6 August 2020

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 AUGUST 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>
<td></td>
</tr>
<tr>
<td></td>
<td>Kate Burdett (Proxy)</td>
<td></td>
<td></td>
</tr>
<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>
</tr>
<tr>
<td>Great Southern Amateur Basketball Association</td>
<td>Sue Baxter</td>
<td>23 March 2020</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Gary Clarke (Proxy)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Victor Harbor Volleyball Association</td>
<td>Natalie Hoyos</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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1. PRESENT

2. APOLOGIES
3. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

3.1 Confirmation of Minutes of the Previous Meeting

Committee: Recreation Centre Management
Meeting Held: 11/08/2020
From: Lea Williams

RECOMMENDATION

That the Recreation Centre Management Committee receive and note the minutes of the previous Recreation Centre Management Committee meeting held on Tuesday 11 February 2020.

INFORMATION

Purpose
The minutes of the Recreation Centre Management Committee meeting held on Tuesday 11 February 2020 are attached for reference at Attachment A.

Background

- The minutes of the Recreation Centre Management Committee meeting held on Tuesday 11 February 2020 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.

- At the Ordinary Council meeting held on Monday, 23 March 2020 the Recreation Centre Management Committee minutes and the recommendations contained therein were endorsed. (OC1712020)

- At the Ordinary Council meeting held on Monday, 23 March 2020 the nomination of Sue Baxter as Representative and Gary Clarke as Proxy for the Great Southern Basketball Association were endorsed. (OC1722020)

RISK ASSESSMENT

Corporate Governance – Preparation and reporting for the endorsement of the minutes can be managed through routine activities and have negligible impact. The risk is assessed as low.
REFERENCES

City of Victor Harbor Community Plan 2030

Aspiration 1 – We are a caring, connected and active community

Strategies  Provide a variety of open space and recreation opportunities
           Improve the health and well-being of our community

Aspiration 5 - We have services and infrastructure that meets our community’s needs

Strategies  Facilitate access to health, education and community services
           Provide key community infrastructure

BUDGET IMPLICATION

Excluding endorsed budgeted staff resources there are no budget implications from noting
the Recreation Centre Management Committee meeting minutes of 11 February 2020.

No additional funds are required.

CONSULTATION

Manager Property, Environment & Recreation – Brian Doman
Facilities Support Officer – Lea Williams

Recreation Centre Management Committee

MINUTES

Committee Recreation Centre Management
Meeting Held 11 FEBRUARY 2020 at 5:30pm
Location Encounter Room, 1 Bay Road, Victor Harbor

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Minutes 11/02/2020
Recreation Centre Management Committee

1. PRESENT

The Chair opened the meeting at 5:30pm.

Cr N Hayles (Chair)
Cr Brayden Mann
Ms L McLeod - Victor Harbor City Band Inc.
Mr J Geelen - Victor Harbor High School
Mr D Earl - Great Southern Basketball Association

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

2. APOLOGIES

Ms Z Roswell - Victor Harbor Youth Club Inc.
Ms F Haynes - Great Southern Basketball Association

Minutes 11/02/2020 2
Recreation Centre Management Committee

3. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

3.1 Confirmation of Minutes from previous meeting - 13 August 2019

RCM122020 Moved: Cr B Mann
Seconded: Ms L McLeod

That the minutes of the previous Recreation Centre Management Committee meeting held on Tuesday, 13 August 2019 be confirmed as a true and accurate record.

CARRIED

4. BUSINESS ARISING

Nil.

5. ACTION LIST

5.1 Action List

RCM222020 Moved: Cr B Mann
Seconded: Mr J Geelen

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

CARRIED

6. GENERAL BUSINESS

6.1 General Business

RCM322020 Moved: Mr D Earl
Seconded: Ms L McLeod

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

CARRIED

Minutes 11/02/2020 3
Recreation Centre Management Committee

RCM42020 Moved: Mr D Earl
     Seconded: Ms L McLeod

2. That the Recreation Centre Management Committee recommend to Council that they endorse the revised nomination dated 11 February 2020 from Great Southern Basketball Association for Sue Baxter as Representative and Gary Clarke as Proxy to the Recreation Centre Management Committee.

