Dear Member

NOTICE OF MEETING

Notice is hereby given pursuant to Section 87(4) of the Local Government Act, 1999, as amended that a meeting for the Recreation Centre Management Committee has been called for:-

DATE: 12 FEBRUARY 2019
TIME: 5:30pm
PLACE: Encounter Room, 1 Bay Road, Victor Harbor

Please find enclosed a copy of the Agenda for the meeting.

Yours faithfully

Victoria MacKirdy

CHIEF EXECUTIVE OFFICER

Please be advised that filming, photography and audio recording may take place at this meeting when the public and media are not lawfully excluded under Section 90 of the Local Government Act 1999
Recreation Centre Management Committee

Committee Membership

<table>
<thead>
<tr>
<th>Member</th>
<th>Representative</th>
<th>Appointed</th>
<th>Expire</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Victor Harbor</td>
<td>Cr Nick Hayles</td>
<td>26 Nov 2018</td>
<td>Nov 2020</td>
</tr>
<tr>
<td>City of Victor Harbor</td>
<td>Cr Brayden Mann</td>
<td>26 Nov 2018</td>
<td>Nov 2020</td>
</tr>
<tr>
<td>Victor Harbor City Band</td>
<td>Laura McLeod</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Victor Harbor High School</td>
<td>Kate Burdett</td>
<td></td>
<td></td>
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<tr>
<td>Victor Harbor Youth Club</td>
<td>Dan Aubin</td>
<td></td>
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<tr>
<td>Great Southern Amateur Basketball Association</td>
<td>Fiona Haynes</td>
<td></td>
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<tr>
<td>Victor Harbor Volleyball Association</td>
<td>Ken Puckridge</td>
<td></td>
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</tr>
</tbody>
</table>

Office Bearers

<table>
<thead>
<tr>
<th>Role</th>
<th>Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>Cr Nick Hayles</td>
</tr>
<tr>
<td>Deputy Chairperson</td>
<td>Cr Brayden Mann</td>
</tr>
</tbody>
</table>
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1. PRESENT

2. APOLOGIES
3. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

3.1 Confirmation of Minutes from previous meeting - 14 August 2018

Committee: Recreation Centre Management
Meeting Held: 12/02/2019
From: Corporate and Community Services Admin

RECOMMENDATION

That the minutes of the previous Recreation Centre Management Committee meeting held on Tuesday 14 August 2018 be confirmed as a true and accurate record.

INFORMATION

Attached are the minutes of the previous meeting.

At the Ordinary Council meeting held on 27 August 2018, the Recreation Centre Management Committee minutes and the recommendations contained therein were endorsed.

RISK ASSESSMENT

The risk associated with the receipt and noting of the minutes is low.

REFERENCES

City of Victor Harbor Community Plan 2036 & Strategic Directions 2016-2020

Objective 2 – Attractive lifestyle and inclusive community

- Approach 2.3 Provide and maintain open space and recreation facilities
  - Strategy 2.3.1 Provide and maintain a range of facilities to meet the needs of the whole community and encourage active recreation
- Approach 2.4 Encourage community participation and interaction
  - Strategy 2.4.2 Support the development of strong and sustainable sporting clubs

BUDGET IMPLICATION

Excluding endorsed budgeted staff resources there are no budget implications from noting the Recreation Centre Management Committee meeting minutes of 14 August 2018.

No additional funds are required.
CONSULTATION

Interim Director Corporate & Community Services – Kellie Knight-Stacey
MINUTES

Committee: Recreation Centre Management Committee
Held: Tuesday 14 August 2018 at 5.30pm
Location: Encounter Room, Civic Centre, 1 Bay Road, Victor Harbor

1. PRESENT

The chair opened the meeting at 5.33pm.

