29 January 2020

Contact for Apologies: Corporate Support Officer
Phone: (08) 8551 0575
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: 11 FEBRUARY 2020
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>23 Sept 2019</td>
<td></td>
</tr>
<tr>
<td>Victor Harbor High School</td>
<td>Jacobus Geelen</td>
<td>23 Sept 2019</td>
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</tr>
<tr>
<td></td>
<td>Kate Burdett (Proxy)</td>
<td></td>
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<tr>
<td>Victor Harbor Youth Club</td>
<td>Dan Aubin</td>
<td>23 Sept 2019</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Zoe Roswell (Proxy)</td>
<td></td>
<td></td>
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<tr>
<td>Great Southern Amateur Basketball</td>
<td>Fiona Haynes</td>
<td>23 Sept 2019</td>
<td></td>
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<tr>
<td>Association</td>
<td></td>
<td></td>
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<tr>
<td>Victor Harbor Volleyball Association</td>
<td>Natalie Hoyos</td>
<td>23 Sept 2019</td>
<td></td>
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### Office Bearers

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

2. APOLOGIES
3. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

3.1 Confirmation of Minutes of Previous Meeting

Committee Recreation Centre Management
Meeting Held 11/02/2020
From Brian Doman
File Reference GOV9.14.026

RECOMMENDATION

That Recreation Centre Management Committee receive and note the minutes of the previous Recreation Centre Management Committee meeting held on Tuesday, 13 August 2019.

INFORMATION

Purpose
The minutes of the Recreation Centre Management Committee meeting held on Tuesday 13 August 2019 are attached for reference at Attachment A.

Background
The minutes of the Recreation Centre Management Committee meeting held on Tuesday 13 August 2019 were distributed to all committee members, elected members, published on the City of Victor Harbor website and made available in hard copy at the Civic Centre on Friday 16 August 2019.

At the Ordinary Council meeting held on Monday, 23 September 2019 the Recreation Centre Management Committee minutes and the recommendations contained therein were endorsed. (OC6062019)

At the Ordinary Council meeting held on Monday, 23 September 2019 the Recreation Centre Management Committee revised Terms of Reference were endorsed. (OC6073019)

RISK ASSESSMENT

The following risks have been assessed in line with Council’s Risk Management Framework and Policy.

Corporate Governance – Preparation and reporting for the endorsement of the minutes can be managed through routine activities and have a negligible impact. The 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

- 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 13 August 2019.

No additional funds are required.

CONSULTATION

Facilities Support Officer – Lea Williams

Environment & Infrastructure Administration – Karen Kenny

MINUTES

Committee Recreation Centre Management
Meeting Held 13 AUGUST 2019 at 5:30pm
Location Encounter Room, 1 Bay Road, Victor Harbor

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Minutes 13/08/2019 1
Recreation Centre Management Committee

1. PRESENT

The Chair opened the meeting at 5:31pm.

Cr B Mann (Chair)

Ms L McLeod - Victor Harbor City Band Inc.
Mr D Aubin - Victor Harbor Youth Club Inc.
Mr J Geelen - Victor Harbor High School

In Attendance:
Mr G Sanford – Director Environment and Infrastructure
Mr B Doman – Manager Property, Environment and Recreation
Ms L Williams – Facilities Support Officer
Ms K Kenny – Administration Officer

2. APOLOGIES

Cr N Hayles – Elected Member
Ms Z Roswell - Victor Harbor Youth Club Inc.
Ms F Haynes - Great Southern Basketball Association
Recreation Centre Management Committee

3. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

3.1 Confirmation of Minutes from previous meeting - 14 May 2019

RCM192019 Moved: Mr J Geelen
Seconded: Ms L McLeod

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

CARRIED

4. BUSINESS ARISING

4.1 Business arising from the previous meeting on 14 May 2019

RCM202019 Moved: Mr J Geelen
Seconded: Ms L McLeod

That the report on Business Arising be received.

CARRIED

5. ACTION LIST

5.1 Action List

Mr J Geelen thanked the Council for the installation of the relocated Bus Shelter.

RCM212019 Moved: Ms L McLeod
Seconded: Mr D Aubin

That the Recreation Centre Management Committee Action List be received.

