08 August 2019

Contact for Apologies: Karen Kenny
Phone: (08) 8551 0547
Email: localgov@victor.sa.gov.au

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: TUESDAY 13 AUGUST 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>Ex-officio</td>
<td>Mayor Moira Jenkins</td>
<td>22 July 2019</td>
<td>Nov 2022</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>
</tr>
<tr>
<td>Victor Harbor Youth Club</td>
<td>Dan Aubin</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Great Southern Amateur Basketball Association</td>
<td>Fiona Haynes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Victor Harbor Volleyball Association</td>
<td>Ken Puckridge</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Office Bearers

<table>
<thead>
<tr>
<th>Role</th>
<th>Representative</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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3.1 Confirmation of Minutes from Previous Meeting - 14 May 2019

Committee Recreation Centre Management
Meeting Held 13/08/2019
From Brian Doman
File Reference GOV9.14.026

RECOMMENDATION

That the minutes of the previous Recreation Centre Management Committee meeting held on Tuesday, 14 May 2019 to be confirmed as a true and correct record.

INFORMATION

Attached are the minutes of the previous meeting.

At the Ordinary Council meeting held on Monday, 27 May 2019 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

Agenda 13/08/2019
Excluding endorsed budgeted staff resources there are no budget implications from noting the Recreation Centre Management Committee meeting minutes of 14 May 2019.

No additional funds are required.

CONSULTATION

Facilities Support Officer – Lea Williams
City of Victor Harbor

MINUTES

Committee Recreation Centre Management
Meeting Held 14 MAY 2019 at 5:30pm
Location Encounter Room, 1 Bay Road, Victor Harbor

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Recreation Centre Management 14/05/2019 1
City of Victor Harbor

1. **PRESENT**

The Chair opened the meeting at 5:30pm.

Cr N Hayles (Chair)
Cr B Mann
Ms L McLeod - Victor Harbor City Band Inc.
Ms Z Rowsell - Victor Harbor Youth Club Inc.
Mr J Geelen - Victor Harbor High School

In Attendance:
Mr B Blair – Manager Human Resources
Ms L Williams – Facilities Support Officer
Ms L Kidd – Corporate Administration Officer

2. **APOLOGIES**

Mr D Audin - Victor Harbor Youth Club Inc.
Ms F Haynes - Great Southern Basketball Association
Mr K Puckridge - Victor Harbor Volleyball Association
Ms K Knight-Stacey – Group Manager Governance and Finance
3. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

3.1 Confirmation of Minutes from previous meeting - 12 February 2019

RCM102019 Moved: Cr B Mann
Seconded: Ms L McLeod.

That the minutes of the previous Recreation Centre Management Committee meeting held on Tuesday, 12 February 2019 be confirmed as a true and accurate record.

CARRIED

4. BUSINESS ARISING

4.1 Business arising from the previous meeting on 12 February 2019

RCM112019 Moved: Mr J Geelen
Seconded: Cr B Mann

That the report on Business Arising and the installation of a net system in the Recreation Centre be received.

CARRIED

5. ACTION LIST

5.1 Action List

RCM122019 Moved: Ms L McLeod
Seconded: Cr B Mann

That the Recreation Centre Management Committee Action List be received.

CARRIED
City of Victor Harbor

7. GENERAL BUSINESS

7.1 Terms of Reference and Membership

RCM132019 Moved: Ms L McLeod
Seconded: Cr B Mann

That the Recreation Centre Management Committee undertakes a review of the Terms of Reference and provides input out of session to allow for presentation of the reviewed document to the next Committee meeting; and

That the Recreation Centre Management Committee recommends that Council send letters of invitation to the Regular User Groups with a view to updating representation and membership details.

CARRIED

7.2 General Business

RCM142019 Moved: Mr J Geelen
Seconded: Ms L McLeod

That the General Business Report be received.

CARRIED

8. RECURRING REPORTS

8.1 Hire and Bookings Report

RCM152019 Moved: Ms L McLeod.
Seconded: Cr B Mann

That the Hire and Bookings Report be received.