Cr Nicholas Hayles – Chairperson
Mr Jacobus Goeien – Victor Harbor High School
Ms Fiona Haynes – Great Southern Amateur Basketball Association
Ms Zoe Rovsell – Victor Harbor Youth Club

In Attendance:
Ms Kellie Knight-Stacey – Interim Director Corporate and Community Services
Mr Bob Blair – Manager Human Resources
Ms Lea Williams – Administration & Searches Officer
Ms Tracey Gilbert – Corporate Administration Officer (Minute Taker)

2. APOLOGIES

Mr Dan Aubin – Victor Harbor Youth Club
Ms Laura McLeod – Victor Harbor City Band

3. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Moved: Mr Jacobus Goeien
Seconded: Ms Fiona Haynes

That the minutes of the previous meeting held on Tuesday, 8 May 2018 be confirmed as a true and accurate record.

CARRIED

4. BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

5. BOOKINGS REPORT

Inman Room

- Dance SA has extended the use of time on a Friday night.
- True Heights Dance Co. has cancelled its booking on a Friday night and moved to Port Elliot/Goolwa as all members live in that area.
Tuesday, 14 August 2018

City of Victor Harbor
Recreation Centre Management Committee Minutes

- Far Southern Adelaide Baby Sensory Group commenced this term and ongoing on Wednesdays 9.30-1.30pm.
- Loss of Spike Zone Volleyball SA last term but has returned for another term.
- Greenlight Basketball Academy to commence on Court 2 Fridays.
- Enquiries continuing to improve with a 24.1% increase in income for this financial year which in part is due to the large events bookings.
- 1 July 2018 – all available rooms within the Recreation Centre were fully booked for the first time which supports the increase in enquiries/bookings.

The Great Southern 8 Ball Association SA State Carnival was held over the June long weekend and reports of a resounding success. This is a rotating event in different areas throughout the state with Murray Bridge the next venue, however, we have been advised that Murray Bridge may wish to hold it again in VH due to the venue being more suitable than other sites. Thank you again to Mark Nethercott from the High School for his continued support and co-operation for this event.

6. FINANCE

Finance report for the period ending 30 June 2018.

Moved: Cr Nicholas Hayles
Seconded: Ms Fiona Haynes

That the Recreation Centre Management Committee Finance report for the period ending 30 June 2018 be received.

CARRIED

7. GOVERNANCE

7.1. Victor Harbor Youth Club

At the Ordinary Council Meeting held Monday 28 May 2016, council resolved to approve the recommendation to accept the appointment of Mr Dan Aubin and Ms Michelle Jackson (Proxy) as the representatives for the Victor Harbor Youth Club on the Recreation Centre Management Committee.

Advice was received that Michelle Jackson has since resigned from the Victor Harbor Youth Club. Nomination was received at the meeting from Zoe Rowsell as the replacement proxy representative of the Victor Harbor Youth Club.

Moved: Ms Fiona Haynes
Seconded: Mr Jacobus Gooien

The Recreation Centre Management Committee recommends that council endorse the nomination of Zoe Rowsell as the proxy representative for the Victor Harbor Youth Club.

CARRIED
7.2. Victor Harbor Dance Group Representative

Advice has been received that Randall Rabone has tendered his resignation from the Recreation Centre Management Committee as follows:

On behalf of the Victor Harbor Social Dancing Assn. I tender my resignation from the committee, unfortunately we are no longer regular users and will only need to hire the facility on special occasions. A combination of factors caused this decision. The new floor was not quite what we need being a bit too sticky for ballroom. Also our declining numbers meant we needed a smaller, cheaper facility. The speakers in the ceiling we will leave for your general use and will hand over the key to connect as soon as possible.

Randall Rabone (President)

Moved: Mr Jacobus Geelen  
Seconded: Cr Nicholas Hayles

Due to the casual nature of the hire going forward the Recreation Centre Management Committee accept the resignation and advise that no replacement is required.

CARRIED

8. MAINTENANCE & WORK HEALTH SAFETY

WHS reports 5.12.2017 – All electrical testing and tagging has been completed. The VHHS has been supplied with a copy of the outstanding report as per the May meeting. The Council has one outstanding item remaining and the VHHS has yet to respond to the outstanding items.

Mr Bob Blair advised that the items are of minor nature and council accept the Victor Harbor High School timeframe.

Mr Jacobus Geelen from Victor Harbor High School gave an apology that the items have not yet been completed.

