



WAVERLEY
COUNCIL

Sporting Facilities Winter Long-Term Licence application guidelines 2024

Waverley Park and Hugh Bamford Reserve



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About the opportunity

Waverley Council (Council) operates within the boundaries of its Local Government Area (LGA), covering 9 km² along Sydney's eastern suburbs of Tamarama and Bondi, north to Dover Heights and Rose Bay, west to Queens Park, Bondi Junction and Charing Cross, and south to Bronte.

Council is seeking appropriately qualified and experienced sporting groups and organisations to enter **winter-season (1 April to 31 August)** long-term licence agreements for **up to five (5) years** for the use of Council's sporting facilities at **Waverley Park and Hugh Bamford Reserve** in accordance with the *Crown Land Management Act 2016* (CLM Act) and the *Local Government Act 1993* (LG Act).

These guidelines provide information about the granting of the licences for the sporting facilities in Waverley Park and Hugh Bamford Reserve. They cover what the objectives of the long-term licences are, what Council expects from suitable licensees, how the selection is conducted, what the assessment criteria are, and what happens if the application is successful.

Council encourages applicants to carefully read these guidelines and the information available on Have Your Say Waverley when preparing their application.

The Have Your Say page for the application is:

haveyoursay.waverley.nsw.gov.au/Lease-Licence-for-Sporting-Facilities

Important dates

EOI Opening date:	Tuesday 9 April 2024
EOI Closing date:	5pm Tuesday 21 May 2024
Tender Opening date:	Tuesday 28 May 2024
Tender Closing date:	5pm Tuesday 25 June 2024

The latest updates on the dates will be published on the Have Your Say page.

Enquiries or questions

Contact Council if you have any questions.

Waverley Council

Phone: 02 9083 8675

Email: openspaceplanning@waverley.nsw.gov.au

Online: **haveyoursay.waverley.nsw.gov.au/Lease-Licence-for-Sporting-Facilities**



QR code to HYS page

1. Objectives

The objectives of issuing winter long-term licences for Council sporting facilities are to ensure an equitable and consistent approach for the use of the facilities. This is to facilitate appropriate asset management, support local sporting groups, and encourage sustainable utilisation of the public facilities.

Key objectives of the winter long-term licence of the facilities include:

- Ensuring the community has equal access to the facilities and clubs to provide equal opportunities in their services and activities.
- Encourage sporting activities that cater to the community as diverse as possible including genders, ages, and abilities.
- Partner with responsible operators who undertakes reasonable ongoing management of the facility and ensures that the best community outcomes are achieved.

2. Facilities

Planning context

Waverley Council recognises that public recreation contributes to the health and wellbeing of communities, allows for positive social interactions, and increases physical activity. Council supports informal (passive) and formal (organised) community use of sporting facilities.

Formal use of sporting facilities is enabled through the granting of a lease or licence. All the subject sporting facilities for long-term licences are on Crown land that is managed by Council as the appointed Crown land manager.

Division 3.4 under the *Crown Land Management Act 2016* (CLM Act) requires Council as the Crown land manager to manage the subject Crown land as if it were community land under the *Local Government Act 1993* (LG Act) including functions to the leasing and licencing of the land.

As such, the subject facilities are managed by Council in accordance with Section 45 to 47D under the LG Act which allows Council to grant a lease or licence over community land. The grant of the tenures, including the tenure terms and limits, tendering, notification, and approvals, is subject to the provisions of Division 2, Part 2, Chapter 6 of the LG Act.

Site context

Waverley Park

Waverley Park is in the suburb of Bondi and is bound by Bondi Road, Park Parade, Birrell Street and Paul Street. Waverley Park is a large suburban park, approximately 10.2 hectares in size, comprising a mix of sports fields, a recreation centre, and a pavilion as well as informal open space.

Hugh Bamford Reserve

Hugh Bamford Reserve, located in North Bondi is bound by steep sea cliffs and Tasman Sea to the east and Military Road to the west. The reserve has a half size playing field complemented by a carpark, community hall and grassed amphitheatre.

Facilities for licence

Facilities that the long-term licences apply to are listed in Table 1. Applicants can apply for one or multiple of these premises.

Table 1 List of Facilities for Granting Long-term Licence Agreement

Premises	Size (m)	Support facilities	Lighting	Line marking
Waverley Park Oval 1 x turf oval	A grade	Toilets	Training level	Yes
Waverley Park No 2 1 x synthetic rectangular football field	Full size 100 x 68	Toilets	Training level	Yes
Waverley Park No 3 1 x rectangular turf field	Mid-size 50 x 60	Toilets	Training level	Yes
Waverley Park Netball Courts 3 x acrylic surface netball courts	30 x 15	Toilets	Flood lights	Yes
Waverley Park Multi-purpose Courts 3 x acrylic surface basketball, netball, and tennis courts	30 x 15	Toilets	Flood lights	Yes
Waverley Park Margaret Whitlam Recreation Centre (south club room)	n/a	Toilets	Indoor	n/a
Hugh Bamford Reserve 1 x rectangular turf field	50 x 70	None	Training level	Yes

Licensed facilities will remain available for hire where vacancies exist. Council might also set aside some hours for general community access to the facilities.