CARRIED

Minutes 13/08/2019 3
Recreation Centre Management Committee

7. GENERAL BUSINESS

7.1 Terms of Reference and Membership

RCM222019 Moved: Ms L McLeod
Seconded: Mr J Geelen

That the Recreation Centre Management Committee revised Terms of Reference is endorsed by Council.

CARRIED

7.2 General Business

RCM232019 Moved: Mr D Aubin
Seconded: Ms L McLeod

That the General Business Report be received and that the clubs confirm their support in an email to Lea Williams, for the installation of a defibrillator in the Recreation Centre by Victor Harbor Rotary Club.

CARRIED

8. RECURRING REPORTS

8.1 Hire and Bookings Report

RCM242019 Moved: Mr J Geelen
Seconded: Ms L McLeod

That Council write to the clubs using the Victor Harbor Recreation Centre to reinforce to their membership that the Recreation Centre is only to be used during their designated booking times and they should only arrive at the start time of their activity, and if earlier they should be under parental supervision.

CARRIED
Recreation Centre Management Committee

RCM252019 Moved: Ms L McLeod
Seconded: Mr D Aubin

That the Hire and Bookings Report be received.

CARRIED

8.2 Recreation Centre Maintenance Report

RCM262019 Moved: Mr J Geelen
Seconded: Ms L McLeod

That the Recreation Centre Maintenance Report be received.

CARRIED

8.3 WHS Report

Mr D Aubin confirmed the Victor Harbor Youth Club will provide a report to Lea Williams regarding the climbing rings.

RCM272019 Moved: Ms L McLeod
Seconded: Mr J Geelen

That the Recreation Centre WHS Report be received.

CARRIED

8.4 Finance Report as at 30 June 2019

RCM282019 Moved: Mr J Geelen
Seconded: Ms L McLeod.

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

CARRIED

Minutes 13/08/2019 5
Recreation Centre Management Committee

9. CONFIDENTIAL MATTERS
   Nil

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
    The Chair closed the meeting at 6:18pm.

Minutes  13/08/2019  6
4. BUSINESS ARISING

Nil

5. ACTION LIST

5.1 Action List Items

Committee         Recreation Centre Management
Meeting Held      11/02/2020
From              Lea Williams
File Reference    GOV9.14.026

RECOMMENDATION

That the Recreation Centre Management Committee receive and note the Action List Items report.

INFORMATION

Purpose
The purpose of this report is to refer to the revised Action List provided at Attachment A, Action Number RCM92019 regarding use of the Recreation Centre by member users during agreed times.

Background
At the Ordinary Council Meeting of 23 September 2019 the Recreation Centre Management Committee’s recommendation that Council write to the clubs using the Victor Harbor Recreation Centre to reinforce to their membership that the Recreation Centre is only to be used during their designated booking times and they should only arrive at the start time of their activity, and if earlier they should be under parental supervision was endorsed. (OC6082019).

Correspondence was subsequently sent to relevant parties on 26 September 2019, and provided as Attachment B.

RISK ASSESSMENT

The following risks have been assessed in line with Council’s Risk Management Framework and Policy.

Information – No risks have been assessed in relation to the report as it has been provided for information only and no formal decision is required. The 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 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 & Recreation – Brian Doman
<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Action No.</th>
<th>Action / Task</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 February 2019</td>
<td>RCMS2019</td>
<td>WHS Report – Outstanding Items</td>
<td></td>
</tr>
<tr>
<td>23 August 2019</td>
<td></td>
<td></td>
<td>That Council supports the Victor Harbor Recreation Centre Management Committee to reinforce to their members that the Recreation Centre is only to be used during their designated booking times and they should only arrive at the start time of their activity, and if earlier they should be under parental supervision.</td>
</tr>
</tbody>
</table>
TO THE COMMITTEE

Re: VICTOR HARBOR RECREATION CENTRE – USE OF PREMISES

At the recent Council meeting held on the 23 September 2019, Council endorsed the recommendation from the Recreation Centre Management Committee that a letter be sent to all users of the Recreation Centre reminding groups to provide supervision, in particular to smaller children when arriving by bus, or left by parents for the start of their activity at the Recreation Centre.

