

Shoalhaven Sports Board

Meeting Date: Wednesday, 06 September, 2017
Location: Jervis Bay Rooms, City Administrative Centre, Bridge Road, Nowra
Time: 5:00pm

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Agenda

1. **Apologies**
2. **Confirmation of Minutes**
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3. **Declarations of Interest**
4. **Presentations**
 - SB17.16 Briefing - Fees and Charges Review
5. **Reports**
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6. **General Business**

Membership

Mr David Goodman – Chairperson

All Councillors

Mr Russ Pigg or nominee

Mr Andrew Johnstone

Mr Syd Weller

Mr Roger Walker

Ms Elaine Caswell

Mr Tony Hardman

Ms Elizabeth Tooley

Ms Lisa Kennedy

Mr Phil Newlyn

Mr Keith Wallace

Quorum – Seven (7)

Purpose

The Shoalhaven Sports Board (Board) is to provide advocacy for the sporting community on policy, direction and strategic planning related to Council's objectives. To achieve this policy and strategic objective, the Board will be strategic in nature and focus on appointments to achieve this outcome.

Role

- Represent the whole Shoalhaven Sporting Community (all sports)
- Provide ongoing, high level policy and planning advice to Council.
- Make recommendations to the Council on all relevant business presented before it
- Advocate and maintain specific sports related portfolios.
- Advocate and promote Board recommendations.

MINUTES OF THE SHOALHAVEN SPORTS BOARD

Meeting Date: Wednesday, 7 June 2017
Location: Jervis Bay Rooms, City Administrative Centre, Bridge Road, Nowra
Time: 5:00pm

The following members were present:

Mr David Goodman - Chairperson
Clr Nina Cheyne
Clr Bob Proudfoot
Mr Andrew Johnstone
Ms Lisa Kennedy
Mr Syd Weller
Mr Roger Walker
Mr Tony Hardman
Mrs Elizabeth Tooley
Mr Phil Newlyn
Mrs Jane Lewis - Recreation Community & Culture Manager

Apologies / Leave of Absence

Apologies were received from Clr Pakes, Keith Wallace, Clr Kitchener, Clr Findley,

Confirmation of the Minutes

Recommendation

That the Minutes of the Shoalhaven Sports Board held on Wednesday 08 March 2017 be confirmed.

RESOLVED (Roger Walker / Andrew Johnstone)

That the Minutes of the Shoalhaven Sports Board held on Wednesday 08 March 2017 be confirmed.

CARRIED

It was noted that in SB17.5 that 3 quotes are required for anything over \$5,000 and that 3 Quotes most likely wouldn't be possible. Can there be a review that can override if quotes are not available?

Staff responded and advised that there is already a plan in place which gives staff the ability to advise on this if 3 quotes are not available. These can be dealt with on a case by case basis, the application can contact relevant council staff for advice.

PRESENTATIONS

**SB17.9 Proposed Pump Track in Jerry Bailey Oval -
Presentation by Shoalhaven Heads Forum Pump Track
Committee**

**HPERM Ref:
D17/88428**

Recommendation

Robyn Flack (President of the Shoalhaven Heads Community Forum) provided a presentation in relation to the proposed Heads Pump Track.

Note: This project is community driven. There is no identified demand/need for the facility, it is not identified in the Community Infrastructure Strategic Plan. There is no funding available from Council for capital/construction cost or for ongoing operational and maintenance costs.

RESOLVED (Roger Walker / Andrew Johnstone)

That the Shoalhaven Sports Board support in principal the proposed Heads Pump Track and looks forward to seeing this project go ahead.

CARRIED

REPORTS

SB17.10 Shoalhaven Sports Board - Current Projects Update

**HPERM Ref:
D17/120745**

A Brief update was provided on the following matters from the report:

The Indoor Sports Centre at Bomaderry, when will it commence? – Susan advised mid 2017, the contractors are advising the residents and dependant on weather

Community and Sporting Complex at Bomaderry – croquet will be relocated to Artie Smith Oval, this isn't funded at this stage.

