

Plan of Management Seiffert Oval



Image: Trial Match – Canberra Raiders v's Newcastle Knights – 21 February 2014

Seiffert Oval Plan of Management

Adoption of Plan of Management - Seiffert Oval

The Plan of Management of Seiffert Oval was adopted by the Minister administering the Crown Lands Act 1989, by approval on DATE

The Plan of Management of Seiffert Oval was adopted by Queanbeyan City Council, now known as Queanbeyan Palerang Council, on 27 April 2016.



Image: Aerial view, Seiffert Oval, 2016

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Development of the Plan

Introduction

Seiffert Oval is a complex of buildings with a playing field on Crown Land, (Crown Reserve R85019), and administered by the Queanbeyan City Council (QCC) as Seiffert Oval Corporate Trust Manager. It was handed over to QCC to manage, in 2010. QCC has prime responsibility for the maintenance and management of Seiffert Oval. This Plan of Management assists QCC in providing direction and continuity of maintenance, resource management, ongoing operational requirements, programming, and for future planning endeavours of the Seiffert Oval precinct of buildings and playing field.

This Plan enables management to proceed in an efficient and sustainable manner, help reconcile competing interests, identify priorities for the allocation of available resources and facilitate public understanding.

This Plan also enables the current user groups, sports and other communities in Queanbeyan, to determine a set of values that are consistent with current and any proposed future use of the complex. These values are used to identify benefits and potential future use of the complex, beneficial in marketing the complex for increased use by the wider community and in identifying future growth opportunities.

This Plan of Management should be read in conjunction with Council's adopted Plan of Management for Sportsgrounds – Amendment No. 3 – September 2015.

Method

This Plan has been prepared in consultation with: stakeholders, such as the Queanbeyan sports community, the elected Council and Council staff, and the wider Queanbeyan community. The consultative based approach in preparing this Plan is recommended by the Department of Primary Industries - Lands to support evolving community values.



Image: Seiffert Oval Grandstand, February 2015. Photo by Gladiator Seating Systems, 2015

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Community Consultation

Council acknowledges that community consultation is an important component of its business. As set down in section 38I of the *Local Government Act 1993*, Council will give public notice of a draft plan of management, and place the draft plan on public exhibition for no less than 28 days while allowing a minimum of 42 days to comment. Any submissions made to Council in respect of the draft plan will be considered by Council prior to the final adoption of the plan of management. The Queanbeyan community and other interested parties will be able to have input into this draft plan of management through the public exhibition and submission stage.

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Background Information

History of Seiffert Oval

Seiffert Oval is named after John Wesley Seiffert (1905-1965, politician and former prison warder at Goulburn Gaol. John Seiffert grew up in Goulburn, NSW. He was a gifted sports person, particularly in hockey; as a representative footballer for Rugby League; and the one mile amateur track cycling champion in 1926. He was the treasurer of the New South Wales Country Rugby League from 1935-1938. He served as an alderman on the Goulburn Municipal Council from 1934 – 1937. He was a NSW state Labour politician for the Monaro electorate from 1941 – 1965. *Seiffert was devoted to the underprivileged and gifted with an intense love for children,* (Molony, J., n.d.).

Seiffert Oval was used as a Rugby League ground from its inception. In 1982, Seiffert Oval became the home ground of the Canberra Raiders, as part of the NSW NRL.

Canberra Raiders

Seiffert Oval served as the home ground of the Canberra Raiders (from 1982 to 1989).

The Raiders' first game at Seiffert was in Round 2 of the 1982 NSWRL season against the Western Suburbs Magpies. In front of 6,769 fans, Wests ran out 33-4 winners, with the home side failing to score a try against their opponents, (Wikipedia, 2015).



Image: Canberra Raiders, 1983, Photo courtesy Queanbeyan Age online

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Canberra's first win at the ground, which was also their first ever competition win, was in Round 8 of the 1982 season when 9,982 fans saw the "Green Machine" run out 12-11 winners over the Newtown Jets. The ground record crowd was set on 18 June 1989 when 18,272 fans turned out (at Seiffert Oval) in Round 12 of the 1989 NSWRL season to see the Raiders defeat the Brisbane Broncos 27-6, (Rugby League Tables, 2015).

The ground hosted an international rugby league match during the 1988 Great Britain Lions tour when the Australian President's XIII, led by Raider Mal Meninga, defeated the tourists. It also hosted an international rugby union match when the British and Irish Lions defeated the ACTRU, 41-25 in 1989, (Wikipedia, 2015).

Seiffert Oval is now the home ground of the Queanbeyan Blues Rugby League club. The capacity of Seiffert Oval currently stands at 15,000. The grandstand, after the seating upgrade in February 2015, accommodates 2,000 seats under cover.

History of Management

QCC was the Reserves Trust Manager for Seiffert Oval up until 2002. From 2002 until 2009 Seiffert Oval operations were controlled by the Queanbeyan Leagues Club, without a formalised Trust Manager. On 13 November 2009 the Seiffert Sportsground Reserve Trust was formed again with management and control of the Reserve returned to Queanbeyan City Council. In March 2010 the existing lease with the Queanbeyan Leagues Club Limited was terminated. A new tenancy agreement with the Club ensured rugby league as the predominant use of Seiffert Ova for their season is from February to September of each year. Seiffert Oval is available for use by other organisations and sporting codes can when not required for rugby league.