A suggestion was raised for consideration, that clubs provide a monitor/caretaker as this would be required as a 'duty of care' to manage this risk to children by providing supervision prior to entering the courts.

Please note that the Courts will not be open prior to 3.30pm unless otherwise arranged.

A reminder to all parents and patrons of your membership, that for the safety of children/patrons that they ensure that children are not left unsupervised prior to 3.30pm.

Regards,
Brian Deman
Manager Property, Environment & Recreation

City of Victor Harbor
1 Bay Road, Victor Harbor SA 5211
Phone: 08 8551 0504
Email: lwilliams@victor.sa.gov.au

RECREATION AND SPORT
SMALL GRANTS PROGRAM
NOW OPEN FOR APPLICATIONS
Find out more at www.victor.sa.gov.au/grants

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6. GENERAL BUSINESS

6.1 General Business

Committee Recreation Centre Management

Meeting Held 11/02/2020

From Lea Williams

File Reference GOV9.14.026

RECOMMENDATION

1. That the Recreation Centre Management Committee receive and note the General Business report.

2. That the Recreation Centre Management Committee recommend to Council that they endorse the nomination from Susan Baxter of Great Southern Basketball Association as Proxy to the Recreation Centre Management Committee.

INFORMATION

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

Background
A Nomination request for position as Proxy for the Great Southern Basketball Association following the Annual General Meeting Monday, 30 September 2019 was received and provided at Attachment A.

Council has received further requests for external signage to look at providing adequate signage to be installed enabling users groups to identify their home site, to promote events and to distinguish the Recreation Centre from the Victor Harbor High School.

Victor Harbor Security advised on 29 August 2019 that the Hindmarsh Room, southern door was found open. Teacher advised. Advice received from Great Southern Security at 1am 14th January that the Gymnastics room door was found open. Club advised.

A letter of appreciation was received from Wildcat Celtics Basketball Club provided at Attachment B.

Victor Harbor Rotary Club have kindly donated a defibrillator to the Recreation Centre on the 17 December 2019 and this was installed by Council’s Caretaker in early January 2020. We have a high use facility with many patrons of varying ages and it is a great comfort that we have this unit available should it be required. A letter of appreciation will be sent to Rotary on behalf of the Recreation Centre Management Committee. Photos are provided at Attachment C.
RISK ASSESSMENT

The following risks have been assessed in line with Council’s Risk Management Framework and Policy.

Information – No risks have been assessed in relation to the report as it has been provided for information only and no formal decision is required. The risk is assessed as low.

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

Manager Property, Environment and Recreation – Brian Doman
## CITY OF VICTOR HARBOR
### Section 41 Council Committees
### Community Representative NOMINATION FORM

<table>
<thead>
<tr>
<th>Committee Title:</th>
<th>Victor Harbor Recreation Centre Committee</th>
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</thead>
<tbody>
<tr>
<td>Sector (If applicable):</td>
<td></td>
</tr>
<tr>
<td>Names:</td>
<td>Susan Baxter</td>
</tr>
<tr>
<td>Address:</td>
<td>3 Breaker Court</td>
</tr>
<tr>
<td></td>
<td>Middleton SA 5213</td>
</tr>
<tr>
<td>Phone:</td>
<td>85541965</td>
</tr>
<tr>
<td>Mobile:</td>
<td>0432247715</td>
</tr>
<tr>
<td>Fax:</td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:robsuexbaxter1@bigpond.com">robsuexbaxter1@bigpond.com</a></td>
</tr>
</tbody>
</table>

**Qualifications/Interests:**
Bachelor of Business (Accounting), Chartered Accountant and Certified Financial Planner.
Level 2 Athletics Coach; Level 0 Community Basketball Coach.
Interested in all young people participating in multiple sports in a safe, welcoming and healthy environment.

**Employment background (If applicable):**

**Experience:**
Currently: Secretary of GSABA; Treasurer of GSABA Slammers; Ex-officio of Wildcat Celtics Basketball Club; Auditor of VH Riding Club; Auditor of VH Cadets.
Previously: President of South Coast Little Athletics Centre; Treasurer of Wildcat Celtics Basketball Club.