9. MATTERS OF URGENCY

Nil

10. OTHER BUSINESS

There have been a couple of reports of minor leaks in the new roof in extreme weather and all are being noted and being attended to. Mr Bob Blair advised that the minor leaks have now been attended to.

The installation of new artworks has been completed by Catscratch along with new single point signage to the main hallway. Mr Bob Blair gave congratulations to Ms Lea Williams for the co-ordination of this signage.

Two new bike racks have been installed at the front of the Centre for use by patrons.

Council has provided information which confirms the reduction in power consumption following the installation of the new Court lights.
Tuesday, 14 August 2018

Installation of new external LED lights in the carpark have made a significant improvement to safety and general lighting.

28.7.2018 Report taken that Volleyballs are being kicked into the lighting on Stadium one during school usage. Currently there are two lodged balls next to lights which encourage students to try and knock down with other balls. The approximate repair cost is $1000 for a scissor lift/tradesperson as well as the new cost for a damaged light. Council staff have spoken to Ken Puckridge and Paul Loughhead but request that the school acknowledge the potential damages and that all staff will be advised that NO KICKING OF BALLS is allowed in the Stadium.

The new Victor Harbor Youth Club commenced operations on Monday 23rd July and has met all conditions for use of the Recreation Centre. A key is yet to be supplied to Victor Harbor Security. Zoe advised the Youth Club is doing well.

Mr Bob Blair advised that Victor Harbor security has notified council that side doors have been left unsecured and has asked for more diligence in securing the building.

Ms Kelise Knight-Stacey advised the committee members that the format and set-up of future agenda and minutes will be changing to align with the current format of all other Section 41 Committees.

Discussion was had regarding access by the Victor Harbor High School to the Victor Harbor Youth Club and the ownership of some equipment. The Recreation Centre Management committee proposed that Victor Harbor Youth Club and Victor Harbor High School should meet to discuss this issue in the near future.

11. NEXT MEETING

Tuesday, 13 November 2018 at 5.30pm, Civic Centre Encounter Room.

12. MEETING CLOSE

The Chair declared the meeting closed at 5.58pm.
4. BUSINESS ARISING

Nil
5. **ACTION LIST**

Nil
6. INTERNAL AUDIT PROGRAM

6.1 Finance Report as at 31 December 2018

Committee: Recreation Centre Management
Meeting Held: 12/02/2019
From: Stephanie Juhas

RECOMMENDATION

That the Recreation Centre Management Committee receive and note the Finance Report as at 31 December 2018.

INFORMATION

The Finance Activity Report shows the budget and year to date expenditure for the Recreation Centre and is provided at Attachment A.

Income and expenses are on track with 45% of the budget committed at 31 December 2018.

RISK ASSESSMENT

There is no risk associated with receiving the Finance Report for the Recreation Centre.

REFERENCES

City of Victor Harbor Community Plan 2036 and Strategic Directions 2016-2020

Objective 5 – An innovative Council empowering the community

• Approach 5.5 Sustainably manage Council’s financial and infrastructure assets
  Strategy 5.5.1 Manage Council’s assets to improve financial sustainability

BUDGET IMPLICATION

There are no budget implications associated with receiving the Recreation Centre Finance Report for the period ended 31 December 2018.

No additional funds are required.

CONSULTATION

Acting Manager Finance & Property – Stephanie Juhas
## City of Victor Harbor
Recreation Centre Activity
Account Details
For Period Ending December

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**Report Total:**
187,100  183,100  82,648
7. GENERAL BUSINESS

7.1 Youth Club and City Band Maintenance Contribution

Committee  Recreation Centre Management
Meeting Held  12/02/2019
From  Michelle Griffiths
File Reference  GOV9.14.026

RECOMMENDATION

That the Recreation Centre committee endorse the amendment to the calculation methodology for the annual maintenance fee for the Victor Harbor Youth Club and the Victor Harbor City Band as endorsed by the City of Victor Harbor Council resolution OC3602018:

That Council endorse an amendment to the calculation methodology for the Recreation Centre maintenance contribution for both the Victor Harbor City Band and the Victor Harbor Youth Club and that:

• The calculation be based on a percentage of net expenses relating to power, water, security and cleaning; and
• That a 75% discount is applied; and
• That the draft 2018/19 budget be updated to reflect the decrease in income; and
• That the Clubs be advised that any maintenance and/or consumables directly attributable to the Clubs will be invoiced directly to the relevant party; and
• That Council's fees and charges shall apply where bookings are made outside of the licence conditions.