Draft Bay and Basin Community Hub, going to Council with submissions to endorse the masterplan

Equestrian Centre, works almost complete, the grass needs to grow and will be ready in March 2018,

South Nowra soccer fields amenities, should be scheduled to be completed in August 2017 weather dependent

Ulladulla Sports Park –report going to Council in the future options for the old sewerage treatment plant, proposals include an extension of the sports park or industrial land

Fees and charges review – nearing completion, the timeline has changed as to not confuse with Council's overall budget process,

Site visits – this is on hold, the staff provided location of sites – Berry completed but not much to see and Bomaderry there isn't any progress to see at the moment

NSW Health – making healthy normal campaign– it is a NSW State Government initiative, will provide stickers to go on the footpaths, Council just has to install and maintain the stickers.

David Goodman – What is happening Thurgate Oval – Council Community infrastructure Strategic plan identifies this site not for sports fields but another passive recreation. David Goodman – What is happening with Callala Bay sporting fields – it has been identified that until further development takes place in Callala towards Forest Road there is no available land.

Recommendation (Item to be determined under delegated authority)

That the report of the General Manager (Finance, Corporate & Community Services) which provides an update on current projects under development by Council be received for information.

RESOLVED (David Goodman / Roger Walker)

That the report regarding Shoalhaven Sports Board - Current Projects Update be received for information.

CARRIED

SB17.11 Policy Review - Elite Athlete Support Program

**HPERM Ref:
D17/104114**

Adopting within 12 months of new Council with minor changes.

Recommendation

That Council adopt the amended Recreation Community & Culture - Elite Athlete Support Program Policy POL16/182 as indicated in the report.

Recommendation (Lisa Kennedy / Elizabeth Tooley)

That:

1. Council adopt the Elite Athlete Support Program Policy POL16/182
2. This policy be workshoped with the members (Lisa Kennedy and Elizabeth Tooley) in conjunction with the Aquatics Manager and reported back at a future Board Meeting.

CARRIED

SB17.12 Shoalhaven Sports Board - Planning Workshop

**HPERM Ref:
D17/152859**

Susan, thanked the 3 members and 2 Councillors that attended

Recommendation (Item to be determined under delegated authority)

That the Sports Board

1. Continue to address actions from the Community Infrastructure Strategic Plan that are relevant to the Sports Board as identified in the attached document
2. To approve the circulation of the members contact details list to all Sports Board members

Clr Cheyne left the meeting at 6.13pm

RESOLVED (Phil Newlyn / Tony Hardman)

That:

1. Continue to address actions from the Community Infrastructure Strategic Plan that are relevant to the Sports Board as identified in the attached document to develop a Sports Board Strategic Plan.
2. The Shoalhaven Sport Board Members are happy to have their emails and phone numbers

distributed between members.

3. Set a date to hold a workshop in relation to the Community Infrastructure Strategic Plan and develop a Sports Board Strategic Plan on a Wednesday at 4.00pm with a minimum of 5 community members (Wednesday 28 June 2017)

CARRIED

SB17.13 DRAFT Healthy Living Policy

**HPERM Ref:
D17/155581**

Recommendation

That Council adopt the Healthy Living Policy.

Recommendation (Andrew Johnstone / Roger Walker)

That:

1. Council adopt the Healthy Living Policy.
2. The Sports Board will continue to monitor and review the policy.

CARRIED

GENERAL BUSINESS

SB17.15 Additional Item: Illawarra Academy - Motorsport Complex - Sussex Inlet Horse Club

Illawarra Academy - talented programs and nominations, does the Sports Board attend to promote and get Associations to come into the Academy? Board members to approach the schools and talk to the Sporting Staff.

Roger Walker – DA for the Motorsport Complex and been withdrawn, the Grant has been withdrawn. The group is looking at a new area.

Sussex Inlet Horse Club may have a location.

There being no further business, the meeting concluded, the time being 7.00pm.

Mr David Goodman
CHAIRPERSON

SB17.17 Community Infrastructure Guidelines

HPERM Ref: D17/132948

Group: Finance Corporate & Community Services Group
Section: Recreation Community & Culture

Attachments: 1. Community Infrastructure Guidelines (under separate cover) [↗](#)

Purpose / Summary

To inform the Sports Board of the Community Infrastructure Guidelines and for Board members to advocate these to their Clubs and Sports Network as a potential means of delivering and funding projects.

