9 May 2019

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: 14 MAY 2019
TIME: 5:30pm
PLACE: Encounter Room, 1 Bay Road, Victor Harbor

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

Yours faithfully

Victoria MacKirdy
CHIEF EXECUTIVE OFFICER

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

### Committee Membership

<table>
<thead>
<tr>
<th>Member</th>
<th>Representative</th>
<th>Appointed</th>
<th>Expire</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Victor Harbor</td>
<td>Cr Nick Hayles</td>
<td>26 Nov 2018</td>
<td>Nov 2020</td>
</tr>
<tr>
<td>City of Victor Harbor</td>
<td>Cr Brayden Mann</td>
<td>26 Nov 2018</td>
<td>Nov 2020</td>
</tr>
<tr>
<td>Victor Harbor City Band</td>
<td>Laura McLeod</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Victor Harbor High School</td>
<td>Kate Burdett</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Victor Harbor Youth Club</td>
<td>Dan Aubin</td>
<td></td>
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</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>Office</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 from previous meeting - 12 February 2019

Committee: Recreation Centre Management

Meeting Held: 14/05/2019

From: Corporate and Community Services Admin


RECOMMENDATION

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.

INFORMATION

Attached are the minutes of the previous meeting.

At the Ordinary Council meeting held on Monday, 25 February 2019 the Recreation Centre Management Committee minutes and the recommendations contained therein were endorsed. (OC1082019)

RISK ASSESSMENT

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

REFERENCES

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

Objective 2 – Attractive lifestyle and inclusive community

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

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

BUDGET IMPLICATION

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

No additional funds are required.
CONSULTATION

Group Manager Governance and Finance – Kellie Knight-Stacey
MINUTES

Committee: Recreation Centre Management
Meeting Held: 12 FEBRUARY 2019 at 5:30pm
Location: Encounter Room, 1 Bay Road, Victor Harbor

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1. PRESENT

Cr B Mann  (Deputy Chair)
Ms Fiona Haynes – Great Southern Amateur Basketball Association
Ms Laura McLeod – Victor Harbor City Band
Mr Jacobus Geelen – Victor Harbor High School
Mr Dan Aubin – Victor Harbor Youth Club

In Attendance:
Ms K Knight-Stacey – Interim Director Corporate and Community Services
Ms L Williams – Administration Officer
Ms L Kidd – Corporate Administration Officer (Minute Taker)

2. APOLOGIES

Cr N Hayles  (Chairperson)
Mr B Blair – Manager Human Resources
3.1 Confirmation of Minutes from previous meeting - 14 August 2018

RCM22019 Moved: Ms Laura McLeod
Seconded: Mr Jacobus Geelen

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

CARRIED

4. BUSINESS ARISING

Nil

5. ACTION LIST

Nil

6.1 Finance Report as at 31 December 2018

RCM32019 Moved: Mr Jacobus Geelen
Seconded: Ms Fiona Haynes

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

CARRIED
7.1 Youth Club and City Band Maintenance Contribution

RCM42019   Moved:  Mr Jacobus Geelen
Seconded:  Mr Dan Aubin

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

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

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

CARRIED

8.1 Hire and Bookings Report

RCM52019   Moved:  Ms Laura McLeod
Seconded:  Ms Fiona Haynes

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

CARRIED
8.2 Recreation Centre Maintenance Report

RCM62019 Moved: Mr Jacobus Geelen
Seconded: Ms Laura McLeod

1. That the Recreation Centre Maintenance Report be received

CARRIED

RCM72019 Moved: Ms Laura McLeod
Seconded: Mr Dan Aubin

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

CARRIED

RCM82019 Moved: Ms Laura McLeod
Seconded: Mr Jacobus Geelen

That the Recreation Centre Management Committee recommends that Council investigate the feasibility of installing a full span net system to eliminate damage caused by balls to lights and prevent retrieval exercises.