The Trust established a Seiffert Sportsground Advisory Committee to enable users and the community to have input into the development of a capital improvements plan and Plan of Management for the facility. The Trust envisaged this Committee would be responsible for planning improvements to the Sportsground and being part of a regional sporting precinct with the ability to attract grant funding to assist with improvements at the facility. Additionally the Committee would provide some direction and user input in respect of the Sportsground, (QCC, June 30, 2012). This Committee was merged with the Queanbeyan Sports Council in September, abolished approximately around 2014.

Seiffert Oval is administered under the provisions of the Crown Lands Act 1989 and is managed in accordance with the public purposes of the land and the principles as set out in Section 11 of the Crown Lands Act 1989.

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Seiffert Oval – 36 Thurrallilly Street Queanbeyan East 2620

Table 1: Land and Structures

Feature	Description/Condition
Location	36 Thurrallilly Street – LOT 117 DP 823483 (Crown Reserve R85019)
Area	3.790 ha.
Landform and Surrounding Land Use	Multi-use playing field with lighting, grandstand, carpark, two (2) public toilet blocks, two (2) canteens, undercover shelter, ticket boxes.
Urban Services	The following services are provided to the site: electricity, water, gas, stormwater and sewer.



Map 2: Aerial View - Seiffert Oval – 36 Thurrallilly Street Queanbeyan East 2620

Use of the Land and Structures

This site is currently used as a sportsground, for active recreational sport. The premises are also used by the Veteran’s Motorcycle Club as a meeting venue facilitating social cohesion and also to the Illawarra Disabilities Trust, as a gathering place for learning activities that facilitate integration into mainstream living.

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Leases, Licenses and Other Estates

Leases and licences and the granting of other estates are primarily governed by sections 44-47E of the *Local Government Act 1993*. As at 2015, the Function Room is leased to the Veteran's Motorcycle Club and the Seiffert Sportsground Community Shed is leased to the Illawarra Disability Trust.

This plan of management authorises the lease, licence or grant of any other estate over 36 Thurrallilly Street which is consistent with land use under the Crown Lands Act and the core objectives of this plan, which is either exempt development or is permissible under *Queanbeyan Local Environmental Plan 2012*.

Future Use of the Land

Upgrade works to the grandstand, facility buildings and playing surface took place in 2014 and 2015. As a result of these upgrades, it is proposed that wider use by the Queanbeyan sports and other communities could result. Future use of the land is discussed further in this Plan of Management.

Crown Lands

In respect of the lands identified in this PoM for Seiffert Oval, 36 Thurrallilly Street, Queanbeyan East 2620, the principles of the Crown Land Management Act specify:

Principles of Crown land Management *Crown Lands Act 1989 Part 1 Section 11*

Part 1

11 Principles of Crown land management

For the purposes of this Act, the principles of Crown land management are:

- (a) that environmental protection principles be observed in relation to the management and administration of Crown land,
- (b) that the natural resources of Crown land (including water, soil, flora, fauna and scenic quality) be conserved wherever possible,
- (c) that public use and enjoyment of appropriate Crown land be encouraged,
- (d) that, where appropriate, multiple use of Crown land be encouraged,
- (e) that, where appropriate, Crown land should be used and managed in such a way that both the land and its resources are sustained in perpetuity, and
- (f) that Crown land be occupied, used, sold, leased, licensed or otherwise dealt with in the best interests of the State consistent with the above principles.

Part 5

95 Appointment of corporation to manage reserve trust

- (1) The Minister may, by notification in the Gazette, appoint:
 - (a) a council,
 - (b) a corporation constituted by or under an Act providing for the holding, managing of or dealing with church property, or

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- (c) any other corporation (including the Ministerial Corporation), to manage the affairs of a reserve trust.
- (2) A corporation so appointed has power to accept the appointment and to exercise all the functions of a manager of a reserve trust despite the provisions of the Act by or under which the corporation is constituted.
- (2A) A corporation may be appointed as the manager of a reserve trust for such term as may be specified in the notification of appointment or by any subsequent notification.
- (2B) The term of office of a corporation that has been appointed as the manager of a reserve trust may be extended by the Minister from time to time by a further notification in the Gazette.
- (3) A council may not be appointed to manage a reserve trust if the reserve is wholly or partly within the area of another council, except with the consent of the other council.
- (4) A document is sufficiently executed by a reserve trust managed by a corporation if it is executed under the seal of the corporation instead of the seal of the trust.

98 Application of Local Government Act where a council manages a reserve trust

- (1) If a council is the manager of a reserve trust and the reserve (or the part of the reserve) is a public reserve, the trust has all the functions of a council under the Local Government Act 1993 in relation to public reserves.
- (1A) However, the trust has no power to classify the public reserve or any part of it as operational land under the Local Government Act 1993.
- (2) This Act prevails to the extent of any inconsistency with the Local Government Act 1993 in relation to the public reserve and this section does not authorise a failure to comply with any provision of this Act.
- (3) In this section, **public reserve** has the same meaning as it has in the Local Government Act 1993.