INFORMATION

Council received a request from the Victor Harbor Youth Club and the Victor Harbor City Band for a review of the maintenance fees paid by the Clubs for the use of the Recreation Centre.

The payment of a maintenance fee by the Clubs is pursuant to the individual Licence Agreements and the Directions and Rules as approved by the Recreation Centre Management Committee.

The previous review of the maintenance fee recovered by Council conducted in 2013, increased the fee payable by the Clubs. The calculations were based on the following expenses to be recovered – insurance, power, water, security, cleaning, building maintenance, equipment maintenance, emergency services levy and consumables. The method included calculating the m² rate for the facility and then using the clubs floor space/time of usage of the whole facility. A 75% discount was then applied.
The new method has simplified the calculation and removed the costs that would be borne by Council irrespectively if the Clubs used the facility. These costs include, insurance, emergency services levy etc.

At the Council Meeting held on 25 June 2018, Council endorsed the following recommendation:

That Council endorse an amendment to the calculation methodology for the Recreation Centre maintenance contribution for both the Victor Harbor City Band and the Victor Harbor Youth Club and that:

- The calculation be based on a percentage of net expenses relating to power, water, security and cleaning; and
- That a 75% discount is applied; and
- That the draft 2018/19 budget be updated to reflect the decrease in income; and
- That the Clubs be advised that any maintenance and/or consumables directly attributable to the Clubs will be invoiced directly to the relevant party; and
- That Council’s fees and charges shall apply where bookings are made outside of the licence conditions.

The purpose of this report is for the endorsement by the Recreation Centre Management Committee of the amended methodology to calculate the maintenance fee to be recovered by Council from the Youth Club and the City Band.

**RISK ASSESSMENT**

**Financial** - The amended calculation methodology has been endorsed by the Council and agreed to by the Clubs. The reduction in payment of any fee by the Youth Club and the City Band has taken into consideration the funds contributed by the initial investment for the construction of the Recreation Centre. Risk is assessed as low.

**REFERENCES**

City of Victor Harbor Community Plan 2036 & Strategic Directions 2016-2020

Objective 2 – Attractive lifestyle and inclusive community

- Approach 2.3 Provide and maintain open space and recreation facilities

  Strategy 2.3.1 Provide and maintain a range of facilities to meet the needs of the whole community and encourage active recreation

**BUDGET IMPLICATION**

Excluding endorsed budgeted staff resources there are no budget implications in the preparation or endorsement of the recommendation - Council’s budget has already been amended to accommodate the reduction in fee recovery.

No additional funds are required.
CONSULTATION

Members of the Youth Club and City Band
Elected Members
Interim Director of Corporate & Community Services – Kellie Knight-Stacey
Manager of Human Resources - Bob Blair
Searches & Bookings Officer – Lea Williams
8. RECURRING REPORTS

8.1 Hire and Bookings Report

Committee: Recreation Centre Management

Meeting Held: 12/02/2019

From: Lea Williams


RECOMMENDATION

That the Recreation Centre Management Hire and Bookings Report be received.

INFORMATION

The following information provides an update on activity within the Centre:

- Receipt of letter from Wildcat Celtics Basketball Club offering thanks to Council and staff for the improvements to the Recreation Centre. A copy of the letter is provided at Attachment A.

- Receipt of letter from the Great Southern Basketball Association commending Council for works and the new look of the facility. A copy of the letter is provided at Attachment B.

- Received advice from Far Southern Baby Sensory indicates that they will not be continuing their regular booking in the Inman room due to a higher demand for their service in Morphett Vale. A copy of the advice is provided at Attachment C.

- Receipt of email from Dance SA that they will not be requiring use of the Inman room from the commencement of the New Year due to a drop in numbers. There has been an increase in dance studios opening up in the Port Elliot shed district creating completion within this industry. A copy of the email is provided at Attachment D.