South club room in Margaret Whitlam Recreation Centre is only for oval licensees to hire. Oval licensees can also hire the four (4) storage units in the Centre. Fees and charges apply.

Fees and charges

Fees and charges apply to the bookings of these facilities according to Council's annually adopted Pricing Policy. Rates are set differently for commercial operators and non-for-profit sporting groups.

Bookings of Waverley Park Oval for competition days will enable access to the referee's room, change rooms, first aid room, and BBQ. These facilities and equipment are included in the booking fees.

The booking will also allow clubs to hire the north club room in the Margaret Whitlam Recreation Centre which includes the kiosk and scoreboard.

3. Selection process

The process of selecting the suitable licensees for the sporting facilities is outlined as follows:

Stage 1: Expressions of interest

Stage 1 – Expressions of Interest (EOI) will be open for 42 days for interested sporting groups and organisations to make initial applications for entering a long-term licence agreement with Council for the use of the facility for up to five (5) years.

Initial information about the organisation including organisation structure, activities, governance, finance, and provided services will be sought via the EOI.

Applicants are to complete the EOI form on haveyoursay.waverley.nsw.gov.au/Lease-Licence-for-Sporting-Facilities with demonstrations of the understanding and compatibility of the objectives in section 1 and the assessment criteria in section 4 in this document.

The EOI is to establish the experience, capability and capacity of sporting clubs and organisations to successfully run community-based sporting activities, which sporting activities they are going to offer as well as which facilities they wish to utilise and when and how their clubs support the sporting needs of the Waverley community.

As a result of the EOI process, a short list of eligible organisations will be invited to Stage 2 – Request for Quotation.

Stage 2: Request for quotation

Applicants short-listed in Stage 1 - EOI will be invited to submit detailed documentations via a Request for Quotation (RFQ) process. This will include all proof of evidence of the information submitted through the Stage 1 - EOI.

For example, if the applicant claimed to have a code of conduct in place, this document would need to be submitted in the RFQ stage.

Stage 3: Selection and approval

RFQ submissions will be assessed by the Evaluation Committee and the preferred proposal/s will be submitted to Council for consideration and determination.

All applicants will be notified of the outcome of the application as soon as possible once decision is made by Council.

Stage 4: Finalisation of agreement

The successful applicant will be provided access to the licenced sporting facilities by entering a licence agreement with Council for a term of three years with a two-year option for extension, subject to the successful outcome of any review and assessment processes.

Stage 5: Review

The club performance will be reviewed annually against key performance indicators to ensure mutually beneficial objectives have been achieved.

4. Selection Criteria

Community contribution

Demonstrated participation from local community and the connection to Waverley LGA, such as high percentage of members that are local residents.

Demonstrated experience in successfully entering into long-term licences and/ or partnerships with Local Councils to use community facilities.

Community sports and recreation outcomes

Activities that provide equal opportunity for sports access for everyone including people with diverse backgrounds, ages, and genders.

Financial

Demonstrated healthy financial position such as no debts to Council.

Governance

Policies and procedures to create an equitable, safe, and fair club environment, and current insurance for Public Liability.

Organisation type

The application is open for both non-for-profit sporting groups and organisations and commercial operators. However, non-for-profit sporting groups and organisations will be assessed favourably.

5. Timeline

Council aims to undertake the selection process and grant the licences according to this timeline. However, it is likely dates for later milestones are changed. Please refer to the Have Your Say Waverley project page for latest updates to the milestone dates.

Milestone	Date
Expression of Interest (EOI) opens	9 April 2024
Expression of Interest (EOI) closes	5 pm Tuesday 21 May 2024
Shortlisted applicants notified for Request for Quotation (RFQ) submission	Tuesday 28 May 2024
RFQ submission opens	Tuesday 28 May 2024
RFQ submission closes	5 pm Tuesday 25 June 2024
Issue of licence	August 2024

Information

Waverley Council webpages

haveyoursay.waverley.nsw.gov.au/Lease-Licence-for-Sporting-Facilities

waverley.nsw.gov.au/recreation/parks/parks_by_suburb/suburbs/waverley_park

waverley.nsw.gov.au/recreation/parks/parks_by_suburb/parks_in_north_bondi/hugh_bamford_reserve

waverley.nsw.gov.au/recreation/sports_fields/margaret_whitlam_recreation_centre

Park Plan of Management

waverley.nsw.gov.au/__data/assets/pdf_file/0020/9254/Waverley_Park_Plan_of_Management.pdf

waverley.nsw.gov.au/__data/assets/pdf_file/0006/176811/Williams_Park_and_Hugh_Bamford_Plan_of_Management.pdf

Legislation

legislation.nsw.gov.au/view/html/inforce/current/act-2016-058

legislation.nsw.gov.au/view/html/inforce/current/act-1993-030