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Current Use Seiffert Oval

Overview

The Queanbeyan Blues Rugby League Club have exclusive use of this facility, since the departure of the Canberra Raiders in the late 1980's. Over recent years, a number of community groups have begun to take an interest in using premises within this complex, such as the Veteran's Motorcycle Club and the Illawarra Disability Trust, discussed in more detail below.

The Queanbeyan Leagues Club

The Queanbeyan Blues Rugby League Club are the primary users of the Seiffert Oval sports precinct. The current Access Agreement with Council is dated 17 February 2015. The Club contributes approximately \$47,000 per year as part of this Access Agreement, which is subject to performance measures implemented by Council to maintain the turf sports oval.

QLC has contributed \$100,000 towards the new seats in the Grandstand, bringing the approximate number of seats in the Grandstand to 2000. The Council in return for this contribution have agreed to upkeep of the turf playing surface to a higher standard, sufficient to open it up for high profile competitive games such as the pre-season match between the Canberra Raiders and the Newcastle Knights that took place in February 2015.

Veteran's Motorcycle Club

In June 2014, the Council entered into an Agreement for Access for a 5 year period with the local branch of the Veterans Motor Cycle Club (VMC), to occupy the Function Room area under the Seiffert Grandstand for VMC meetings and social activities. The area consists of the open space, former function room, and storeroom, toilet block & separate WC, kitchen area and an outdoor open space under the roofline. The area became completely run down over time and has now been refurbished, mostly at the expense of the VMC.

The VMC provides camaraderie for ex-service, serving members and like-minded civilians. Assistance is also provided through active advocates within the membership to members who are under duress as a result of their former service. Families are a welcome part of the VMC make up, as attested by attendance at VMC fortnightly get-togethers.

The VMC is a functioning motor cycle club and rides at least once a month throughout the year.

Over the years the VMC has conducted charity rides to raise funds for charities and other recipients. The VMC has provided \$41,000 to MS Australia, \$10,000 to Snowy Hydro South Care, \$20,000 to Prostate Australia, and tens of thousands to the Canberra Hospital and Cooma Hospital. VMC's fundraising will also go towards the Queanbeyan and Cooma hospitals.

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The Illawarra Disability Trust

In June 2014, Council commenced discussions with the disability sector wherein a need was identified for a purpose-designed venue in Queanbeyan to provide social opportunities and general living skills for people with disabilities. It was envisaged that the venue would be accessible to men and women and would contain areas for building, gardening and a quiet space for activities such as art and craft. Several locations for the project were investigated for suitability and the Community Shed at Seiffert Oval was selected as the preferred site.

An Agreement for Access for a 5 year period has been formalised between the Council and the Disability Trust. The Disability Trust space had been unused for many years and was run down, much like the Veteran's Motor Cycle Club space had been. A considerable amount of work was needed to achieve a functional and desirable space that would be suitable for its intended purposes.

The Disability Trust took a lead role in the project. They have worked collaboratively with other stakeholders to create an inclusive environment where the space to operate programs on an agreed timetable could be utilised.

The programs taking place at the site include:

- Cooking
- Gardening (using vegetables in cooking)
- Art programs
- Sewing
- Sporting programs (using lower oval)
- Woodwork
- Disability service, client gatherings and BBQs.

Council and the Disability Trust have worked closely with other project partners to make the site functional. The Queanbeyan Men's Shed, Veteran's Motor Cycle Club and Queanbeyan Rotary have all been actively involved in the work carried out at the site, proudly providing hands-on help and donating their time as labour to assist in finalising the project. Bunnings has also generously provided support by donating materials for the project.

Upgrade Project 2014 - 2016

The project to upgrade the Seiffert Oval complex aimed to improve and revitalise the multi-faceted facility which consists of various sports related buildings and a sports playing field. The project objective was to improve the viability of the complex to the wider Queanbeyan community by upgrading its appearance and enabling the complex to meet current Australian building standards, safety codes and regulations. Upgrade to the playing surface ensures the field is suitable for first grade competition sport.

The Seiffert Oval sports precinct encompasses a vast array of buildings (most constructed in the 1960s) scattered throughout the 2 acre complex, to support the former first grade playing field. The complex and upgrades include:

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Table 2: Upgrade of facilities from 2014-2016

Description of Existing	Description of Upgrade
Major sports playing field with 2 dug-outs.	New seating to dug-outs. Upgrade of playing surface. Installation of new irrigation.
Grandstand with 2000 above-ground seats, incorporating corporate and media boxes.	Installation of new grandstand seats. Corporate boxes tidied up. New glass balustrade Duplication of entry steps
Under grandstand facilities including kitchen, canteen, referees room, multiple change rooms and bathroom facilities, gymnasium, sauna room and function/bar room.	Upgrade change rooms and bathroom facilities (by the QLC). Upgrade kitchen, canteen, server Upgrade internal toilet facilities, servicing kitchen and Function Room.
External toilet block	Renovate male toilets, paint, add new wash basins and install roof over urinal. Renovate female toilets, remove urinal. Remove two toilets and replace with wash basins. Paint. Incorporate new disabled toilet, partition from female toilet. Construct ramp to new disabled toilet. New signage.
Separate canteen building with toilet facilities under building and scoreboard infrastructure above.	New scoreboard. Upgrade to scoreboard section of building. Tidy up toilet facilities.
Separate canteen facility with change room.	Ceiling repairs, electricity and plumbing upgrades (by QCC). Install building materials, disability ramp,