RISK ASSESSMENT

There is no risk associated with receiving this report.

REFERENCES

City of Victor Harbor Community Plan 2036 and Strategic Directions 2016-2020
Objective 2 – Attractive lifestyle and inclusive community.

- Approach 2.3  Provide and maintain open space and recreational facilities
  *Strategy 2.3.1 Provide and maintain a range of facilities to meet the needs of the whole community and encourage active recreation.*

- Approach 2.4  Encourage community participation and interaction.
  *Strategy 2.4.2 Support the development of strong and sustainable sporting clubs.*

**BUDGET IMPLICATION**

Excluding endorsed budgeted staff resources there are no budget implications from the receipt of the Other Information Report.

No additional funds are required.

**CONSULTATION**

Interim Director Corporate & Community Services – Kellie Knight-Stacey
24 August 2018

Ms L Williams
Administration Officer
City of Victor Harbor
1 Bay Road
Victor Harbor SA 5211

RE: Victor Harbor Recreation Centre

Dear Lea

On behalf of the Wildcat Celtics Basketball Club I would like to take this opportunity to extend our appreciation for the significant improvements made to the Recreation Centre.

The removal of all the 'ad hoc' signage has been a welcome improvement, along with all the fresh painting, new signage and other projects. It has certainly raised the quality of the facility and given an added sense of professionalism as a sporting venue.

In particular, I would like to commend you and your team on the initiative to profile various sports through the wall mural. I have heard many positive comments from the Basketball fraternity relating to the high quality, creativity, colours, and diversity of represented sports in the mural. It makes a great impact on walking into the facility - a lasting first impression.

I would also like to thank Rodney Rowe for his support to the Basketball community in assisting us all with the preparation for our games and training throughout any given week. Rodney clearly takes pride in his work, is very professional, and takes the time to accommodate our needs wherever he can. Rodney makes our jobs much easier because of how he approaches his role.

Thank you again for all you do and we look forward to continuing to work with the City of Victor Harbor as other development projects are undertaken at the Recreation Centre.

Yours Sincerely

Gary Clarke
President
Wildcats Celtics Basketball Club
0438 818 972

Wildcat Celtics Basketball Club
PO Box 678 Victor Harbor SA 5211
GREAT SOUTHERN BASKETBALL ASSOCIATION

MAJOR SPONSOR: SUPREME MOBILE BLINDS

TO: CITY OF VICTOR HARBOR
DATE: 17.08.2018
RE: VICTOR HARBOR RECREATION CENTRE

Dear Bob and Lea,

GSABA Management would like to commend the City of Victor Harbor for the upgrade, the new look of the facility, the improved professional signage and the renaming of the rooms that fits the culture of the area. Well done.

Yours sincerely

DREa

Dennis Earl
Business Administrator on behalf of the GSABA Management Committee
Hi Lea,

Just wanted to let you know that we don’t need the booking for Term 4 or Xmas.

This term wasn’t too bad but we have a higher demand at Morphett Vale so will be staying there on Wednesdays now.

Thank you so much for all your help and especially to the Caretaker who has been amazing, so friendly and helpful and just such a nice guy!

Thanks again
Kelly

Kelly Ainsley
Master Franchisee - Baby Sensory and Toddler Sense South Australia

0427 702 564

http://www.babysensory.com.au
Lea Williams

From: director@dancesa.com.au
Sent: Wednesday, 9 January 2019 6:50 AM
To: Lea Williams
Subject: RE: IMMAN ROOM - VICTOR HARBOR

Hi Lea,

I hope you had a Merry Christmas and a great start to 2019.
I am writing to you with some challenging news. After many years, we have made the difficult decision to close our Victor Harbor location.

No matter how much advertising it has been small throughout last year however it has been small for some time.
We are shifting our focus to keeping our Goolwa suburb strong as well as opening at Mount Compass which we keep receiving requests for.

We will be discontinuing use of the recreation centre this year.
I just wanted to thank you for providing the space, it has been wonderful and you have also been so kind and lovely to us always!