CARRIED
8.2 Recreation Centre Maintenance Report
RCM162019  Moved: Mr J Geelen
Seconded: Cr B Mann

That the Recreation Centre Maintenance Report be received.
CARRIED

8.3 WHS Report
RCM172019  Moved: Ms L McLeod
Seconded: Cr B Mann

That the Recreation Centre WHS Report be received.
That the Recreation Centre Management Committee recommends that the outstanding issues on the December 2018 Worksite Inspection Report be rectified by 30 June 2019 to ensure WHS compliance and public safety.
CARRIED

8.4 Finance Report as at 31 March 2019
RCM182019  Moved: Mr J Geelen
Seconded: Ms L McLeod.

That the Recreation Centre Management Committee receive and note the Finance Report as at 31 March 2019.
CARRIED
City of Victor Harbor

9. CONFIDENTIAL MATTERS
Nil

10. NEXT MEETING
The next Recreation Centre Management Committee meeting is to be held on Tuesday, 13 August 2019 from 5:30pm in the Encounter Room.

11. CLOSURE
The Chair closed the meeting at 5:50pm.
4. BUSINESS ARISING

4.1 Business arising from the previous meeting on 14 May 2019

Committee Recreation Centre Management
Meeting Held 13/08/2019
From Brian Doman
File Reference GOV9.14.026

RECOMMENDATION

That the Business Arising report is received.

INFORMATION

The Recreation Centre Management Committee requested that Council send letters of invitation to the Regular User Groups with a view to updating representation and membership details.

BACKGROUND

The Recreation Centre Management Committee recommended to Council that letters be sent to regular user groups to request updated representation and membership details. Council at its meeting on 27 May 2019 approved this request:

OC3482019 Moved: Cr Nick Hayles Seconded: Cr Brayden Mann
Terms of Reference
That Council sends letters of invitation to the Regular User Groups with a view to updating representation and membership details.
CARRIED.

Emails were sent to members on the 9 July, 2019.

RISK ASSESSMENT

Service Delivery – There is no known risk associated with this recommendation.
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 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 costs associated with the preparation or receipt of the report.

No additional funds are required.

CONSULTATION

Facilities Support Officer – Lea Williams
5. ACTION LIST

5.1 Action List Report

Committee Recreation Centre Management
Meeting Held 13/08/2019
From Lea Williams
File Reference GOV9.14.026

RECOMMENDATION

That the Recreation Centre Management Committee Action List report be received.

INFORMATION

The following tables contain outstanding actions and status is items from previous Recreation Centre Management Committee meetings and completed actions for this term of Council.

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Action No.</th>
<th>Action / Task</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>14 May 2019</td>
<td>RCM132019</td>
<td>Committee to review the Terms of Reference - Meeting to be organised for input</td>
<td>Responses received and TOR update included for consideration at August 2019 meeting</td>
</tr>
<tr>
<td>14 May 2019</td>
<td>RCM132019</td>
<td>Administration to send invitation letters to the Regular User Group with a view to updating representation and membership details.</td>
<td>All letters sent to members 9.7.2019</td>
</tr>
</tbody>
</table>

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 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 costs associated with preparing or receiving the Action List.

No additional funds are required.

CONSULTATION

Manager Property, Environment and Recreation – Brian Doman

Facilities Support Officer - Lea Williams
6. INTERNAL AUDIT PROGRAM
    Nil

7. GENERAL BUSINESS

7.1 Terms of Reference and Membership

Committee       Recreation Centre Management
Meeting Held    13/08/2019
From            Brian Doman
File Reference  GOV9.14.026

RECOMMENDATION

That the Recreation Centre Management Committee recommends that Council endorse the revised Terms of Reference.

INFORMATION

The Terms of Reference are due for review as well as the appointment of Committee Members.

A letter was sent to each user group requesting the provision of representatives so that the membership could be updated. These changes have been incorporated into the attached Revised Terms of Reference (Attachment A).

RISK ASSESSMENT

There is no risk associated with recommendation.

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
  Strategic 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.

No additional funds are required.

CONSULTATION

Governance Officer – Kyla Walker
City of Victor Harbor
Recreation Centre Management Committee

Terms of Reference

1. Title

"Recreation Centre Management Committee" (referred to as "the Committee") shall be a Committee convened by the City of Victor Harbor (referred to as "the Council") as resolved 23 March 2015 OC1112015.