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Description of Existing	Description of Upgrade
	kitchenette, furniture and other resources (by The Disability Trust).
Separate function room, change room and bathroom facility.	<ul style="list-style-type: none"> • Toilets patched up and painted, cisterns repaired, new doors supplied and painted, new hardware (handles, hinges etc.) & security mesh placed over window. • Fire door repaired & painted and additional security devices installed. • Doors replaced under grandstand storage areas, shelving installed and doors painted. • False wall was installed to prevent unauthorised entry (the premises had been the result of four break and enters within one week). • Bar area cleaned up and new seals installed on fridge doors. • Small but functional kitchen installed in back room, including new hot water service, sink and cupboards as well as a Zip mini-boil and a micro wave. • Existing cool room was re-commissioned with a new condenser and compressor installed. • New door fitted between bar and kitchen with updated security arrangements, then all was painted. • Security shutter fitted to front door, two 8Kw split systems installed in the club room and an extensive picture and crest hanging was installed. • Two unused rooms were painted, carpet tiled and converted into a bunk house with twelve double bunks fitted. • Toilets were revamped to working order. • Overhead projector and system installed. (By the Veterans Motor Cycle Club)
Open area dirt car park at rear of grandstand with no designated bays.	Resurface car park, mark out car parking bays to include mobility bays.

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Seiffert Oval is located in a high profile and high visible location near the heart of the city of Queanbeyan. Upgrade works were necessary to improve the underutilised sports complex and to recommission the facility to benefit the Queanbeyan and district sports community as well as other community, recreation and business groups.

Works to the Grandstand were completed for the NRL trial game between the Canberra Raiders and the Newcastle Knights, held at Seiffert Oval on 21 February 2015. As seen in the before and after photographs below, the old green seats were removed from the Grandstand and replaced with the blue and grey seats pictured below. The new seating arrangement allows for approximately 2000 under cover seats in the refurbished Grandstand.



Image: Prior to works commence, pictured, Mayor Tim Overall. Photo courtesy Queanbeyan Age



Image: Seat detail, Mayor Tim Overall with Parks Manager, Tim Geyer. Photo courtesy Queanbeyan Age



Image: Seat and Balustrade detail. Photo courtesy Debbie Sibbick 2015

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Community Values and Expectation

Much of the information in the table below came about as a result of consultations held with the Queanbeyan Sports Community, Council officers and elected officials that began in September 2015. The Sports community, and in particular the Queanbeyan Blues, expressly maintain that Seiffert Oval's primary purpose was for the playing of rugby league football. All other uses of Seiffert Oval would be ancillary, and in keeping with the mostly sports related use of the Seiffert precinct. Any other uses of the Seiffert Oval precinct would be permissible, however must maintain the integrity of the playing surface. Future use of the precinct is listed, however is not limited to, the ideas indicated in the table below.

Table 1: Community Values and Expectations

VALUE	EXPECTATION
Major rugby club use	<ul style="list-style-type: none"> Continued use of Seiffert as home ground for Blues. Maintain facility consistent with use. Upgrade when required. Playing surface maintained to an agreed standard with Queanbeyan City Council
High Profile Games	<ul style="list-style-type: none"> Source NRL and other high profile games Upgrade facility to meet NRL match requirements, e.g. additional undercover seating. Improvements to lights. Market facility as a high profile sports facility precinct
Use by Licensed Groups	<ul style="list-style-type: none"> Continued use of Seiffert facilities for licensed group activities Facilities maintained in keeping with requirements for current use Actively seek use by community groups Availability of leases and licenses for future and current users requiring security of tenure
Sports precinct	<ul style="list-style-type: none"> Source additional codes of sports, e.g. Women's soccer Potential for use by schools for school sport and school carnivals

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	<ul style="list-style-type: none"> • Potential for use by community groups for sports related activities • Potential use for regional and or state sports carnivals
Community Use	<ul style="list-style-type: none"> • Increased use of the precinct within current or increased capacity, e.g. fairs and fundraising events that do not interfere with the integrity of the high profile sports playing surface. • Appropriate facilities to allow community use • Appropriate fee structure to encourage further use of the facility
Historical significance of the site.	<ul style="list-style-type: none"> • The history and original purpose of the site is preserved. • Acknowledge Seiffert as Canberra Raiders original home ground
Commercial Opportunities	<ul style="list-style-type: none"> • Increased use of sports facility buildings within current or increased capacity, e.g. commercial catered use of kitchen and function rooms • Realistic fee structure for use • Generate income that will contribute to the management, maintenance or upgrade of the facility
Site Functionality and Landscape (including buildings and structures)	<p>Produce a Master Plan detailing:</p> <ul style="list-style-type: none"> • Future landscape works to site • Current and future use of playing surface • Areas for potential development • Areas for potential upgrade <p>Produce a Marketing Plan detailing:</p> <ul style="list-style-type: none"> • Potential use of Seiffert Oval precinct that generates income, consistent with PoM guidelines • Potential use of precinct to encourage increased use
Public Recreation	<ul style="list-style-type: none"> • Council provides well maintained facilities within the precinct • Upgraded facilities consistent with proposed future use • Encourage use of precinct for passive recreation when not in use for regular sport or by licensed users

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NRL Games

Council envisages this facility has the potential for NRL games, such as pre-season trial match held in February 2015; Country vs City games; and potential to host home games for the Canberra Raiders on a semi-regular basis. The successful pre-season trial match held at Seiffert Oval, between the Canberra Raiders and Newcastle Knights on 21 February 2015 saw a crowd of approximately 6,000 enjoy the game, bringing both social and economic benefits to communities directly and indirectly involved with Seiffert Oval. Council would like to see this type of use and activity continue.