I also need to acknowledge we have an outstanding amount of $708.75 which we will pay as soon as possible
Being the holidays and assessment of cashflow, you should expect payment no later than the 8th Feb (this is our first direct debit day) however in saying that we are launching a new competition today for early bird payments for people to pay their term 1 fees early to go in the draw to win a golden ticket, which gives them term 2 for free.
If this generates more cash flow we will transfer earlier than 8th Feb.

Thank you Lea, please advise if I need to do anything else.
Did Ebony have a key? Did we have a bond?

Kind regards,
Emma

Emma Staltari | Director
DanceAUS Group Pty Ltd.
143 Daws Road, St Marys SA 5042
(08) 8345 1677 | 0438 803 212
director@danceausgroup.com | director@dancesa.com.au | emma@schoolschallenge.com.au


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From: Lea Williams <lwilliams@victoria.sa.gov.au>
Sent: Wednesday, 28 November 2018 12:56 PM
8.2 Recreation Centre Maintenance Report

Committee Recreation Centre Management
Meeting Held 12/02/2019
From Lea Williams
File Reference GOV9.14.026

RECOMMENDATION

1. That the Recreation Centre Maintenance Report be received

2. That the Recreation Centre Management Committee recommends that:
   - Council send a letter to all relevant hirers advising that costs will be charged for damage and retrieval of balls within the Centre.
   - Council send a letter to all hirers advising that costs of securing the building will be charged to the relevant hirer.

INFORMATION

The following information provides updates on maintenance and security activities:

- There were three reports from Victor Security of doors being left open and further reports of lights being left on after closing since the last meeting. Council asks that users please be responsible for the security of the building.

- A light was damaged by a ball being hit into the rafters on Court one by Basketball or Volleyball. In all 6 balls were removed on 3 September by an Electrician at a substantial cost as a scissor lift was required. Since that date, another 2 balls have been lodged in the rafters. Council requests both the Basketball and the Volleyball to dissuade the kicking and excessive power hitting of balls. Further damage that can be attributed to a user will incur the cost of repairs and all balls retrieved will be destroyed.

- Additional flooring was laid in Inman Room Kitchen by the Caretaker with further to be laid in the adjoining hall/entrance (Image provided at Attachment A).

- Hand Dryers were replaced in all 4 bathrooms (Image provided at Attachment B).

- The new rubbish bins have been installed at the entrance to the Centre by the Caretaker (Image provided at Attachment C).

- Stadium one lock access was changed in January due to the loss of a key by a Hirer. All keys have been re-issued.
RISK ASSESSMENT

Financial – It is likely that that further costs will be incurred due to balls causing damage to lights. As the costs for repairs & retrieval of balls will be charged to the hirer where relevant this risk is assessed as low.

REFERENCES

City of Victor Harbor Community Plan 2036 and Strategic Directions 2016-2020

Objective 2 – Attractive lifestyle and inclusive community.

- Approach 2.3 Provide and maintain open space and recreational facilities
  Strategy 2.3.1 Provide and maintain a range of facilities to meet the needs of the whole community and encourage active recreation.

- Approach 2.4 Encourage community participation and interaction.
  Strategy 2.4.2 Support the development of strong and sustainable sporting clubs.

BUDGET IMPLICATION

Excluding endorsed budgeted staff resources there are no budget implications from the receipt of the Recreation Centre Maintenance Report.

No additional funds are required.

CONSULTATION

Interim Director Corporate and Community Services – Kellie Knight-Stacey

Recreation Centre Caretaker – Rodney Rowe
8.3 WHS Report

Committee Recreation Centre Management
Meeting Held 12/02/2019
From Lea Williams
File Reference GOV9.14.026

RECOMMENDATION

That the Recreation Centre Management Committee receive and note the Work Site Inspection Report completed on 18 December 2018.

INFORMATION

The annual Work Site Inspection Report on the Recreation Centre was completed by Council’s WHS & Risk Officer on 10 December 2018. The report, provided at Attachment A, was forwarded to Victor Harbor High School, Victor Harbor Youth Club and the Great Southern Basketball Association on the 20 December 2018 for their records and action.