CARRIED
8.3 WHS Report

RCM92019 Moved: Mr Jacobus Geelen
Seconded: Ms Laura McLeod

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

CARRIED

9. CONFIDENTIAL MATTERS

Nil

10. NEXT MEETING

The next Recreation Centre Management Committee meeting is to be held on Tuesday 14 May 2019 from 5:30pm in the Encounter Room.

11. CLOSURE

The Chair closed the meeting at 6:12pm.
4. BUSINESS ARISING

4.1 Business arising from the previous meeting on 12 February 2019

Committee: Recreation Centre Management
Meeting Held: 14/05/2019
From: Kellie Knight-Stacey

RECOMMENDATION

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

INFORMATION

The Recreation Centre Management Committee requested that Council investigate the installation of a netting system to alleviate damage to the lighting system.

Background

Netting systems were previously installed in the Recreation Centre but were removed due to ongoing maintenance issues and the installation of new lights which are designed for minimum impact but not deliberate acts of vandalism.

Costs for a new netting system have been sources with quotes for both Stadium 1 at $20,000 and Stadium 2 at $21,000.

In consideration of the maintenance issues with the nets and that there is no budget allocation for this item in the draft 2019/20 budget, Administration would need Council’s direction to proceed with further investigation.

RISK ASSESSMENT

Financial – Should a decision be made to install a netting system, it is certain that there would be a financial impact of greater than $20,000. This risk is assessed as medium.

Service Delivery – Should a decision be made to install a netting system, it is likely that there will a disruption to availability of the stadiums. 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 costs associated with the preparation or receipt of the report.

No additional funds are required.

CONSULTATION

Building Facility Officer – Graeme Eatts
Facilities Support Officer – Lea Williams
5. **ACTION LIST**

5.1 **Action List**

Committee: Recreation Centre Management  
Meeting Held: 14/05/2019  
From: Corporate and Community Services Admin  

---

**RECOMMENDATION**

That the Recreation Centre Management Committee Action List 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>Date</th>
<th>Action No.</th>
<th>Action / Task</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/02/2019</td>
<td>N/A</td>
<td>Laura McLeod – Victor Harbor City Band advised of a leaking tap on one of the basins on the left hand side of the Ladies Toilet.</td>
<td>Completed Works undertaken in February 2019.</td>
</tr>
<tr>
<td>12/02/2019</td>
<td>N/A</td>
<td>Dan Aubin - Victor Harbor Youth Club advised that he has had three (3) flat tyres recently from nails in the driveway of the Recreation Centre.</td>
<td>Jacobus Geelen will look into this and advise if the issue is from the High School.</td>
</tr>
<tr>
<td>12/02/2019</td>
<td>N/A</td>
<td>Laura McLeod – Victor Harbor City Band wanted to confirm if the Council discount/waiver from the 2017/18 year had been applied to invoices.</td>
<td>Completed Nil Outstanding</td>
</tr>
<tr>
<td>12/02/2019</td>
<td>RCM72019</td>
<td>Council to send a letter to hirers in regards to recovery of costs for retrieval of balls and securing of the building</td>
<td>Completed</td>
</tr>
<tr>
<td>12/02/2019</td>
<td>RCM82019</td>
<td>Council to investigate the feasibility of installing a full net system in the stadiums</td>
<td>Completed Included at item 4.1</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

Group Manager Governance and Finance - Kellie Knight-Stacey
7. GENERAL BUSINESS

7.1 Terms of Reference and Membership

Committee  Recreation Centre Management
Meeting Held  14/05/2019
From  Kellie Knight-Stacey
File Reference  GOV9.14.026

RECOMMENDATION

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.

INFORMATION

At the ordinary Council meeting held on the 26 November 2018, Councilor Nicholas Hayles was appointed the Chair and Councilor Brayden Mann was appointed as Deputy Chair for the Recreation Centre Management Committee (OC6882018). The Committee Membership within the Terms of Reference was updated to reflect these appointments.

The Terms of Reference is due for review as well as the appointment of Committee Members. The Terms of Reference is provided at Attachment A and requires:

Regular User Group representation

- Up to one (1) representative and one (1) proxy from each user group with regular bookings (subject to acceptance of annual invitation).