In order for Council to host an NRL game at Seiffert Oval, a minimum set of facility standards are required. The NRL have provided Council the draft document, *NRL Venue Minimum Standards Draft 21 July 2014*. This document sets standards such as, venue capacity and seating, lighting standards and playing surface standards. The Seiffert Oval facility currently does not meet the standards required to host NRL games. A shortfall in seating capacity of 15,000 undercover seats and playing field lighting standards, i.e. 1400 lux level, are some of the major restrictions for hosting games, at this stage. Substantial funding is required to upgrade the Seiffert Oval facility to meet the minimum standards required to host NRL football games.

Alternative arrangements, such as the hire of portable lighting, may offset the requirement to install permanent, high cost, infrastructure, in order to accommodate NRL games.

Complimentary facilities, utilising the adjacent sports fields and Indoor Sports Centre amenities, could prove beneficial for larger sports events. For example, change room amenities at the Indoor Sports Centre were used by the junior NRL teams during the Raiders vs Knights trial match in 2015. The facilities include the Indoors Sports Centre (core hours 4pm-10pm Mon-Fri, with use of this facility by arrangement with Indoor Sports Centre management); Taylor Park; David Campese Field; High Street Playing Field, (contact Council for bookings of these fields).

Management Issues:

Due to size, nature and age of Seiffert Oval and its associated buildings and uses, management of this facility can be complex. A number of management matters have been identified and listed in the tables that follow, including general management issues;

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compliance; remaining engaged with the Queanbeyan community; public access; landscape design and character; use of the buildings through leases and licences; administration; and workplace health and safety.

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Table 2: Management Issues

Management Issues	Core Objectives	Performance Target	Means of achieving the objective	Manner of assessing performance	Responsibility
<p>COMPLIANCE WITH THE CORE OBJECTIVES FOR SPORTSGAROUNDS (AS PRESCRIBED UNDER THE LOCAL GOVERNMENT ACT 1993).</p>	<p>(a) To encourage, promote and facilitate recreational, pursuits in the community involving organised and inform sporting activities and games and;</p> <p>(b) To ensure that such activities are managed, having regard to any adverse impact on nearby residences.</p> <p>(c) To improve the land is such a way as to promote and facilitate its uses</p>	<p>Compliance at all times with the core objectives for Sportsgrounds.</p>	<p>Refer to the core objectives when amending this plan of management.</p>	<p>When reviewing this plan, include review in terms of its compliance/non-compliance with the core objective and all other statutory provisions.</p>	<p>Infrastructure - Engineering Services, Parks and Recreation.</p>

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Management Issues	Core Objectives	Performance Target	Means of achieving the objective	Manner of assessing performance	Responsibility
	to achieve the other core objectives for its management.				

General Site Maintenance

Management Issues	Objective	Performance Target	Means of achieving the objective	Manner of assessing performance	Responsibility
GENERAL SITE MAINTENANCE.	To deliver and maintain safe, quality sport & recreation facilities through minimising risk at all sites.	To achieve high standard playing surface keeping line with the Australian Standards to minimise risk. Minimising risk through safe Australian Standards of	<ul style="list-style-type: none"> • Develop a risk assessment checklist. • Maintain records of all assessments and prepare reports for the repair or replacement to be allocated to the appropriate department. • Obtain financial means to maintain facilities. • Maintenance schedule checklist. 	<ul style="list-style-type: none"> • Weekly visual routine safety and maintenance check to occur during site inspections using a risk assessment checklist. • Ensure all works satisfy the requirements of Australian Standards and work place 	<p>Infrastructure - Engineering Operations Section.</p> <p>Infrastructure - Parks and Recreation Services Section.</p>

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Management Issues	Objective	Performance Target	Means of achieving the objective	Manner of assessing performance	Responsibility
	Vandalism and security.	<p>maintenance practice.</p> <p>To reduce opportunities for vandalism within any sportsgrounds.</p> <p>To manage sportsgrounds so to maintain the</p>	<ul style="list-style-type: none"> • Top dressing. • Fertilising. • Irrigation maintenance. • Aerating. • Weekly onsite inspections of amenities and maintenance schedules. <p>Review facilities within sportsgrounds to minimise opportunities for vandalism.</p> <p>Identify sensitive natural areas adjacent to sportsgrounds.</p>	<p>standards through a checklist system.</p> <ul style="list-style-type: none"> • Irrigation testing. • Liaison with specific user groups. • Specific ground surface and structural testing. <p>Number of vandalism incidents reported.</p>	

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Management Issues	Objective	Performance Target	Means of achieving the objective	Manner of assessing performance	Responsibility
	Impact of sportsgrounds on neighbouring natural areas.	ecological values of surrounding natural areas.	Determine management requirements and development constraints for the protection of those natural areas. Implement necessary management practices and development constraints.	Number of site where environmental requirements determined. Percentage of environmental indicators for natural areas. Key environmental indicators for natural areas.	