This terms of reference needs to be read in conjunction with the following documents:
- Licence dated 17th March 1987 to the Minister of Education
- Licence dated 29th May 1987 to the Victor Harbor Citizens Band Inc.
- Licence dated 29th May 1987 to the Victor Harbor Youth Club Inc.

2. Purpose

The Committee is established for the purpose of providing advice to Council on the following:

2.1 Management of the Community Indoor Recreation Centre (the "Centre") being the buildings and surrounds situated on that portion of land described in Certificate of title Volume Book 4234 Folio 65 including:

2.1.1 The use of the Centre and its facilities.
2.1.2 Policy and rules relating to the use of Centre.
2.1.3 Hire fees for the use of the Centre and its facilities.
2.1.4 Operating expenditure and income.
2.1.5 Promoting the use of the Centre to ensure maximum use with a philosophy of access to the Centre facilities and participation in activities offered regardless of gender, age, race, religion, disability or location.
2.1.6 Furnishing, equipment and maintenance.
2.1.7 Work Health Safety obligations.

The committee shall not:

- Grant any lease of the premises or any parts thereof or otherwise restrict or delegate its care, control or management of the Centre.
- Make any alterations to the Centre or part thereof except in accordance with the plans and specifications approved by the Council.

3. **Membership**

The membership of the Committee shall consist of:

**Regular User Group representation**

- One (1) representative and (2) proxy from each licensed user; and
- Up to one (1) representative and (1) proxy from each user group with regular bookings (subject to acceptance of annual invitation).
- City of Victor Harbor Mayor (ex-officio)

**Council Representative Positions**

- Two (2) elected members

The Committee may co-opt up to two (2) additional persons, if it is considered that additional skills and experience would benefit a specific project or add value to the general performance of the Committee.

User Group Members are nominated by their club and appointed by Council and listed as per Schedule 1 to this Terms of Reference.

3.1 **Appointment of Chairperson and office bearers**

The Council shall appoint a Chair and a Deputy Chair who shall be Elected Members of Council. The Chair is to preside at all meetings of the committee at which he/she is present and in his/her absence, the Council appointed Deputy Chair shall preside.

3.2 **Term of Office**

Elected Members are appointed in November for a 2 year term or at the discretion of the Council.

User Group Members are nominated by their club and appointed by Council.

3.3 **Vacancies**

The filling of any vacancy occurring by resignation or removal of a member shall be at the discretion of the Council, usually appointing the replacement member as provided by the User Group.

3.4 **Removing Members**

The Council may at any time remove a member of the Committee but shall observe the principles of natural justice. Circumstances that may lead to a member being removed may include (but are not limited to):
• If the member engages in serious and willful misconduct;

• If the member is declared to be not of sound mind;

• If the member knowingly acts in serious breach of the Council’s policies in force from time to time;

• If the member breaches any confidentiality or fails to declare a conflict of interest in any matter before the Committee.

• If the member is convicted of any criminal offence which prescribes a term of imprisonment or brings discredit upon the Council or the Committee;

• If the member fails to attend three or more consecutive meetings without formal leave of the Committee.

• If the member is consistently unsupportive of the objectives of the Committee.

3.5 Leave of Absence

Any member absent for three (3) or more consecutive meetings without apology or leave of the Committee shall have their position declared vacant and Clause 3.3 shall be invoked.

4. Role and Responsibilities of Committee Members

Refer ‘Council Committee Meeting Procedures’.

5. Meetings

5.1 Ordinary Meetings

Meetings of the Committee will generally be held quarterly, with a minimum of four meetings per annum.

5.2 Quorum

A quorum for the committee shall be ascertained by dividing the total number of confirmed members of the Committee by three (3), ignoring any fraction that arises from the division and adding one (1). A quorum must also include at least one Elected Member.

5.3 Notice of Meeting

Committee Members are given a copy of the ‘Notice of Meeting’ and Agenda for ordinary meeting at least three (3) clear days before the date of the meeting.

5.4 Minutes

Committee Meeting minutes will be supplied to each member of a Council Committee within five days after a meeting.
Resolutions of the Committee are to be presented to the next available formal meeting of Council as a representative report for endorsement before they can be enacted.

When Council decisions are required by the committee a specific report to Council from staff will be presented for resolution.

6. **Presiding Member**

The Council shall appoint a Chair (Elected Member) to preside at all meetings of the committee at which he/she is present and in his/her absence, the Council appointed Deputy Chair (Elected Member) shall preside.