**Any Other Comments:**
Proxy for Dennis Earl (Great Southern Amateur Basketball Association).

---

**Signature:**

**Date:** 18/9/2019

**Return to:** Victoria MacKirdy
CEO
City of Victor Harbor
P O Box 11
VICTOR HARBOR SA 5211
Hi Lea,

We wanted to express our sincere appreciation for your support and the help provided by Rodney in updating our Sponsor signs this week. We aimed to have them removed, updated by the sign writer, and put back up in time for the Grand Finals on Sunday 29th September and this has been achieved due to the rapid response from yourself and Rodney.

The support we have received from Rodney was well and truly above and beyond all expectations. We thought we were cutting it fine by the deadline of the 29th, but Rodney had everything sorted with the signs back in place within 48 hours!

Please extend our appreciation to Rodney for his help and making it happen so quickly. And thank you Lea for coordinating this job and for everything you do for our Association and ensuring that our clubs continue to enjoy playing basketball in a quality facility.

Kind Regards,

Gary Clarke
WCBC President
0438 818 972

Wildcat Celtics Basketball Club
PO Box 678, Victor Harbor SA 5211
6.2 Stadium Floor

Committee Recreation Centre Management
Meeting Held 11/02/2020
From Lea Williams
File Reference GOV9.14.026

RECOMMENDATION

1. That the Recreation Centre Management Committee receive and note the Stadium Floor Report.

2. That the Recreation Centre Management Committee endorse the stadium floor conditions of use contained in this report.

INFORMATION

Purpose
The Victor Harbor Recreation Centre Committee aims to provide a sports playing surface that is adequate for its regular sporting and Community hirers. To achieve this, the re-surfacing of the floors is generally done on an annual basis at a cost of approximately $3,000 per court and over the Christmas period.

Background
Court two in the Recreation Centre has a specialized sprung floor court only used for sport or an occasional ad hoc event such as 8 Ball Championships with the consent of the Manager Property, Environment & Recreation or Facility Officer. Court one has a general playing surface for sporting activities and is shared with the High School via Licence 8.30am to 3.30pm Monday to Friday, the Youth Club via Licence, the Volleyball Association and Basketball Association by Annual Hire Agreements.

In January 2017 both courts were re-surfaced, however at the beginning of term one the new floor was damaged by chairs placed on the playing area by the High School. This resulted in the floor having to be re-surfaced again in the following April holidays. The floor has not been re-surfaced since this time due to the ongoing use of chairs and equipment being placed on the playing area.

Commentary
To minimize further damage to the stadium floor and protect the surface the following conditions will be applied to stadium users.

- No chairs or seating to be used on the playing area of the court other than approved events only.
- Any equipment, playing materials, gym equipment, staging etc. placed on the stadium floor must have protective mats or like installed at all times.
• Any equipment to be carried or lifted (not dragged) and installed by persons of physical size to conduct said task.
• No playing of sports that can damage/scratch the playing area of said court.
• Protection of the playing area must be considered at all times.
• Any damages that can be attributed to a user will result in repair costs passed to said user.

All conditions of hire as per Councils Hire Agreement will apply.

As per the Code of Practice for Work health and safety consultation, cooperation and coordination (Gazetted in March 2019), all duty holders must make sure that everyone associated with the work has a shared understanding of what the risks are, who is affected and how the risks are controlled. Duty holders must exchange information required for risk management.

RISK ASSESSMENT

The following risks have been assessed in line with Council’s Risk Management Framework and Policy.

Public Safety – It is possible that there may be an incidents that occurs due to a slippery playing surface. This risk is assessed as Medium.

Infrastructure & Assets – Closure of the court and loss of income would be required till such time as the resurface can be scheduled. This risk is assessed as Medium.

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

WHS & Risk Management Officer – Marie Hogg
Attachment A
7. RECURRING REPORTS

7.1 Finance Report as at 15 January 2020

Committee Recreation Centre Management
Meeting Held 11/02/2020
From Brian Doman
File Reference GOV9.14.026

RECOMMENDATION

That the Recreation Centre Management Committee receive and note the Finance Report as at 15 January 2020.