Community Consultation

Management Issues	Objective	Performance Target	Means of achieving the objective	Manner of assessing performance	Responsibility
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<p>COMMUNITY CONSULTATION</p>	<p>To provide for community input into the general management of each site and into this plan of management.</p> <p>Meeting the community's expectations regarding the provisions of sportsgrounds facilities.</p>	<p>Consultation being in accordance with the <i>Local Government Act, 1993</i> during any revision of this plan of management.</p> <p>Ensure that sportsgrounds facilities are provided in-accordance with Council Policy.</p>	<p>Continue to undertake reviews of this plan in accordance with the public consultation provisions of the <i>Local Government Act, 1993</i>.</p> <p>Assessing requests for new facilities from Sportsgrounds Surveys and priority list for new facilities.</p>	<p>At every review of this plan of management check to see that consultation has been undertaken with the <i>Local Government Act, 1993</i>.</p> <p>Level of demand for new sportsgrounds facilities.</p>	<p>Infrastructure - Parks and Recreation Services Section.</p>
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Public Access to the Site

Management Issues	Objective	Performance Target	Means of achieving the objective	Manner of assessing performance	Responsibility
PUBLIC ACCESS	<p>To facilitate ongoing public access to sportsgrounds that is consistent with the core objectives of this plan.</p> <p>To provide facilities which are safe and secure and for the use of all members of the community.</p>	<p>Maintenance for reasonable and safe public access to each site.</p> <p>Take additional measures where necessary to enhance the safety and security of uses and visitors.</p>	<ul style="list-style-type: none"> • Continue policies which enable the public reasonable and safe access to sportsgrounds. • Vehicular access to the surface of sportsgrounds to be limited to emergency and authorised service vehicles only. • Physical access to sportsgrounds and their associated facilities must consider people with special needs. • Signage systems be developed which maintain 	<p>Regular review of public accessibility to each site.</p> <p>Annual check of responsibilities under Civil Liability Act 2002 and taking of remedial action as appropriate.</p>	<p>Infrastructure - Engineering Operations Section.</p> <p>Infrastructure - Parks and Recreation Services Section.</p>

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Management Issues	Objective	Performance Target	Means of achieving the objective	Manner of assessing performance	Responsibility
			<p>appropriate public access to parks.</p> <ul style="list-style-type: none"> • Access be designed or redesign as necessary to maximise efficient and safe circulation of pedestrian and cyclists. • Provide adequate signage, access and surveillance/public sight lines measures. 		

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Landscape Design and Character

Management Issues	Objective	Performance Target	Means of achieving the objective	Manner of assessing performance	Responsibility
LANDSCAPE DESIGN AND CHARACTER	To develop a distinct landscape character for Seiffert Oval through an appropriate landscape development plan.	<ul style="list-style-type: none"> • Development of landscape character through appropriate detailing i.e. park furniture, signage, pedestrian circulation, provision of security lighting, picnic facilities and playground equipment. 	<ul style="list-style-type: none"> • Develop a landscape development plan for each sportsground that reflects an individual character and identifies a practical approach to future use and development. • Implement the landscape development plan for each site subject to appropriate funding being available. • Access to be designed or redesigned as 	<ul style="list-style-type: none"> • Review and assess the landscape development plan for each site every five years with respect to the minimum desired outcomes. 	Infrastructure – Parks and Recreation Services Section

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Management Issues	Objective	Performance Target	Means of achieving the objective	Manner of assessing performance	Responsibility
			necessary to maximise efficient and safe circulation of pedestrians and cyclists		

Lease & Licences

Management Issues	Objective	Performance Target	Means of achieving the objective	Manner of assessing performance	Responsibility
LEASE AND	To ensure that all leases, licences and	Compliance at all times with the	<ul style="list-style-type: none"> Ensure that all existing and any 	When reviewing this plan, review each	Infrastructure - Parks and

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Management Issues	Objective	Performance Target	Means of achieving the objective	Manner of assessing performance	Responsibility
LICENCES	the granting of other estates over sportsgrounds comply with applicable statutory provisions.	applicable statutory provisions for all leases, licences and other grants over sportsgrounds.	new leases, licences. • Take remedial action in the case of those leases, licences and other grants which don't comply with statutory provisions.	lease, licence and other grant in terms of its compliance/non-compliance with applicable statutory provision.	Recreation Services Section.