Recommendation (Item to be determined under delegated authority)

That the Shoalhaven Sports Board receive the Community Infrastructure Guidelines for information.

Options

1. Adopt the recommendation

Implications: This will update the Sports Board on the status of Community Infrastructure Guidelines that are being implementing and highlight opportunities for collaborations between Council and community organisations for the delivery of community infrastructure.

2. Not adopt the recommendation

Implications: This may prevent promotion of these guidelines and missed opportunities for collaborations between Council and community organisations for the delivery of community infrastructure.

Background

The Community Infrastructure Guidelines are designed to encourage and define 'in kind' contributions from community groups for capital projects. In doing this, the Guidelines define the extent to which community driven infrastructure projects may be funded by Council, and the roles of other partners contribution to the project (i.e. Community, other levels of government) The Guidelines are shown in Attachment 1.

A Councillor briefing was held on the 18 July 2017 and a video was presented to the briefing outlining the process for community to access the grant monies. Minor changes have been made to the guidelines in line with Councillors comments.

Community Engagement

Community engagement and feedback will be encouraged though implementing the Guidelines and where appropriate the Guidelines will be updated and improved with this feedback. Members of the Sports Board play an important role in connecting with sports

and other community organisations to promote these and advocate these as a potential means of delivering and funding projects.

Policy Implications

There are no policy implications for the implementation of the Guidelines which are designed to complement existing Council policies such as the Sports Capital Works Partnership Program, skate parks and other similar policies which encourage in kind contributions from community groups for capital works projects.

Financial Implications

There are no foreseen financial implications of the implementation of these Guidelines which value add to Councils capital works program and/or encourages delivery of external grant funded projects.

Risk Implications

There are no immediate foreseen risk implications with community groups undertaking relevant capital works projects which are covered by Councils blanket volunteer insurance coverage,.

SB17.18 Sports Capital Works Partnership Program - Funding

HPERM Ref: D17/226385

Group: Finance Corporate & Community Services Group
Section: Recreation Community & Culture

- Attachments:**
1. Extend Amenities Building - Callala Sports Oval (under separate cover) [⇨](#)
 2. Install Subsurface Drainage - Field 1 - St Georges Basin Sporting Field - St Georges Basin Football Club (under separate cover) [⇨](#)
 3. Wicket Soil for Pitches - Hayden Drexel Oval Worrigeer - Shoalhaven District Cricket Association (under separate cover) [⇨](#)
 4. Install Subsoil Drainage - Fields 2 & 3 - South Nowra Football Grounds - Shoalhaven District Football Association (under separate cover) [⇨](#)
 5. Install Subsurface Drainage - Field 3 - Lyrebird Sports Park - Shoalhaven United Football Club (under separate cover) [⇨](#)
 6. Construct Storage Shed - Bomaderry Football Club (under separate cover) [⇨](#)
 7. Establish New Archery Facility - Bernie Regan Sportground Shoalhaven City Archers Inc (under separate cover) [⇨](#)
 8. Install Subsurface Drainage - Vincentia Sportsfield - Bay & Basin Bombers JAFC (under separate cover) [⇨](#)

Purpose / Summary

To advise the Sportsboard of the funding applications for the Sports Capital Works Partnership Program (SCWPP) 2017/2018 and to seek Council approval for allocating funding to the recommended applications

Recommendation

That Council support the Sports Capital Works Partnership Program Funding – 2017/2018 to be approved for

1. Callala District Soccer Club – Extend amenities building, \$26,700.34
2. Shoalhaven District Cricket Association – Supply wicket soil - \$3,879.34
3. Shoalhaven District Football Association – Install subsurface drainage Fields 2&3 - \$50,000.00
4. Shoalhaven United Football Club – Install subsurface drainage Field 3 - \$27,964.00
5. Bomaderry Football Club – Construct new storage shed - \$11,449.45
6. Shoalhaven City Archers – Establish Archery Club new site - \$15,328.50
7. Bay & Basin Bombers JAFC – Install subsurface drainage - \$26,796.50.
8. Based on Shoalhaven District Football Associations Project priority listed in the applications - consider St Georges Basin Football Club – Install subsurface drainage Field 1 - \$29,216.00 application for funds in the 2018/2019 budget
9. Allocate 2017/2018 surplus of \$18,291.97 to Minor Improvements Active Recreation budget for installation of Illuminators (Sportsfield Lighting – Remote Controls)

Options

1. As recommended

Implications: This will allow the SCWPP funds to be allocated and the projects to proceed.