7. **Voting**

A question arising for decision at a meeting of the Committee will be decided by a majority of the votes cast by the members present at the meeting and entitled to vote on the question.

Each member of the Committee present at any meeting shall have one (1) vote on any matter.

The Chair or acting Chair shall have a deliberative vote only.

8. **Finance**

A record of the financial transactions of the Committee shall be maintained by Council's finance department.

The Committee may expend funds within the Council approved budget limitations and the business/operational/marketing plans of the Council.

Any variations to the budget shall require Council approval.

The Committee shall not operate any separate bank accounts unless authorised by the Council.

9. **Goods, Services and Charges**

The Committee may request the Council Administration to issue purchase orders for the supply of goods and services, which conform to the approved budget.

Receipting, purchasing and tendering shall be conducted in accordance with Council’s internal control procedures.
10. **Public Access to Documents**

Members of the public have access to all documents relating to the Victor Harbor Recreation Centre Management Committee unless prohibited by the confidentiality provisions of Section 91 of the Local Government Act 1999.

11. **Reporting**

The Victor Harbor Recreation Centre Management Committee shall report to the next available meeting of the Council. The Committee's yearly activities shall be reported in Council's annual report.

12. **Auditor**

The Committee must cooperate with Council's Audit Committee, established pursuant to Section 126 of the Local Government Act 1999 and comply with the requirements within Council's Internal Control Manual.

13. **Dissolution**

The Council may at any time abolish the Committee. Such an action by the Council may be initiated for the following reasons:

- The Committee has fully achieved its purpose for establishment;
- The Committee has become unproductive;
- The Committee can no longer attract membership;
- The Council has determined the Committee no longer serves the service priorities and/or core business of the Council;
- Legislation has changed the roles and responsibilities of the Council;
- Council resolves to management of the Recreation Centre through an alternative model (e.g. contracted management model).

14. **Alteration of the Charter**

The Council may, at any time, either on its own initiative or at the request of the Committee, alter, delete, or add to any provision of this charter.

15. **Adoption of Terms of Reference**

15.1 These are the functions and rules of the Recreation Centre Management Committee and have been approved by the Council, by resolution passed on the 24 day of September 2001 and as amended on 27 February 2006, 20 November 2006, 13 March 2007, 9 July 2007, 11 March 2008, 10 November

15.2 Administrative amendment: Change to Clause 6.7 to Local Government (Procedures at Meetings) Regulations 2013 - 16 May 2014.

15.3 Revised Terms of Reference presented to the Management Committee 12 May 2015.

15.4 The Recreation Centre Management Committee reinstatement as a Section 41 Committee was endorsed at Council on 25 May 2015. The Minutes of the meeting held on 12 May 2015 was endorsed by Council.

15.5 The removal of Mayor as Ex-Officio from all Section 41 Committees was endorsed at Council on 26 March 2018 – OC1552018.

15.6 Amended to reflect resolution (OC2582018) of Council on 28 May 2018

15.7 Amended to reflect resolution of Council on 26 November 2018

15.8 Amended to reflect resolution (OC6452018) on 22 July 2019
## SCHEDULE 1

**Recreation Centre Management Committee**  
Committee Membership

<table>
<thead>
<tr>
<th>Member</th>
<th>Representative</th>
<th>Appointed</th>
<th>Expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Victor Harbor</td>
<td>Cr Nick Hayles</td>
<td>26 Nov 2018</td>
<td>Nov 20</td>
</tr>
<tr>
<td>City of Victor Harbor</td>
<td>Cr Brayden Mann</td>
<td>26 Nov 2018</td>
<td>Nov 20</td>
</tr>
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<td>Victor Harbor City Band</td>
<td>Laura McLeod</td>
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<td>Victor Harbor Youth Club</td>
<td>Dan Aubin</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Zoe Rowsell (Proxy)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Victor Harbor High School</td>
<td>Jacobus Geelan</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Kate Burdett (Proxy)</td>
<td></td>
<td></td>
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<td>Great Southern Amateur</td>
<td>Fiona Haynes</td>
<td></td>
<td></td>
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<tr>
<td>Basketball Association</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Victor Harbor Volleyball Association Inc</td>
<td>Natalia Hoyos</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mayor – Ex-Officio</td>
<td>Dr Moira Jenkins</td>
<td>22 July 2019</td>
<td>Nov 22</td>
</tr>
</tbody>
</table>