Administration

Management Issues	Objective	Performance Target	Means of achieving the objective	Manner of assessing performance	Responsibility
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ADMINISTRATION	To effectively administer the regular use of sportsgrounds.	Use of sportsgrounds to be predominantly through a formalised booking system.	Day to day, week to week casual use of sportsgrounds are formalised under a booking system administered by the Parks and Recreation Services Section.	Assessment of formalised use of each sportsground via a booking system as a proportion of total use.	Infrastructure - Parks and Recreation Services Section.
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Work Health & Safety Policy

Management Issues	Objective	Performance Target	Means of Achieving the Objective	Manner of Assessing Performance	Responsibility
Work Health and Safety (WH&S)	<ul style="list-style-type: none"> • To provide a safe and health work environment for all workers including councillors, contractors, volunteers and visitors. • Ensure that all workers and others are not exposed to 	<ul style="list-style-type: none"> • Undertake a risk management approach to Council activities. • Ensure compliance with Work, Health and Safety legislation, codes and standards wherever possible, whilst striving 	<ul style="list-style-type: none"> • Identifying hazards, assessing risks and making decisions about how to eliminate or minimise risk. • Making decisions about facilities for welfare of workers. 	<ul style="list-style-type: none"> • Compliance with the requirements of the <i>Work Health and Safety Regulation</i>. • Effective systems are in place for 	<p>Legal and Risk Section.</p> <p>All appointed Work Health Safety Officers.</p>

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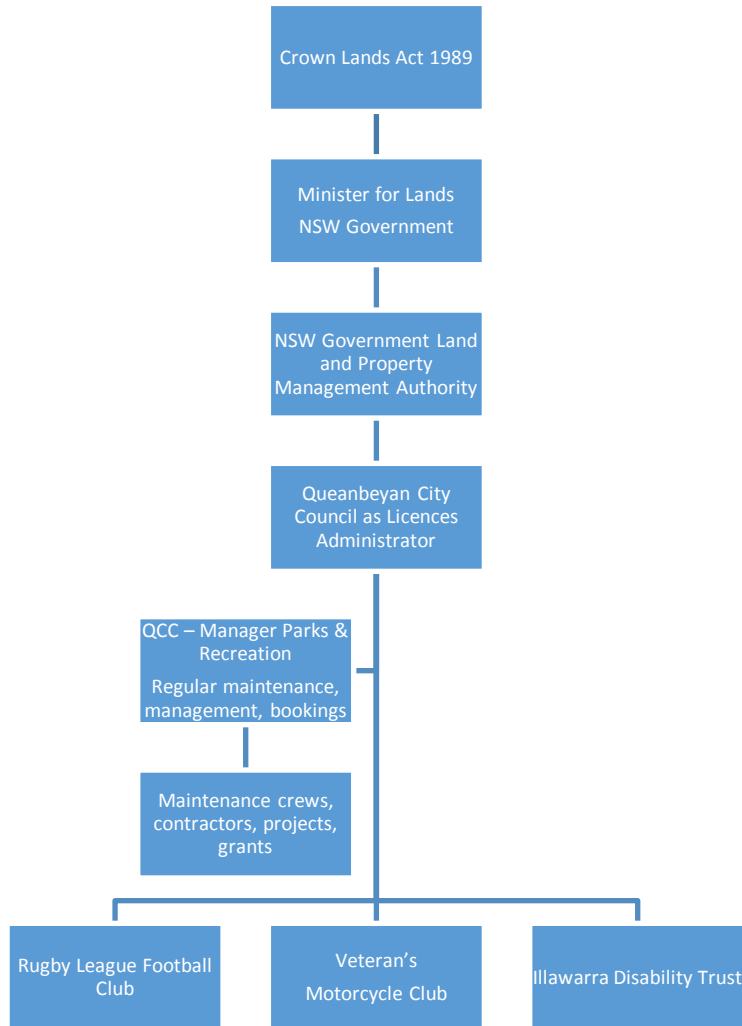
	<p>a risk to their health and safety as required by the <i>Work Health and Safety Act 2011</i>.</p>	<p>towards industry best practice and safe working environment.</p> <ul style="list-style-type: none"> • Ensuring the implementation of Council's (WH&S) Management System. 	<ul style="list-style-type: none"> • Making decisions about the procedures for resolving WH&S and other issues and monitoring of the work environment. • Providing appropriate information, training, instruction, resources to support safety. • Ensuring plant, equipment and material are safe and without risk to health when properly used: and the safe systems of work are provided for the handling, storage and transportation of such items. 	<p>monitoring the health of workers and workplace conditions.</p> <ul style="list-style-type: none"> • Ensuring those injured returned to duties in a safe and timely manner. 	<p>Infrastructure - Engineering Operations Section.</p> <p>Infrastructure - Parks and Recreation Services Section.</p>
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Seiffert Oval Plan of Management

STRUCTURE

This section provides an outline of the organisational structure, levels of authority and strategies for maintaining a high standard of management. This includes the Management and Reporting Structure as indicated in the organisational chart below, detailing the current reporting regimes and practices.

Management and Reporting Structure



- Administration — the daily operational procedures of Seiffert Oval is managed by the Queanbeyan City Council through the Manager of Parks and Recreation. This includes playing surface management; facility maintenance; facility upgrades. All risk, safety and associated emergency procedures management are controlled by Council. Each of the licensed groups maintains their own facility building.
- Booking procedures for use of the facility are currently managed by Council through the Manager of Parks and Recreation.
- Training Opportunities — no training opportunities have been identified at this stage.