INFORMATION

Purpose
The Finance Activity Report budget and expenditure for 2019/20 as of 15 January 2020 for the Recreation Centre and is provided at Attachment A.

Background

RISK ASSESSMENT

The following risks have been assessed in line with Council’s Risk Management Framework and Policy.

Information – No risks have been assessed in relation to the report as it has been provided for information only and no formal decision is required. The risk is assessed as low.

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

No additional funds are required.

CONSULTATION

Group Manager Governance & Finance – Kellie Knight-Stacey
## City of Victor Harbor
### Recreation Centre Activity Account Details
For Period Ending January

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7.2 WHS Report

Committee Recreation Centre Management
Meeting Held 11/02/2020
From Lea Williams
File Reference GOV9.14.026

RECOMMENDATION

1. That the Recreation Centre Management Committee receive and note the WHS Report.

2. That the Committee request the Department for Education resolve the alarm audibility issue at the Victor Harbor Recreation Centre.

INFORMATION

Purpose

1. A copy of the Worksite Inspection Report is provided at Attachment A indicating a change to the new document and includes current status of outstanding items.

2. On 15 August 2019 a hazard was recorded in Council’s Hazard Register as Item 151 relating to the audibility of the Victor Harbor High School’s emergency evacuation siren within the Recreation Centre provided at Attachment B,

Background

The Recreation Centre is a shared facility with the High School from 8.30am to 3.30pm Monday to Friday per the current Licence Agreement. The Recreation Centre at any time can accommodate school teachers, students, the onsite Caretaker and members of the public. Any emergency duress or fire alarm associated and generated by the High School cannot be heard within the Recreation Centre. This has led to confusion and the correct emergency procedures not being adhered to by any person on the site.

Commentary

As per the Code of Practice for Work health and safety consultation, cooperation and coordination (Gazetted in March 2019), all duty holders must make sure that everyone associated with the work has a shared understanding of what the risks are, who is affected and how the risks are controlled. Duty holders must exchange information required for risk management.

This information exchange should involve knowing what activities might affect the work environment (in this case a School emergency situation that could affect the safety of the Recreation Centre caretaker and or other persons in the Recreation Centre) and what information is needed by each duty holder for health and safety purposes.
RISK ASSESSMENT

The following risks have been assessed in line with Council's Risk Management Framework and Policy.

Employee Safety / 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 2019 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
  - Strategy 2.3.1 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

WHS & Risk Management Officer – Marie Hogg
From: Dan Aubin <dan@daringhumans.com>
Sent: Wednesday, 9 October 2019 9:06 PM
To: Lea Williams
Cc: Nyree Davis; Zoe Rossell
Subject: Re: CLIMBING RINGS 0- STADIUM ONE

Hello Lea,

We have conducted a safety review of the gym on September 25 which included this issue. Here are notes from the review:

- Hanging down ropes from rings have been fastened so they do not hang down past the anchor point so no kids can climb.
- Coaches have been instructed how to leave this equipment in a safe state.
- Coaches cannot reach the lowest point (anchor) without standing on a box.
- The rings themselves are detached and kept in a store room.
- This equipment is only used under the supervision of qualified gymnastics coaches.
- There has not been an incident with this apparatus for the past two years (known history).
- AcroMat and Gymnastics SA were called. They indicated that this set-up was a standard ringing arrangement but would not put anything in writing outside of a formal safety check.
- AcroMat offered alternative set-ups for $3000+ that had the cables following the wall. The gym club is not in a position to purchase and install this equipment which brings other obstruction to the multi-purpose stadium space.
- **Next steps:** The Victor Harbor Youth Club Committee has agreed to save funds for a formal equipment safety check from AcroMat, Gymnastics SA or a certified rigger with the proper qualification before the start of Term One 2020.

Thank you for your patience with this.

