thursday (with lights out at 8:45pm).

9:00pm Fridays (with lights out at 9:15pm).

6.45pm Saturdays (with lights out 7.00pm)

6.00pm Sundays (with lights out 6.15pm)

## **4 Contact person for any public complaints or enquiries.**

The contact persons for any public complaints or enquiries is Council's customer services 24hours, 7days on 1300 434 434.

Contact email: [council@northernbeaches.nsw.gov.au](mailto:council@northernbeaches.nsw.gov.au)

## **5 Register of site user groups**

All approved lighting use is confirmed in a formal booking consent.

A register of site user groups with contact details (including phone numbers and email addresses) will be established and maintained by Parks and Recreation Open Space Bookings team.

A copy of the register will be kept at Council.

A copy of the register will be available by request, at Council's Customer Service Desk, Civic Centre, Dee Why.

The Manager, Open Space & Recreation Planning will be responsible for maintaining the register.

The register will be updated at least annually by 30 June.

## **6 Vacating the site**

Mechanism of ensuring people vacate the site after approved activities finish.

Sportsfield booking consent conditions include vacating the site after the booking time has ended. Failure for users to comply may mean that they are unable to continue using / booking the fields for use.

These consent conditions are updated from time-to-time. Examples of these consent conditions include:

**Northern Beaches Council – terms and conditions for seasonal users winter 2020**

*Your sportsground allocation is subject to adherence with the following conditions.*

- 1. Your organisation is to effect, at its own cost, Public Liability Insurance for a cover not less than \$20,000,000 for each claim in the names of Council as owners and your organisation as occupiers of the area concerned as to their respective rights and liabilities. It is your responsibility to ensure Council has a copy of your current policy.*
- 2. Your organisation is required to pay a fee for the seasonal allocation and a fee for the use of any sportsground lighting. Council reserves the right to refuse future applications for allocations for non-payment of debts.*
- 3. Approval has been provided for those locations, dates, activities and times listed in the rental contract only and any changes require Council approval. Any use of a field outside of the allocated times requires Council approval.*

**7 Amplified music and public announcements**

Amplified music and public announcements associated with sportsfield use during evening and night-time periods, when the lights are in use, is not to occur.

Sportsfield booking consent conditions include the prohibition of amplified music, and public announcements.

## **8 Management of the lighting timing including daylight saving time.**

The timing will be managed by the lighting control system which is corporately managed on Council's IT network. Master controls ensure the lights are only available for use in accordance with the approved booking.

## **9 Complaints Register**

Any complaints will be registered and managed in accordance with Council's customer service charter. In addition, a Complaints register will be established. The register will contain: -

- Complaint/Incident date and time
- Name of person/police/council making the complaint or notifying of the incident
- Contact details of the complainant
- Nature of the complaint/incident
- Action taken (by whom and when)
- Outcome and/or further action required

All complaints shall be dealt with by management with 10 working days of notification.

The complaints register is to be made available to Council, Police or a other authorised person upon formal request.

## **10 Operational Plan of Management Review**

This OPoM will be reviewed on a regular basis. Manager, Open Space & Recreation Planning will be responsible for overseeing each regular review and making changes to the OPoM as necessary.

The review process will include liaison with user groups and incorporate any operational changes which have been adopted throughout the preceding year. At the time of preparation of the review consideration will also be given to the environmental controls in place to ensure that each is still relevant to the activities being conducted on the site with regard to the use of sportsfield lighting.

Following the initial review, a draft copy of the OPoM, as amended, will be forwarded to user groups for comment. Any comments/recommendations will be incorporated prior to formal adoption. Reasons for alterations to the OPoM will be documented.