RISK ASSESSMENT

There is no risk associated with receiving this report. A number of items within the inspection report require action, with all high and extreme risks isolated at the time of inspection.

REFERENCES

City of Victor Harbor Community Plan 2036 and Strategic Directions 2016-2020

Objective 2 – Attractive lifestyle and inclusive community.

- Approach 2.3 Provide and maintain open space and recreational facilities
  Strategy 2.3.1 Provide and maintain a range of facilities to meet the needs of the whole community and encourage active recreation.

- Approach 2.4 Encourage community participation and interaction.
  Strategy 2.4.2 Support the development of strong and sustainable sporting clubs.

BUDGET IMPLICATION

Excluding endorsed budgeted staff resources there are no budget implications from the receipt of the Recreation Centre Work Health and Safety Report.

No additional funds are required.
CONSULTATION

WHS/Risk Management Officer – Marie Hogg
<table>
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<th>RECOMMENDATION</th>
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</thead>
<tbody>
<tr>
<td>VH YOUTH CLUB</td>
<td>STORE ROOM/OFFICE – much progress has been made, further clear out and</td>
<td>Further tidy and reconfiguration store room.</td>
</tr>
<tr>
<td>Gym Room</td>
<td>installation of shelving and/or hooks for safe, orderly storage is still</td>
<td></td>
</tr>
<tr>
<td></td>
<td>possible.</td>
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</tr>
<tr>
<td></td>
<td>- There is a 12 volt vacuum cleaner that is not electrically tested and</td>
<td>Electrically test and tag the vacuum cleaner, or remove from use.</td>
</tr>
<tr>
<td></td>
<td>tagged. This is both a fire and electrical risk to persons in the area.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- There is a dirty and damaged mat that requires repair or replacement. It</td>
<td>Repair or remove the dirty, damaged mat.</td>
</tr>
<tr>
<td></td>
<td>is encrusted with grime and dirt and poses a hygiene risk to persons using</td>
<td></td>
</tr>
<tr>
<td></td>
<td>it.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>As per the Code of Practice, “Managing the Work Environment and Facilities”,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2011, workplaces must be kept clean and tidy.</td>
<td></td>
</tr>
<tr>
<td>Stadium one</td>
<td>Cable easily reached foreseeable risk of injury from skylarking.</td>
<td>Risk and hazard ongoing. No change. (Previously reported)</td>
</tr>
<tr>
<td></td>
<td>No changes to this, no incidents reported however.</td>
<td></td>
</tr>
<tr>
<td>G.S.A.B.A. Stadium two</td>
<td>The scoreboard electrical supply is unsafe. The electrical cable is severely worn down to internal components in several areas, is badly kinked, and poses a tripping hazard when in use. Even though this is low voltage supply, an electric shock is possible/likely at some stage as it is subject to hostile conditions in an area of high pedestrian traffic. There is a reasonably foreseeable risk of fire from this damaged cable. Use to the immediate risk these items have been tagged out (14.12.2018) and are not to be used until they are rectified.</td>
<td></td>
</tr>
<tr>
<td>--------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>TEST AND TAGGING</td>
<td>There are electrical items not tested and tagged as per required legislation in the following areas:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Sandwich makers (store room of kiosk) – to be removed</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Chest freezer (kiosk) – to be replaced</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Blow heater (kiosk) tagged out – to be removed</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Un-tested items should not be used until they are electrically tested and tagged. All items identified are subject to hostile conditions, making them high risk.</td>
<td></td>
</tr>
<tr>
<td>Kiosk</td>
<td>Unsafe chest freezer with unguarded electrical components, situated directly under sink. High probability exposure to moisture or water. Current electrical and slip, trip risks. <strong>Immediate high risk.</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Immediate cessation of use of this item. Tag out and prevent use until fixed or replaced/disposed of. <strong>Item tagged out 14.12.2018</strong></td>