### Office Bearers

<table>
<thead>
<tr>
<th>Office Bearer</th>
<th>Representative</th>
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<tbody>
<tr>
<td>Chairperson</td>
<td>Cr Nick Hayles</td>
</tr>
<tr>
<td>Deputy Chairperson</td>
<td>Cr Brayden Mann</td>
</tr>
</tbody>
</table>

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*Agenda 13/08/2019*
7.2 General Business

Committee Recreation Centre Management
Meeting Held 13/08/2019
From Brian Doman
File Reference GOV9.14.026

RECOMMENDATION

That the General Business Report be received.

INFORMATION

The following items provide for discussion in regards to correspondence and requests received from facility users:

Defibrillator
Council received a request from the Great Southern Basketball Association (GSABA) for the installation of a defibrillator in the Recreation Centre. Clubs were emailed with an opportunity to contact Rotary Club of Victor Harbor who were looking at possible locations for a defibrillator (Attachment A).

RISK ASSESSMENT

There are no risks associated with receiving the report.

REFERENCES

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

Objective 2 – An 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 costs associated with the preparation and receipt of this report.

No additional funds are required.

CONSULTATION
Facilities Support Officer – Lea Williams

Starclub Field Officer – Jeremy Bell
Morning all,

I have been following up on a request for a Defibrillator for the Recreation Centre. Please note that I have spoken to Rotary Victor Harbor branch Mr David Elliot (Secretary) who has advised me that they would look at a request to install one at the Recreation Centre on behalf of the community, and the user groups. Obviously funds are tight this financial year but he has indicated that they would possibly be interested in this project for 19/20. May I suggest a collaborative email request to David’s email victor.rotary@gmail.com on behalf of all users. This would take someone to initiate said email on everyone’s behalf.

Council would have to approve the installation of said Defibrillator should they consider the request.

Regards,
Lea Williams | Facilities Support Officer

City of Victor Harbor
1 Bay Road, Victor Harbor SA 5211

Phone: 08 8551 0504
Email: hwilliams@victor.sa.gov.au

FORTNIGHTLY KERBSIDE WASTE COLLECTION STARTS 1 JULY
Find out more at www.victor.sa.gov.au/waste
8. RECURRING REPORTS

8.1 Hire and Bookings Report

Committee         Recreation Centre Management
Meeting Held      13/08/2019
From              Lea Williams
File Reference    GOV9.14.026

RECOMMENDATION

That the Hire and Bookings Report be received.

INFORMATION

The purpose of this report is to provide information on upcoming bookings.

Enquiry generated from posting on Victor Harbor Community and Surrounds Facebook page regarding startup of Zumba classes for the Community. Tentative commencement September 2019. Jeremy Bell – Star Club Field Officer to assist with potential hirer options.

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.
BUDGET IMPLICATION

Excluding endorsed budgeted staff resources there are no budget implications in the preparation or receipt of this report.

No additional funds are required.

CONSULTATION

Starclub Field Officer – Jeremy Bell
8.2 **Recreation Centre Maintenance Report**

Committee  Recreation Centre Management
Meeting Held  13/08/2019
From  Lea Williams
File Reference  GOV9.14.026

**RECOMMENDATION**

That the Recreation Centre Maintenance report be received.

**INFORMATION**

The purpose of this report is to provide an update on maintenance and renewal programs.

Tuesday 23 July 2019 the evaporative air-conditioning unit detached from the Inman Room roof in very strong winds and was only held on by the water connection. As a potential safety risk, Council closed the car park, whilst the SEC removed said air-conditioner and secured the site. The unit has been taken to the Council Depot for disposal. Assessment to be undertaken with the Building Facility Officer as to the need for replacement.

**RISK ASSESSMENT**

There are no risks 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
BUDGET IMPLICATION

Excluding endorsed budgeted staff resources there are no budget implications in the preparation or receipt of this report.

No additional funds are required.

CONSULTATION

Starclub Field Officer – Jeremy Bell.