2. Provide an alternative recommendation which provides staff direction

Implications: Unknown until advice received – this will delay the SCWPP program and may result in funding not being spent.

Background

The purpose of the Sports Capital Works Partnership Program (SCWPP) is to assist Shoalhaven sporting groups to undertake new works or improvements to existing fixed assets at sporting facilities on Council managed land. It is not for maintenance activities.

As per the Sports Capital Works Partnership Program POL16/219, applications for funding occur annually. Information was sent to all sporting clubs on Council's database advising clubs of the scheme and requesting that clubs make an application prior to 30 June 2017.

Eight applications for funding were received with a total fund request of **\$191,334.03** and the total available from Council this financial year is **\$180,410.00**. The recommendations are to deliver all the conforming projects except one, and this is recommended to be funded next financial year.

Table 1 – Summary of Conforming Applications

Club	Ground	Project	Est cost without in kind labour	Funds Requested	Club Contribution	Fund Considered
Callala District Soccer Club	Callala Bay Sportsfield	Extend amenities building	\$40,050.34	\$26,700.24	13,350.10	Yes
Shoalhaven District Cricket Association	Wickets Citywide	Top up all soil Wickets	\$5,819.00	\$3,879.34	\$1,939.66	Yes
Shoalhaven District Football Association	South Nowra Football grounds	Install subsurface drainage fields 2&3	\$77,137.50	\$50,000.00	\$27,137.50	Yes
Shoalhaven United Football Club	Lyrebird Sports Park	Install subsurface drainage field 3	\$44,346.00	\$27,964.00	\$13,902.00	Yes
Bomaderry Soccer Club	Bomaderry Oval	Construct Storage Shed	\$31,449.45	\$11,449.45	\$20,000.00	Yes
Shoalhaven City Archers	Bernie Regan Sportsfield	Establish Archery Club New Site	\$22,328.50	\$15,328.50	\$7,000.00	Yes
Bay & Basin Bombers JAFC	Vincentia Oval	Install subsurface drainage	\$98,257.50	\$26,796.50	\$77,500.00	Yes

Club	Ground	Project	Est cost without in kind labour	Funds Requested	Club Contribution	Fund Considered
St Georges Basin Football Club	St Georges Basin Sportsfield	Sub surface drainage Field 1	\$43,824.00	\$29,216.00	\$14,608.00	Yes
Total			\$369,251.29	\$191,334.03	\$175,437.26	

Table 2 - Projects deferred for funding due to budget capacity

Club	Ground	Project	Est cost without in kind labour	Funds Requested	Club Contribution	Fund Considered
St Georges Basin Football Club	St Georges Basin Sportsfield	Sub surface drainage Field 1	\$43,824.00	\$29,216.00	\$14,608.00	Yes

Table 3 - Assessment of projects recommended for Funding Consideration

Club Project	Compliance with strategic and other plans of council – 50%	Value of additional in-kind labour to contribute – 15%	Percentage of funding club is contributing – 10%	The apparent “readiness” of the project to proceed – 15%	Benefit to other users of the reserve – 10%	TOTAL %
Callala Soccer Club – Extend Amenities Building	50%	15%	10%	15%	10%	100%
Shoalhaven District Cricket Association – Top Dress Mud Wickets	25%	15%	10%	15%	10%	85%
Shoalhaven District Football Association – Install Sub Surface Drainage – Fields 2 & 3	25%	15%	10%	15%	10%	85%
Shoalhaven United Football Club – Install Sub Surface Drainage - Field 3	25%	15%	10%	15%	10%	85%