Regards,
Dan

DARING HUMANS
www.daringhumans.com

Dan Aubin
0413 460 954
dan@daringhumans.com

Communication | Movement | Creativity

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From: Lea Williams <l.williams@victor.sa.gov.au>
Date: Wednesday, 9 October 2019 at 1:13 pm
To: Dan Aubin <dan@daringhumans.com>, "victoryouthclubgym@gmail.com"<victoryouthclubgym@gmail.com>
Subject: CLIMBING RINGS 0- STADIUM ONE

Afternoon,

As per my email on the 4th September and the Recreation Centre Management Committee request RCM72019, I am following up on a report that is to be provided in regards to Risk
<table>
<thead>
<tr>
<th>USER</th>
<th>OBSERVATION</th>
<th>RECOMMENDATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>VH YOUTH CLUB</td>
<td>Adequate egress observed. Potential for further installation of shelving and/or hooks for safe, orderly storage is still possible.</td>
<td>Ensure electrical testing of high risk item occurs.</td>
</tr>
<tr>
<td>Gym Room</td>
<td>Area above rafters now clean and tidy. All spider webs removed.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fridge is due for electrical testing this month. A tagged out electrical fan was found in the store room and removed.</td>
<td></td>
</tr>
<tr>
<td>Stadium one</td>
<td>Cable easily reached, creating foreseeable risk of skyfarking injury. No incidents reported.</td>
<td>Remove or isolate after each use.</td>
</tr>
<tr>
<td>COUNCIL</td>
<td>Stadium two</td>
<td>Emergency exits clear and functional. Ongoing risk associated with uncovered light fittings in the internal court store room, but these are shelterproof which mitigates the potential risk to any person underneath them if they got hit and broke off.</td>
</tr>
<tr>
<td>---</td>
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</tr>
<tr>
<td>Electrical testing and tagging</td>
<td>Ryobi battery charger in caretaker’s office (but is brand new so can wait until testing schedule due).</td>
<td>Schedule electrical testing approx. August 2020. NO FURTHER ACTION</td>
</tr>
</tbody>
</table>
| Cleaning supplies room | - Fume extraction working adequately.  
- Eye wash station required. | NO FURTHER ACTION. Council to investigate installation of unit. |
| Passageway M/F toilets | - Uncovered lights in area as previously reported.  
- The surrounds of the toilets and showers in the male change room are flaking with age and moisture, creating biological and mould growth risks.  
- There is a broken toilet seat in one of the partitions.  
- All fans work well and the area was very clean.  
- There is a metal component (presumably left over from a shower screen or similar) in the corner of the floor of one shower in the men's change room which poses a risk of foot injury or other injury if someone trips and falls because of it, or just hits their foot against it. It also is a place for mould to grow. | Treat/replace/repair surrounds of toilets and showers.  
Replace broken toilet seat – WORK COMPLETED IN JANUARY 2020 BY CARETAKER.  
Remove metal component and make area safe. |
| Emergency system of whole site | • Emergency exit lights working, emergency signage outside court exits visible and well placed.  
• Evac diagram Inman room kitchen not fully compliant but still accurate, suggest retain.  
• Issues with audibility of co-located school emergency alarm on Council Skytrust register as a hazard that remains outstanding.  
• Communications during emergencies tested as required by School. | Address audibility of school alarm inside Rec Centre, current risk exposure to our worker and potential liability of other users also currently exists. |
<p>| Caretaker's cleaning trolley | • Compliant, no issues identified | NO FURTHER ACTION |
| Stadium 2 and Hindmarsh Room | • Compliant, no issues identified | NO FURTHER ACTION |
| Inman Room | • Electrical switchboard is currently tagged out. Investigation required as to why. | Re-install switchboard- Switchboard tagged out as precaution when air conditioner detached from roof. Panel re-installed by Parrell Electrical work completed and invoiced 4.1.2020 |
| Rainwater tanks (town water supply for fires) | • Cement falling off, creating risk of injury to persons walking past or standing/stting in area | Recommend treatment to prevent cement fragments falling off – PO issued to Contractor Jan 2020 |</p>
<table>
<thead>
<tr>
<th>VNHS</th>
<th>Teachers office (next to boxing room)</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• First aid kit in this area noted as old and not checked since 2017 (this is not compliant with the First Aid Code of Practice)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Heavy items (wooden posts, athletic shoes) noted to be stored at height, and no shelf loading advised.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Old emergency plan in situ needs updating</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Uncovered lights at risk of impact but these are shatterproof which mitigates the potential risk to any person underneath them if they get hit and broke/fell</td>
<td></td>
</tr>
<tr>
<td>Old Boxing Room (Table tennis Store room)</td>
<td>• No emergency lighting so must not be used as a classroom (store room only)</td>
<td>Recommend removal of electric cord up high</td>
</tr>
<tr>
<td></td>
<td>• Coiled electrical cord up high needs checking, looks old and damaged – access to teachers office</td>
<td></td>
</tr>
<tr>
<td>Test &amp; Tagging</td>
<td>• Power board, photocopier in teachers room due for testing</td>
<td>Schedule testing of identified items and advise school of requirement to comply with legislation to protect our asset. It is noted that the school has multiple electrical items due for electrical testing December/January 2020.</td>
</tr>
<tr>
<td>Emergency alarm system</td>
<td>• Issues with audibility of co-located school emergency alarm on Council Skytrust register as a hazard that remains outstanding</td>
<td>Address audibility of school alarm inside Rec Centre, current risk exposure to our worker and potential liability of other users also currently exists.</td>
</tr>
</tbody>
</table>
Worksite inspection - Recreation Centre. 10th December 2019. NREC10629820