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Asset Management Plan

An asset management plan is critical to the management of a facility. An overarching asset management plan exists for all sports fields managed by the Queanbeyan City Council, *Asset Management Plan: Parks and Recreation 2015-2019*. Planning documents related to that Plan should also be considered here, they are the:

- Queanbeyan City Council – Community Strategic Plan 213 – 2023
- Queanbeyan City Council – Delivery Program 2013 – 2017
- Queanbeyan City Council – Operational Plan 2013 – 2014; and
- Queanbeyan City Council – Resourcing Strategy



Local Government Planning and Reporting framework

Figure 1 – Integrated Planning and Reporting Framework

To protect the high capital investment and ensure the reliable operation of the Sports Precinct, a preventative maintenance program must be established.

Seiffert Oval:

The current physical description of Council assets on Crown Land are in the form of a Building Condition Assessment and Valuation report prepared for Council by Serгон Building Consultants in 2012.

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Asset Schedule

The following tables indicate the most current information available regarding Council's asset position on Crown Lands, in relation to infrastructure in the East Queanbeyan Sports Precinct, according to the Administration of Crown Reserves – Annual Report 2012.

Table 3: Seiffert Sportsground asset schedule, as at 30 June 2012

Asset type	Total replacement value	Accumulated depreciation	Written down value 30 June 2010
Seiffert Sportsground (Reserve 85019)	\$	\$	\$
Land	780,000	0	780,000
Buildings	6,350,000	0	6,350,000
Total	7,130,000	0	7,130,000

An updated asset schedule will be available for the next financial year 2016/17, after the upgrade of Seiffert Oval Grand Stand is completed.

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Financial Plan

Past, present and projected financial data must be presented to assess the viability of the facility, including:

- Past and projected financial statements covering the previous 12 months and the next two years. Include cash flow statements, profits and loss statements and balance sheets.
- Show the level of sales required to meet budget expectations.
- Clearly outline all assumptions made.
- Outline risk factors and contingency plans, i.e. shortfalls in attendance levels, increases in interest rates, cost escalation on major expenditure items, loss of key staff or reductions in competitors' fees.

Table 4: Seiffert Sportsground - Statement of Income and Expenditure, as at 2012

Statement of Income and Expenditure for Seiffert Sportsground			
Operating Expenses	2011/12	Operating Income	2011/12
	\$		\$
Employment costs	2283	User Charges and Fees	
Materials and Services	53089	Other operating revenue	21400
Depreciation			
Other Expenses	23279		
Internal Expenses	21484		
Total Operating Expenses	100135	Total Operating Income	21400
Capital Expenses		Capital income	
Asset Acquisition		Transfer from Reserves	
Loan Repayments			
Transfer to Reserves			
Total Capital Expenses		Total Capital Income	
TOTAL EXPENSES	100135	TOTAL INCOME	21400
BUDGET RESULT = \$78,735 (deficit)			

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Table 5: Multipurpose Indoor Sporting Complex - Statement of Income and Expenditure, as at 2012

Statement of Income and Expenditure for Multipurpose Indoor Sporting Complex			
Operating Expenses	2011/12	Operating Income	2011/12
	\$		\$
Employment costs	2191	User Charges and Fees	
Materials and Services	17717	Other operating revenue (lease rental)	21191
Depreciation			
Other Expenses	37		
Internal Expenses	11244		
Total Operating Expenses	31189	Total Operating Income	21191
Capital Expenses		Capital income	
Asset Acquisition		Transfer from Reserves	15913
Loan Repayments			
Transfer to Reserves	21191		
Total Capital Expenses	21191	Total Capital Income	
TOTAL EXPENSES	52380	TOTAL INCOME	37104
BUDGET RESULT = \$15,276 (deficit)			

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Market Research

It is recommended that a separate marketing strategy be formulated for the Seiffert Oval precinct, incorporating use of all facilities identified in this PoM.

Market research should provide an analysis of our competitors, customers and the marketplace. It should:

- Demonstrate that the facility will have a substantial market in a growing industry.
- Provide data that proves attendance and revenue projections can be achieved despite the competition.
- Identify who your competitors are, their strengths and weaknesses and how they are likely to react to competitive pressure.
- Provide data on your existing customers and usage patterns. Identify your target groups — their size, particular needs, why they use your facility and how much they are willing to pay.
- Analyse the market in which you operate and create a market niche for your facility. Evaluate the services/products being provided by your competitors and look for gaps within the market place. Broaden the boundaries of the market by envisioning services/products that do not yet exist. Seek out opportunities that will enable your facility to make a difference — the potential to offer something new!

Seiffert Oval Plan of Management

Review of the management plan

For management plans to remain effective, they need to be reviewed and amended regularly. This requires processes that ensure the plans remain a dynamic working tool for the organisation.

Goals, objectives, community values and expectations of this Plan of Management will be reconsidered through a community consultative process.

This Plan of Management will be reviewed every five (5) years. Any proposed changes or amendments to the adopted Plan in the intervening time must be considered by the Reserves Trust Manager. The preparation of any revised Plan of Management as a result, will be placed on public exhibition for community and stakeholder comment.

It is recommended that a sub-committee or working party be formed, to review the whole management plan each year to check whether the set goals, objectives, community values and expectations have been implemented or are still relevant. Should this not be a viable prospect, commencement of the review of this Plan of Management, through a community consultative process, should take place at least 12 months prior to the proposed five (5) year review.

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