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Club Project	Compliance with strategic and other plans of council – 50%	Value of additional in-kind labour to contribute – 15%	Percentage of funding club is contributing – 10%	The apparent “readiness” of the project to proceed – 15%	Benefit to other users of the reserve – 10%	TOTAL %
Bomaderry Soccer Club – Construct new storage shed	50%	15%	10%	15%	10%	100%
Shoalhaven City Archers – Establish Archery Club – Bernie Regan Oval	50%	15%	10%	15%	0%	90%
Bay & Basin Junior AFC - Install sub surface drainage	50%	15%	10%	15%	10%	100%
St Georges Basin Football Club – Install Sub surface drainage – Field 1	25%	15%	10%	15%	10%	75%

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Community Engagement

Shoalhaven City Archers are currently undertaking community consultation regarding establishing the Archery facility at Bernie Regan Oval.

Policy Implications

All applications comply with the policy.

Financial Implications

The current budget is **\$180,410.00**. Current applications total **\$191,334.03**. Funding shortfall of **\$10,924.03** As per recommendation seven (7) projects funded this year total **\$162,118.03** leaving a balance of **\$18,291.97**

It is proposed that the balance of \$18,291.97 be transferred to the Minor Improvements Active Recreation budget to be put towards the installation of Illuminators (Sportsfield Lighting – Remote Controls) for floodlighting.

Risk Implications

Shoalhaven City Archers risk assessment has been approved by Council's Works Health and Safety Risk Unit, on advice from State Wide Mutual.

SB17.19 Shoalhaven Sports Board - Current Projects Update

HPERM Ref: D17/262716

Group: Finance Corporate & Community Services Group
Section: Recreation Community & Culture

Purpose / Summary

To provide a brief project update to the Sports Board on current projects under development by Council

Recommendation (Item to be determined under delegated authority)

That the report be received for information

Options

1. Adopt the recommendation and Council staff continue progressing current projects under development

Implications: This will enable staff to continue progressing projects as discussed in the report.

2. Not adopt the recommendation and provide an alternative resolution with direction for staff.

Implications: Unknown until Board identify alternatives

Background

The following is a brief project update of current projects under development.

Shoalhaven Indoor Sporting Centre (File 30436E)

Site establishment mid-June – safety and environmental measures implemented. 800m temporary construction fence, site office, amenities.

Ceremonial sod turning 27 July 2017. Late July hydraulic/plumbing works commenced. Civil works (excavation, bulk earthworks) commenced early August and continuing.

Traffic plan developed to manage site. Extensive consultation has been undertaken with the local high school, residents, and users to ensure safe movement around the site is being managed in accordance with Traffic and Pedestrian control plans.

Works progressing on program. Practical Completion date estimated as late 2018.

Bomaderry Nowra Regional Sporting & Community Hub Master Plan (File 52005E)

Council is working in consultation with the consultants to develop the plans and finalisation of stage 2 report.

Work towards stage one - the relocation of the croquet lawns is underway, a brief has been issued for the survey and design works.

Draft Bay & Basin Community Hub Master Plan (File 52153E)

The draft Bay & Basin Community Hub Master Plan was on exhibition from 24 March to 26 April 2017 ten (10) submission were received and a subcommittee was established in line with Council Minute. The subcommittee met on May 4 2017 and went through the submission. It was determined to put the draft master plan up to Council to be adopted in June Strategy and Assets meeting. At the June meeting Council determined to hold a briefing on the Hub prior to approval, this is scheduled for September.

Shoalhaven Equestrian Centre of Excellence (File 48794E)

Stage 1 of the construction of an equestrian facility provided on a 'like to like' basis is in progression the new site replacing the former facility where the land was acquired to facilitate the Berry Highway Bypass. Growth of grass is slow, and this remains in a maintenance period until end of 2017 with subcontractor Turfco.

A DAU was held with Council Development staff regarding progression of the remainder of the Equestrian Centre of Excellence, and we are awaiting the minutes from this meeting.

South Nowra Soccer Fields Replacement Amenities Building (File 38429E)

Roofing should be completed over the next week or so, which will allow internal fit-outs to begin. The work schedule was delayed when additional subsoil works were required. Expected completion date is now end September 2017.

Options for the Ulladulla Future Park Site (adjacent to Ulladulla Sports Park) (File 1783E)

Council has now resolved that the old sewerage treatment plant site will be designated industrial land.