<td></td>
</tr>
<tr>
<td>Location</td>
<td>Observation</td>
<td>Action / Recommendations</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>COUNCIL</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Passageway M/F toilets</td>
<td>Uncovered lights in area likely to be subjected to horseplay or have</td>
<td>Ensure lights are covered to reduce the risk of injury to persons if the lights are broken and fall.</td>
</tr>
<tr>
<td></td>
<td>basketballs in area, creating risk of breakage and potential damage to</td>
<td></td>
</tr>
<tr>
<td></td>
<td>persons underneath them.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Temperature of the hot water in these toilets is extremely hot, it may be</td>
<td>Reduce temperature of hot water supply as it is reasonably foreseeable that a person/child could be exposed to very hot water.</td>
</tr>
<tr>
<td></td>
<td>prudent to consider reducing the temperature of the hot water.</td>
<td></td>
</tr>
<tr>
<td>Emergency</td>
<td>Emergency exit light in passageway was out (?possibly due to electrical</td>
<td>Re-check this light. If faulty, get fixed. Mike Gilles Electrical advised faulty while on site for other works. Replaced as requested as main exit point to building – approved LW 20.12.2018</td>
</tr>
<tr>
<td>system of whole</td>
<td>work occurring on day of inspection)</td>
<td></td>
</tr>
<tr>
<td>site</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Caretaker’s</td>
<td>Sharps kit and sharps disposal container recommended for this trolley</td>
<td>Purchase and place sharps kit and instructions for use on trolley. Place SDS folder on trolley when in use.</td>
</tr>
<tr>
<td>cleaning trolley</td>
<td>SDS for chemicals used should be on trolley</td>
<td></td>
</tr>
<tr>
<td>Inman Room</td>
<td>Excellent condition.</td>
<td>Orientate the emergency diagram correctly. Completed 11.12.2018</td>
</tr>
<tr>
<td></td>
<td>Emergency evacuation diagram incorrectly oriented</td>
<td></td>
</tr>
<tr>
<td>Court corridor</td>
<td>Green illuminated exit sign just outside the kiosk has been damaged,</td>
<td>Fix bent/damaged exit light. Caretaker repaired 19.12.2018</td>
</tr>
<tr>
<td></td>
<td>bent, due to impact most likely with a basketball or other piece of</td>
<td></td>
</tr>
<tr>
<td></td>
<td>equipment. Requires maintenance.</td>
<td></td>
</tr>
<tr>
<td>Stadium two</td>
<td>The cleanliness of the area under the stands is excellent and should be</td>
<td>Cleaning and disinfecting of the dirty exhaust fan is highly recommended. Caretaker carried out work on 11.12.2018</td>
</tr>
<tr>
<td></td>
<td>commended.</td>
<td></td>
</tr>
<tr>
<td>Hindmarsh Room</td>
<td>Possibility of mould spores due to previous water damage but none visible</td>
<td></td>
</tr>
<tr>
<td></td>
<td>or able to be smelt at time of inspection.</td>
<td></td>
</tr>
<tr>
<td>Test &amp; Tagging</td>
<td>Fan heater (caretaker’s office)</td>
<td>Untested items should not be used until they are electrically tested and tagged. All items identified are subject to hostile conditions, making them high risk.</td>
</tr>
<tr>
<td>Room</td>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>------</td>
<td>-------------</td>
<td></td>
</tr>
<tr>
<td><strong>Boxing Room</strong></td>
<td>Drying hooks previously used for boxing bags on beams, load limit exceeded. Nettunno weight will need to be reduced.</td>
<td></td>
</tr>
<tr>
<td><strong>Hallway</strong></td>
<td>Room used as classroom but is currently a store room. This creates potential fire hazards previously reported with no action undertaken to rectify.</td>
<td></td>
</tr>
<tr>
<td><strong>Tea Room</strong></td>
<td>Tea room used as break room, light risk. All lamps identified are subject to pilot adjustments, making them impractical and unsuitable to be used until they are effectively fixed and insulated.</td>
<td></td>
</tr>
<tr>
<td><strong>Teachers' Office</strong></td>
<td>Teachers' office located on second floor, light risk. Lamps must be adjusted to remove risk of burning. Teachers' office to be vacated or covered.</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Teachers' office located on second floor.
9. CONFIDENTIAL MATTERS

   Nil

10. NEXT MEETING

11. CLOSURE