     CARRIED

RCM52020 Moved: Mr J Geelen
     Seconded: Ms L McLeod

That the Recreation Centre Management Committee write a letter of appreciation to Victor Harbor Rotary Club for the donation of the defibrillator which has been installed in the Recreation Centre Corridor.

     CARRIED

6.2 Stadium Floor

There was discussion regarding Court One surface, damage by use of furniture on the court and potential for player injury due to it's condition.

RCM62020 Moved: Mr D Earl
     Seconded: Cr B Mann

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.

3. That the Recreation Centre Management Committee recommends to Council that Court One is resurfaced at an estimated cost of $3,000 at the next available opportunity.

4. That the Recreation Centre Management Committee recommends to Council that both Courts are resurfaced annually as previously undertaken.

     CARRIED

Minutes 11/02/2020

4
Recreation Centre Management Committee

7. RECURRING REPORTS

7.1 Finance Report
RCM72020  Moved:  Cr B Mann
Seconded:  Ms L McLeod

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

CARRIED

7.2 WHS Report
RCM82020  Moved:  Ms L McLeod
Seconded:  Mr D Earl

1. That the Recreation Management Committee receive and note the WHS Report.
2. That the Recreation Centre Management Committee write to the Department for Education regarding alarm audibility at the Victor Harbor Recreation Centre.

CARRIED

7.3 Maintenance Report
RCM92020  Moved:  Ms L McLeod
Seconded:  Cr B Mann

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

CARRIED

7.4 Hire and Bookings Report
RCM102020  Moved:  Mr D Earl

Minutes  11/02/2020  5
Recreation Centre Management Committee

Seconded: Ms L McLeod

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

CARRIED

8. FURTHER BUSINESS

There was discussion regarding the Notice of Motion to be tabled at the Ordinary Council Meeting scheduled for Monday 24 February 2020 relating to the potential removal of the car park fence adjoining the Recreation Centre along George Main Road. Committee members raised safety concerns regarding the various users and their family members with the potential for young children and others including special needs students to run onto George Main Road in the absence of a barrier fence.

RCM112020 Moved: Mr D Earl
Seconded: Mr J Geelen

That Council notes the concerns of the Recreation Centre Management Committee that the fence adjacent to the Recreation Centre car park should be retained or replaced due to safety concerns.

CARRIED

9. CONFIDENTIAL MATTERS

Nil

10. NEXT MEETING

Next Recreation Centre Management Committee meeting is to be held Tuesday, 12 May from 5:30pm, Encounter Meeting Room.

11. CLOSURE

Chairperson closed the meeting at 6:30pm.
4. BUSINESS ARISING

Nil

5. ACTION LIST

Nil
6. GENERAL BUSINESS

6.1 Finance Report as at 30 June 2020

Committee Recreation Centre Management
Meeting Held 11/08/2020
From Brian Doman
File Reference GOV9.14.026

RECOMMENDATION

That the Recreation Centre Management Committee receive and note the Finance Report as at 30 June 2020.

INFORMATION

Purpose
The purpose of this report is to provide an update on the Recreation Centre budget and expenditure for 2019/20 financial year as at 30 June 2020 and is provided at Attachment A.

Background

Commentary
Please note that depreciation has not been run since October and the balance displayed will not be the final result.

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 2030

Aspiration 6 – We are a financially sustainable and well-governed organisation

Strategy Manage Council’s finances and resources sustainably
BUDGET IMPLICATION

There are no budget implications associated with receiving the Recreation Centre Finance Report for the period ended 30 June 2020.

No additional funds are required.