Fees & Charges review (File 52027E)

The consultants report (LKS Quaero) has been completed. The recommendations were comprehensive but very complicated and would be expensive to implement, in terms of gathering expenditure and user data. Staff have considered and worked to simplify the pricing methodology. This will make implementation more practical and affordable. A Councillor Briefing and Sports Board member briefing will be scheduled.

Sports Board Strategic Plan

After initial meeting, staff collated the information gathered from the workshop and established a few key areas to work through to progress the strategic Plan, Unfortunately again the meeting needed to be cancelled due to lack of attendees.

It is proposed that the Sports Board work on the first key area being to develop a portfolio of who they are, and what they do. This should be undertaken by the Sports Board as a matter of priority.

Croquet Milton

Council have been working with the Milton Croquet club to find a new location for them. A report will be going up to Council in September 2017 to update them on the progress of this project.

NSW Health – Making Healthy Normal signage

Council has been working with NSW Health to deliver signage on our walking paths. The signage is provided free to Councils, Council will install and maintain them. The sign shows a walking/cyclist how far they have travelled.

A sample is provided below.



Council staff have installed the stickers at the following sites

- Nowra Bridge
- Bomaderry – Primary School to High School
- East Nowra –
- Culburra
- Greenwell Point
- Huskisson
- Vincentia
- Shoalhaven Heads

And the following areas should be finished by 1 September 2017 in time for spring.

- Sanctuary Point
- Sussex Inlet
- Mollymook
- Milton
- Ulladulla
- Burrill Lake
- Bawley Point
- Kangaroo Valley

Brief Summary of Work Program Projects Being Undertaken or in Development FY 17/18 Development (in addition to above listed)

Project	Comment
Berry District Park	Move from master planning to detail design
Shoalhaven Community and Recreational Precinct	Delivery of indoor sports centre, detail design for croquet as stage 1
Dog Signage	New large friendly signs to go up at strategic location in villages
Vincentia Oval drainage	Scheduled this financial year
Nowra Gateway Park	Studies being undertaken regarding traffic and development of business plan
Bay and Basin Community Hub	Move to detail design once approved by Council.
Plans of Management	Council reviewing the Plans of Managements
Clifton Park Sanctuary Point	Development of Amenities building
Mollymook All Access Playground	Finalisation of the all-inclusive play space
Frogs Holla	Sewerage works
Learn to Ride	Completion of Learn to Ride at Thompson Street Sporting complex
Playground	Development of playground at Ray Abood Oval Cambewarra
Ulladulla Sports Park – netball	Resurface and development of two new courts – expected completion for commencement of Netball season March 2018
Berry Equestrian Grounds	Investigation regarding further development of the Equestrian Complex
New online bookings system	All public facilities – sportsgrounds, reserves, public halls Preferred contractor has been selected, contract is being negotiated. Possible go-live March 2018 Management Committees have been advised.
Culburra Cougars Amenities Building	Crown Land approval in principal in principal. No objection to the proposal proceeding from a Native Title or Aboriginal Land Claim perspective. Funding application for design/construct with Ann Sudmalis \$330K - waiting funding approval. Building estimate \$420K and Council cannot provide supplemental funding.
Added Area Flood lighting - Nowra Showground (unfunded)	Seeking quotes and consulting with show society on new design – funding not identified
Floodlighting Illuminators	Investigation of installation at sportsgrounds. Enables code activation of floodlights - accurate on-charging of costs. (currently installed at Vincentia Oval & Lyrebird Park) Quote received - \$3.7K per sportsground plus installation.
Compile user data - Club Registration Numbers	Work in progress. Online booking system will provide data
South Nowra Soccer (Ison Park) Fields Amenities Building	Roof being fixed, which will enable internal fitout to commence. Estimated completion mid Sept 2017

Tennis court audit	Assets Unit engaging project officer - management model and maintenance costs will be investigated for each court, as a priority (next year).
WHS manual roll out to management committees	New WHS manuals are being developed and a training roll-out will be scheduled early 2018.

Community Engagement

As required, community engagement will be undertaken for the various projects detailed in this report.