Administration will undertake a review of the Terms of Reference for provision to the next Committee meeting. Members are invited to provide comment for inclusion in the review out of session.

A letter will be sent to each user group requesting the provision of representatives so that the membership can be updated.

RISK ASSESSMENT

There is no risk associated with receiving this report and reviewing the membership under the Terms of Reference.
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.

CONSULTATION

Nil.
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).

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 wilful 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 (eg 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 2008, 18 October 2010, 29 November 2010, 28 March 2011, 26 September 2011, 29

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
## SCHEDULE 1
Recreation Centre Management Committee
Committee Membership

<table>
<thead>
<tr>
<th>Member</th>
<th>Representative</th>
<th>Appointed</th>
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<td>Cr Brayden Mann</td>
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<tr>
<td>Victor Harbor City Band</td>
<td>Laura McLeod</td>
<td></td>
<td>Nov 18</td>
</tr>
<tr>
<td></td>
<td>Alan Field (Proxy)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Victor Harbor Youth Club</td>
<td>Dan Aubin</td>
<td></td>
<td>Nov 18</td>
</tr>
<tr>
<td></td>
<td>Michelle Jackson (Proxy)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Victor Harbor High School</td>
<td>Kate Burdett</td>
<td></td>
<td>Nov 18</td>
</tr>
<tr>
<td></td>
<td>JJ Geelen (Proxy)</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Jody Peterson (Proxy)</td>
<td></td>
<td></td>
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<td></td>
<td>Kathy Coccetti (Proxy)</td>
<td></td>
<td></td>
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<tr>
<td>Great Southern Amateur Basketball Association</td>
<td>Fiona Haynes</td>
<td></td>
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<tr>
<td></td>
<td>Dennis Earl (Proxy)</td>
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</tr>
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<td>Victor Harbor Volleyball Association Inc</td>
<td>Ken Puckridge</td>
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<tr>
<td>Deputy Chairperson</td>
<td>Cr Brayden Mann</td>
</tr>
</tbody>
</table>
7.2 General Business

Committee Recreation Centre Management
Meeting Held 14/05/2019
From Kellie Knight-Stacey
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:

Chair Storage
A request from the Victor Harbor High School (VHHS) has been received in regards to chair storage with a number of options provided. This request, and the options therein, have been considered but unfortunately the City of Victor Harbor does not have any available storage for the VHHS chairs. A copy of the request is provided at Attachment A.

Defibrillator
Council has received a request from the Great Southern Basketball Association (GSBA) for the installation of a defibrillator in the Recreation Centre. Costs associated with the equipment is approximately $2,000. Council’s STARClub Officer, has advised the Club that there is an opportunity to apply for grant funding for the equipment and this is currently under investigation. The request can also be considered during the finalisation of the 2019/20 budget preparation should a grant be unavailable. A copy of the request is provided at Attachment B.

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
Hi Laura,

Would you mind adding this on the next Recreation Centre Management Group Agenda please;

Head of Senior School and Physical Education, Paul Loughhead, needs the space, in the ‘boxing room’. A large amount of space is currently being taken up by 150 light blue chairs, owned by VHHS. We have nowhere to store these chairs. I propose that we could to the following:

- Offer ownership of 100 VHHS light blue chairs to the CVH
- Replace the CVH RC light blue chairs with 50 VHHS Light Blue Chairs out of the Music Room. These 50 Light Blue Chairs will remain the property of VHHS.
- CVH RC stores all light blue chairs in their storage space (100 VHHS [from Boxing Room] + 50 RC [from Music Room])
- VHHS has full use of 150 chairs for assemblies and for functions when required (using only their VHHS chair trolleys if there is an issue using the CVH chair trolleys)

Thanks JJ

JJ Geelen
Facilities & Physical Resources Manager
Victor Harbor High School
3 George Main Rd
Victor Harbor SA 5211

Tel: (08) 8551 1900 Fax: (08) 8551 1965
Mobile 0407 719 338
Jacobus.Geelen649@schools.sa.edu.au
GREAT SOUTHERN BASKETBALL ASSOCIATION

TO: CITY OF VICTOR HARBOR
DATE: 12.02.2019
RE: VICTOR HARBOR RECREATION CENTRE

Dear Victoria, Brian and Jeremy,

We have discussed at GSABA Management that with so many multiple users and the number of people that go into the Victor Harbor Recreation Centre there is a need for a defibrillator. We welcome discussion with you on this subject.