CONSULTATION

Group Manager Governance & Finance – Kellie Knight-Stacey
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>18/20 Original Budget</th>
<th>19/20 YTD Budget</th>
<th>19/20 YTD Actuals</th>
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</thead>
<tbody>
<tr>
<td>0592020</td>
<td>REC CTR LAND BUILD CAPITAL</td>
<td>2,500</td>
<td>2,800</td>
<td>2,710</td>
</tr>
<tr>
<td>0592030</td>
<td>REC CTR PLANT EQUIP CAPITAL</td>
<td>4,700</td>
<td>4,700</td>
<td>4,836</td>
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<tr>
<td>0592040</td>
<td>REC CTR SALES/RECOVERIES</td>
<td>(36,900)</td>
<td>(36,900)</td>
<td>(45,547)</td>
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<tr>
<td>0592070</td>
<td>REC CTR HIRE INCOME</td>
<td>(64,600)</td>
<td>(47,000)</td>
<td>(50,789)</td>
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<tr>
<td>0592080</td>
<td>REC CTR OTHER INCOME</td>
<td>(2,000)</td>
<td>(1,000)</td>
<td>(150)</td>
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<tr>
<td>0593020</td>
<td>REC CTR ADMINISTRATION</td>
<td>9,000</td>
<td>11,100</td>
<td>11,085</td>
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<tr>
<td>0593040</td>
<td>REC CTR SERVICES</td>
<td>95,000</td>
<td>97,000</td>
<td>92,087</td>
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<tr>
<td>0593050</td>
<td>REC CTR ASSET MAINTENANCE</td>
<td>20,800</td>
<td>19,300</td>
<td>19,168</td>
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<tr>
<td>0593060</td>
<td>REC CTR OTHER EXPENSES</td>
<td>1,100</td>
<td>1,100</td>
<td>927</td>
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<tr>
<td>0593090</td>
<td>REC CTR DEPRECIATION</td>
<td>140,000</td>
<td>140,000</td>
<td>45,982</td>
</tr>
<tr>
<td>0593095</td>
<td>REC CTR FGA ALLOCATION</td>
<td>15,700</td>
<td>15,700</td>
<td>16,225</td>
</tr>
</tbody>
</table>

Report Total: 185,300  200,000  96,020
6.2 Operations and Maintenance Report

Committee: Recreation Centre Management

Meeting Held: 11/08/2020

From: Lea Williams


RECOMMENDATION

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

INFORMATION

Purpose

The purpose of the Operations and Maintenance Report is to provide an update on Recreation Centre activity, maintenance and use to the Recreation Centre Management Committee.

Background

Operations

- The Council has been advised that the Caretaker will be assisted by his wife with some duties required per his contract.
- The drinking fountain will remain disconnected due to Covid 19 guidelines.
- An ambulance was called to the Recreation Centre on June 30th and again it found it difficult to locate the premises. Signage is inadequate at main street frontage.

Hire and Bookings

- Caring Neighborhood Program commenced on 16th June 2020 and will be run on Tuesdays 9am to 12noon.
- Wet Paint Workshops commenced on 19th February 2020 and is run on Wednesdays 3 to 6pm.
- Victor Harbor City Band will recommence use of the Hindmarsh Room as of the 11th August due to Covid 19.
- Great Southern Basketball Association has recommenced use of the Recreation Centre from Monday 27th July.
- Victor Harbor Volleyball Association are awaiting approval and insurance to recommence use of the Recreation Centre.

Maintenance

- During Covid Stadium two seating was removed and the stands given a thorough clean and painting of Foyer, Hindmarsh Room, Inman Room and Court Two foyer.
- Replacement of the cleaners sink was completed in April 2020.
- The rear roller door to the Victor Harbor High School store room was replaced April 2020.