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>VH CITY BAND</td>
<td>No items of concern to report</td>
<td>NO FURTHER ACTION</td>
</tr>
</tbody>
</table>

Marie Hogg  
WHS & Risk Management Officer  
7/1/20

7.3 Recreation Centre Maintenance Report
RECOMMENDATION

That the Recreation Centre Management Committee receive and note the Maintenance Report.

INFORMATION

Purpose
The purpose of this report is to provide an update on maintenance and renewal programs completed at the Recreation Centre.

Background
A summary of the completed maintenance includes:

- Four new basketball rings and nets were installed on Court One.
- New Curtains installed in Hindmarsh Room – Friday 25 October 2019
- Programmed Test and Tagging of electrical devies was conducted on 13 August 2019
- Programmed Emergency Exit Lighting testing was carried out on 11 October, 2019
- The hot water tempering valve and blocked drain was attended to by a registered plumber on Tuesday, 15. October 2019. The hot water tempering was listed on the Work Health Safety report dated 10 December 2018.
- Annual re surfacing of Court 2 was conducted on 9 January, 2020.

RISK ASSESSMENT

The following risks have been assessed in line with Council’s Risk Management Framework and Policy.

Information – No risks have been assessed in relation to the report as it has been provided for information only and no formal decision is required. The 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

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 Facility Officer – Graeme Eatts
7.4 Hire and Bookings Report

Committee Recreation Centre Management
Meeting Held 11/2/2020
From Lea Williams
File Reference GOV9.14.026

RECOMMENDATION

That the Recreation Centre Management Committee receive and note the Hire and Bookings Report.

INFORMATION

Purpose
The purpose of this report is to provide information on activity within the Centre and to reinforce information in regards to the Recreation Centre booking procedures.

Commentary
Booking activities over the period included:
- An enquiry from Victor Harbor Community and Surrounds Facebook posting has resulted in a new Move and Groove hire commenced on the Monday, 28 October 2019 at 12.30pm till 2.30pm which will be classes available for the Community. This booking has been supported by our Star Club Field Officer Jeremy Bell. Classes to be held in the Inman room with potential for growth into Stadium two.

- Request received from Brazilian Jui Jitsu to increase their hours of booking from the Monday, 16 September 2019 from nine hours to ten hours per week.

- All bookings for time within the Recreation Centre are to be negotiated via Council’s Facility Officer for any use outside a Licence Agreement, Deed of Variation and/or a current Hire Agreement.

- A wedding was held in the Inman Room early January 2020 which we have been advised was very successful.

RISK ASSESSMENT

The following risks have been assessed in line with Council’s Risk Management Framework and Policy.
Information - No risks have been assessed in relation to the report as it has been provided for information only and no formal decision is required. The 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
  - Strategy 2.3.1 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. CONFIDENTIAL MATTERS

Nil

9. NEXT MEETING

Tuesday 12 May 2020 at 5.30pm

10. CLOSURE