Yours sincerely

DKEarl

Dennis Earl - Business Administrator (GSABA Committee)
8. RECURRING REPORTS

8.1 Hire and Bookings Report

Committee: Recreation Centre Management

Meeting Held: 14/05/2019

From: Kellie Knight-Stacey


RECOMMENDATION

That the Hire and Bookings Report be received.

INFORMATION

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

Over the next three months, bookings are in place for local basketball training on both courts. The Inman Room has been booked for Election on 18 May, 2019 and for a Blue Light Disco run by SAPOL on 12 July, 2019.

Greenlight Basketball Club have advised that they will not be continuing their Basketball Academy in Victor Harbor and so will not require further court hire.

Regular emails are being sent to basketball and netball clubs promoting the space for hire and the Centre is advertised in the Local Community Guide.

A budget request for new signage to promote the venue was included in the draft 2019/20 budget but was not supported by Council at this time.

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

Facilities Support Officer – Lea Williams
8.2 Recreation Centre Maintenance Report

Committee  Recreation Centre Management
Meeting Held  14/05/2019
From  Kellie Knight-Stacey
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.

A focus on preventative maintenance this year has resulted in a reduction of reactive maintenance works that have the potential to disrupt facility users. Routine maintenance for Air Conditioning Units and Fire Protection equipment is scheduled.

Works required on the stadium lighting need to be further investigated and fully costed for presentation to Council.

Planned maintenance over the next few months includes:

- Repairs to damage in Stadium 2 caused by a Victor Harbor High School student punching a hole in the wall. Costs for the repair will be recovered from the High School.
- Concrete path and verandah at entrance to the Victor Harbor Youth Club Room is dependent on budget funds being available. This is currently being investigated with a budget review due to be presented to Council later this month.

The following budget bids for 2019/20 were presented to Council for consideration:

1. Curtain Replacement in the Hindmarsh Room
2. Replacement of the Gym Roller Door
3. Replacement of front fence
4. Road frontage signage for advertising & venue promotion

Items 1 and 2 have been supported by Council for inclusion in the budget for Public Consultation. Items 3 and 4 were not supported at this time.
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

Building Facility Officer – Graeme Eatts

Facilities Support Officer – Lea Williams
8.3 WHS Report

Committee           Recreation Centre Management
Meeting Held       14/05/2019
From               Kellie Knight-Stacey
File Reference     GOV9.14.026

RECOMMENDATION

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.

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. In summary:

- **Victor Harbor Youth Club**
  The change in management of the Club has resulted in an improved levels of WHS compliance. Outstanding items relate to testing & tagging of electrical items, removal of the cable in Stadium 1 and repairs to the gym mat.

- **Victor Harbor High School**
  Outstanding items include clearing of hazards within the teacher’s office off Stadium 1, uncovered fluorescent lights, load rating of shelving in the Hindmarsh Room and removal of trip hazards in the storeroom.

- **City of Victor Harbor**
  Review of Emergency Evacuation signage is currently underway. Outstanding items include uncovered lights and temperature of hot water.

Outstanding issues as per the December 2018 Worksite Inspection Report are to be programmed for completion by 30 June 2019. Council staff will continue to work with hirers to provide appropriate solutions and ensure compliance. A letter detailing the outstanding issues will be sent to the responsible parties.
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 Facility Officer – Graeme Eatts