Work Health and Safety

The revised worksite inspection reports for both Council and Victor Harbor High School are provided at Attachment A.
RISK ASSESSMENT

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 2030

Aspiration 1 – We are a caring, connected and active community

  Strategies  Provide a variety of open space and recreation opportunities
            Improve the health and well-being of our community

Aspiration 5 - We have services and infrastructure that meets our community’s needs

  Strategies  Facilitate access to health, education and community services
            Provide key community infrastructure

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 & Recreation – Brian Doman
<table>
<thead>
<tr>
<th>COUNCIL</th>
<th>Notes</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<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 shatterproof which mitigates the potential risk to any person underneath them if they got hit and broke/fell.</td>
<td>NO FURTHER ACTION</td>
</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>
<tr>
<td>Cleaning supplies room</td>
<td>• Fume extraction working adequately</td>
<td>Council to investigate installation of unit – UNIT INSTALLED 24.1.2020</td>
</tr>
<tr>
<td></td>
<td>• Eye wash station required</td>
<td></td>
</tr>
<tr>
<td>Passageway</td>
<td>Uncovered lights in area as previously reported.</td>
<td>Treat/mediate/replace surrounds of toilets and showers OUTSTANDING</td>
</tr>
<tr>
<td>MF toilets</td>
<td>• The surrounds of the toilets and showers in the male change room are flaking with age and moisture, creating biological and mould growth risks.</td>
<td>Replace broken toilet seat – WORK COMPLETED IN JANUARY 2020 BY CARETAKER Remove metal component and make area safe</td>
</tr>
<tr>
<td></td>
<td>• There is a broken toilet seat in one of the partitions.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• All fans work well and the area was very clean</td>
<td></td>
</tr>
<tr>
<td>Category</td>
<td>Issue Description</td>
<td>Action Required</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>------------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Emergency system of whole site</td>
<td>• 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.</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>
<tr>
<td>Caretaker's cleaning trolley</td>
<td>• Compliant, no issues identified</td>
<td>NO FURTHER ACTION</td>
</tr>
<tr>
<td>Stadium 2 and Hindmarsh Room</td>
<td>• Compliant, no issues identified</td>
<td>NO FURTHER ACTION</td>
</tr>
<tr>
<td>Inman Room</td>
<td>• Electrical switchboard is currently tagged out. Investigation required as to why.</td>
<td>Re-instate switchboard - Switchboard tagged out as precaution when air conditioner detached from roof. Panel re-instated by Parnell Electrical work completed and invoiced 4.1.2020</td>
</tr>
<tr>
<td>Rainwater tanks (town water supply for fires)</td>
<td>• Cement falling off, creating risk of injury to persons walking past or standing/sitting in area</td>
<td>Recommend treatment to prevent cement fragments falling off – COMPLETED JAN 2020 0</td>
</tr>
<tr>
<td>Location</td>
<td>Issues</td>
<td>Action Required</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>--------------------------------------------------------------------------------------------</td>
<td>----------------------------------</td>
</tr>
</tbody>
</table>
| VHHS Teachers Office (next to boxing room) | - 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)  
- Heavy items (wooden posts, athletic shoes) noted to be stored at height, and no shelf loading advised  
- Old emergency plan in situ needs updating  
- Uncovered lights at risk of impact but these are shatterproof which mitigates the potential risk to any person underneath them if they hit and broke/fell | OUTSTANDING |
| Old Boxing Room (Table tennis Store room) | - No emergency lighting so must not be used as a classroom (store room only)  
- Coiled electrical cord up high needs checking; looks old and damaged – access to teachers office | Recommend removal of electric cord up high |
| Test & Tagging                  | - Power board, photocopier in teachers room due for testing                                | 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. Testing conducted on the 12.2.2020 |
| Emergency alarm system | Issues with audibility of co-located school emergency alarm on Council Skytrust register as a hazard that remains outstanding. | Address audibility of school alarm inside Recreation Centre, current risk exposure to our worker and potential liability of other users also currently exists. NEW PROCEDURE WITH COUNCIL WHS OFFICER FOR REVIEW |

Marie Hogg  
WHS & Risk Management Officer  
7/1/20
7. CONFIDENTIAL MATTERS

Nil

8. NEXT MEETING

The next meeting of the Recreation Centre Management Committee will be held on Tuesday 10 November 2020 at 5.30m.

9. CLOSURE