Manager Property, Environment & Recreation – Brian Doman
8.3 WHS Report

Committee Recreation Centre Management
Meeting Held 13/08/2019
From Brian Doman
File Reference GOV9.14.026

RECOMMENDATION

That the Recreation Centre WHS Report be received.

INFORMATION

Council's WHS & Risk Officer completed the Worksite Inspection Report on the Recreation Centre on 10 December 2018 and has been included in previous Committee agendas for updating and review.

A copy of the Worksite Inspection Report is provided at Attachment A and includes current status of outstanding items.

RISK ASSESSMENT

Public Safety – It is possible that there may be incidents that occur due to non-compliance with rectification of outstanding WHS items as identified on the Worksite Inspection Report. This risk is assessed as Medium.

Legal – As interested parties are aware of the issues raised in the December 2018 Worksite Inspection Report – it is likely that any incident as a result of lack of action would involve legal action in regards to negligence of the responsible parties. This risk is assessed as High.

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 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 implications in the preparation or receipt of this report.

No additional funds are required.

CONSULTATION

Building Facilities Officer – Graeme Eatts
Facilities Support Officer – Lea Williams
## Worksite inspection - Recreation Centre. 10th December 2018.

<table>
<thead>
<tr>
<th>USER</th>
<th>OBSERVATION</th>
<th>RECOMMENDATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>VH YOUTH</td>
<td>STORE ROOM/OFFICE – much progress has been made, further clear out and</td>
<td>Further tidy and reconfiguration store room. 9.5.2019. As significant</td>
</tr>
<tr>
<td>CLUB Gym</td>
<td>installation of shelving and/or hooks for safe, orderly storage is still</td>
<td>improvement has been made within this area is now closed as the initial hazard</td>
</tr>
<tr>
<td>Room</td>
<td>possible.</td>
<td>has been adequately mitigated.</td>
</tr>
<tr>
<td></td>
<td><strong>WHS issues:</strong></td>
<td>Electrically test and tag or remove from use. New item now tagged</td>
</tr>
<tr>
<td></td>
<td>- There is a small fridge/freezer not electrically tested and tagged. The</td>
<td></td>
</tr>
<tr>
<td></td>
<td>power board is tested. This is both a fire and electrical risk to persons</td>
<td></td>
</tr>
<tr>
<td></td>
<td>in the area.</td>
<td></td>
</tr>
<tr>
<td>Stadium one</td>
<td>Cable easily reached foreseeable risk of injury from skylarking. No changes</td>
<td>Risk and hazard ongoing. No change. (Previously reported). Zoe Roswell has</td>
</tr>
<tr>
<td></td>
<td>to this, no incidents reported however.</td>
<td>advised that they will be taking instructions from Acremon – no update as of</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1.8.2019. It is noted that no hazards or near misses have been reported in the</td>
</tr>
<tr>
<td></td>
<td></td>
<td>past 12 months.</td>
</tr>
<tr>
<td>COUNCIL</td>
<td>**Uncovered lights in area likely to be subjected to horseplay or have</td>
<td>Cover lights to reduce risk of injury to persons if the lights are broken and</td>
</tr>
<tr>
<td>Passageway</td>
<td>basketballs in area, creating risk of breakage and potential damage to</td>
<td>fall. As full light fittings would need to be replaced this is a significant</td>
</tr>
<tr>
<td>MF Toilets</td>
<td>persons underneath them.</td>
<td>investment to Council to rectify. It is important that the committee are aware</td>
</tr>
<tr>
<td></td>
<td></td>
<td>of the current risk, which is deemed as: Likelihood of impact = unlikely, and</td>
</tr>
<tr>
<td></td>
<td></td>
<td>the consequence of this is most likely to be first aid, equating to a Low –</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Medium risk.</td>
</tr>
<tr>
<td></td>
<td>**Temperature of the hot water in these toilets is extremely hot, it may</td>
<td>Reduce temperature of hot water supply as it is reasonably foreseeable that a</td>
</tr>
<tr>
<td></td>
<td>be prudent to consider reducing the temperature of the hot water.</td>
<td></td>
</tr>
</tbody>
</table>