Facilities Support Officer – Lea Williams
<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 ONGOING</td>
</tr>
<tr>
<td>CLUB Gym Room</td>
<td>installation of shelving and/or hooks for safe, orderly storage is still possible.</td>
<td>Electrically test and tag or remove from use.</td>
</tr>
<tr>
<td>Stadium one</td>
<td>Cable easily reached foreseeable risk of injury from skyfarking. No changes to this, no incidents</td>
<td>Risk and hazard ongoing. No change (Previously reported)</td>
</tr>
<tr>
<td></td>
<td>reported however.</td>
<td>-----------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>COUNCIL</td>
<td>Uncovered lights in area likely to be subjected to horseplay or have baskets and balls break</td>
<td>Cover lights to reduce risk of injury to persons if the lights are broken and fell.</td>
</tr>
<tr>
<td>Passageway</td>
<td>Temperature of the hot water in these toilets is extremely hot, it may be</td>
<td>Reduce temperature of hot water supply as it is reasonably foreseeable</td>
</tr>
<tr>
<td>M/F toilets</td>
<td>prudent to consider reducing the temperature of the hot water.</td>
<td>that a person /child could be exposed to very hot water.</td>
</tr>
<tr>
<td>VHHS</td>
<td>Untidy with trip hazards and lack of clear, safe egress.</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 are aware of the risk.</td>
</tr>
<tr>
<td>Teachers office</td>
<td>Uncovered flue and lights in this area also with high likelihood of being</td>
<td>Identify / install appropriate storage equipment for the net or consider horizontal storage at optimal height.</td>
</tr>
<tr>
<td></td>
<td>impacted and broken at some time.</td>
<td>-----------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>All school areas</td>
<td>None of the shelving is load rated</td>
<td>-----------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Stadium/Store</td>
<td>Large, tangled net on floor of room, creates trip and fall risk</td>
<td>-----------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
- 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.

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.

Marie Hogg
WHS & Risk Management Officer
18/12/18
8.4 **Finance Report as at 31 March 2019**

**Committee**  
Recreation Centre Management

**Meeting Held**  
14/05/2019

**From**  
Stephanie Juhas

**File Reference**  
GOV9.14.026

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**RECOMMENDATION**

That the Recreation Centre Management Committee receive and note the Finance Report as at 31 March 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 are on track with 73% of the budget committed as at 31 March 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 31 March 2019.

No additional funds are required.

**CONSULTATION**

Nil.
## City of Victor Harbor
### Recreation Centre Activity
#### Account Details
For Period Ending March 2019

<table>
<thead>
<tr>
<th></th>
<th>Original Budget</th>
<th>Current Budget</th>
<th>Committed Costs (Actuals+PO)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recreation Centre</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0592030. REC CTR PLANT EQUIP CAPITAL</td>
<td>2,000</td>
<td>3,500</td>
<td>0</td>
</tr>
<tr>
<td>0592060. REC CTR SALES/RECOVERIES</td>
<td>(36,000)</td>
<td>(36,000)</td>
<td>(26,720)</td>
</tr>
<tr>
<td>0592070. REC CTR HIRE INCOME</td>
<td>(64,600)</td>
<td>(64,600)</td>
<td>(52,345)</td>
</tr>
<tr>
<td>0592080. REC CTR OTHER INCOME</td>
<td>(2,000)</td>
<td>(2,000)</td>
<td>(182)</td>
</tr>
<tr>
<td>0593020. REC CTR ADMINISTRATION</td>
<td>11,700</td>
<td>9,000</td>
<td>6,267</td>
</tr>
<tr>
<td>0593040. REC CTR SERVICES</td>
<td>94,700</td>
<td>94,600</td>
<td>69,404</td>
</tr>
<tr>
<td>0593050. REC CTR ASSET MAINTENANCE</td>
<td>25,600</td>
<td>21,600</td>
<td>19,603</td>
</tr>
<tr>
<td>0593080. REC CTR OTHER EXPENSES</td>
<td>1,500</td>
<td>1,100</td>
<td>956</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>10,582</td>
</tr>
<tr>
<td><strong>Recreation Centre Total</strong></td>
<td><strong>187,100</strong></td>
<td><strong>177,200</strong></td>
<td><strong>128,944</strong></td>
</tr>
</tbody>
</table>

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Date Printed: 06/05/2019 Page 1 of 1 User Name: SJUHAS
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