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**Item 8.3**

**Attachment 1**
<table>
<thead>
<tr>
<th>VHHS Teachers office (next to boxing room)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Untidy with trip hazards and lack of clear, safe egress.</td>
<td>Bins have been placed within space to reduce hazard. Item closed</td>
</tr>
<tr>
<td>• Uncovered fluoro lights in this area also with high likelihood of being impacted and broken at some time.</td>
<td>As full light fittings would need to be replaced this is a significant investment to Council to rectify. It is important that the committee are aware of the current risk, which is deemed as: Likelihood of impact = unlikely, and the consequence of this is most likely to be first aid, equating to a Low – Medium risk.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>All school areas</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• None of the shelving is load rated</td>
<td>Recommend review of items on shelving (frequently used items on shelving at hip to shoulder height, only light items on high shelves) and load rating of shelving. School advised via email on the 2.8.2019 (ATTACHMENT B) Item closed.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Stadium/Store</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Large, tangled net on floor of room, creates trip and fall risk</td>
<td>Identify / install appropriate storage equipment for the net or consider horizontal storage at optimal height.</td>
</tr>
<tr>
<td>• Carpet showing wear and some holes, but no trip risk yet. Room used as classroom but is classified as a store room, this creates potential legal egress/emergency exit issues.</td>
<td>Hazards previously reported with no action undertaken to rectify 7.5.2019 VHHS to install large bin for storage as ongoing issues with shared use of nets. 21.5.2019 Bin placed within area and labelled. Item closed.</td>
</tr>
</tbody>
</table>
8.4 Finance Report as at 30 June 2019

Committee Recreation Centre Management
Meeting Held 13/08/2019
From Stephanie Juhas
File Reference GOV9.14.026

RECOMMENDATION

That the Recreation Centre Management Committee receive and note the Finance Report as at 30 June 2019.

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 show 72% of the budget expended as at 30 June 2019.

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 30 June 2019.

No additional funds are required.
CONSULTATION

NIL
# City of Victor Harbor

**Recreation Centre Activity**  
**Account Details**  
**For Period Ending June 2019**

<table>
<thead>
<tr>
<th></th>
<th>18/19 Original Budget</th>
<th>18/19 Annual Budget</th>
<th>18/19 Total Actuals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recreation Centre</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0592030. REC CTR PLANT EQUIP</td>
<td>2,000</td>
<td>3,500</td>
<td>1,843</td>
</tr>
<tr>
<td>0592060. REC CTR</td>
<td>(36,900)</td>
<td>(36,900)</td>
<td>(39,142)</td>
</tr>
<tr>
<td>0592070. REC CTR HIRE INCOME</td>
<td>(64,600)</td>
<td>(64,600)</td>
<td>(72,143)</td>
</tr>
<tr>
<td>0592080. REC CTR OTHER INCOME</td>
<td>(2,000)</td>
<td>(2,000)</td>
<td>(984)</td>
</tr>
<tr>
<td>0593020. REC CTR ADMINISTRATION</td>
<td>11,700</td>
<td>9,900</td>
<td>8,356</td>
</tr>
<tr>
<td>0593040. REC CTR SERVICES</td>
<td>94,700</td>
<td>94,800</td>
<td>91,770</td>
</tr>
<tr>
<td>0593050. REC CTR ASSET</td>
<td>25,600</td>
<td>27,600</td>
<td>22,170</td>
</tr>
<tr>
<td>0593080. REC CTR OTHER EXPENSES</td>
<td>1,500</td>
<td>1,100</td>
<td>1,023</td>
</tr>
<tr>
<td>0593090. REC CTR DEPRECIATION</td>
<td>140,000</td>
<td>135,800</td>
<td>101,299</td>
</tr>
<tr>
<td>0593099. REC CTR FCA ALLOCATION</td>
<td>15,100</td>
<td>15,100</td>
<td>13,450</td>
</tr>
<tr>
<td><strong>Recreation Centre</strong></td>
<td><strong>167,100</strong></td>
<td><strong>177,200</strong></td>
<td><strong>127,732</strong></td>
</tr>
</tbody>
</table>

|                | 167,100               | 177,200             | 127,732             |

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*Generated on: 05/06/2019*  
*Page 1 of 1*  
*User Name: SRWUS*
9. CONFIDENTIAL MATTERS

10. NEXT MEETING

The next Recreation Centre Management Committee meeting is to be held on Tuesday 12 November 2019 from 5:30pm in the Encounter Room.

11. CLOSURE