

## Shoalhaven Sports Board

**Meeting Date:** Wednesday, 28 March, 2018  
**Location:** Ulladulla Training Room, Ulladulla Council Administrative Centre, Deering St, Ulladulla  
**Time:** 5:00pm

**Please note:** Council's Code of Meeting Practice permits the electronic recording and broadcast of the proceedings of meetings of the Council which are open to the public. Your attendance at this meeting is taken as consent to the possibility that your image and/or voice may be recorded and broadcast to the public.

### Agenda

1. **Apologies**
2. **Confirmation of Minutes**
  - Shoalhaven Sports Board - 13 December 2017 ..... 1
3. **Declarations of Interest**
4. **Presentations**
  - SB18.1 West Street Oval and Facilities  
*Sam Driesen Club President and Chrissy Lakey Club Vice President would like to address the Committee in relation to West Street Oval and its facilities.*
5. **Reports**
  - SB18.2 Review of Councils Policies - Sportsgrounds Management and Grants Program .....5
  - SB18.3 Shoalhaven Sports Board - Current Projects Update .....20
6. **General Business**

For upcoming events please click the following link:  
<https://www.shoalhaven.com/events>

### **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, 13 December 2017  
**Location:** Jervis Bay Rooms, City Administrative Centre, Bridge Road, Nowra  
**Time:** 5:00pm

The following members were present:

Mr David Goodman - Chairperson  
Clr Patricia White  
Clr John Wells – arrived 5.09pm and left 6.24pm  
Clr Nina Cheyne – left 6.23pm  
Clr Bob Proudfoot – left 6.19pm  
Ms Elaine Caswell  
Mrs Elizabeth Tooley  
Ms Lisa Kennedy  
Mr Tony Hardman  
Mr Phil Newlyn  
Mr Syd Weller – arrived 5.19pm  
Ms Jane Lewis – Recreation Community and Culture Section Manager

Others Present

Susan Edwards – Social and Infrastructure Planning Manager

### Apologies / Leave of Absence

Mr Roger Walker, Mr Andrew Johnstone, Clr Gash and Clr Pakes.

### Confirmation of the Minutes

**RESOLVED** (Clr White / By consent)

That the Minutes of the Shoalhaven Sports Board held on Wednesday 06 September 2017 be confirmed.

CARRIED

### Declarations of Interest

Nil

## REPORTS

**SB17.21 Shoalhaven Sports Board - Current Projects Update****HPERM Ref:  
D17/401854**

The Shoalhaven Sports Board discussed the interior of the indoor sports centre. Staff have received advice from the Hon Ann Sudmalis MP to advise that Shoalhaven City Council has been successful towards gaining funding towards fit out, this is a competitive process and the funds are not guaranteed. The fit out was originally presumed to be the responsibility of the operator. However, Council has now recognised the need to fund fit out estimated at \$2.9mil.

Note: Clr Wells arrived, the time being 5.09pm.

The chair advised that the new amenities block at Ison Park was good, however, disabled showers not were included, also the players are protected in the rain but not to the ladies toilets. The Council was thanked for the project funds.

Note: Syd Weller arrived, the time being 5.19pm.

Discussion were held around the proposed \$500,000 for sports field upgrades. The Board discussed the best ways to consult and include the Shoalhaven Sports Board. Staff propose to contact all the sporting associations (the Shoalhaven Peak Bodies). There will also be a checklist developed Checklist to ensure everyone is consulted and as part of the email all clubs will be copied in, this will also ensure sports that do not have a peak body are not missed. It is intended to identify their top priorities of fields and potentially floodlighting, and workshop the information back collectively and collaboratively prior to rolling the program forward. The guidelines of what can be applied for will be communicated at time of consultation. This will only be available if the special rate variation (SRV) is approved by IPART and Council.

The current events table was discussed and the Board raised the following points:

- Callala Sports Park – The fields are underutilised
- SCaRP – Currently an economic consultant is undertaking an analysis and will be reported Council. Croquet will be dealt with separately and there is no funding, this will need to be a budget bid. This is not eligible for grant funding until a detailed design is created.
- In relation to the proposed archery – staff are currently trying to investigate another site, if this is not possible it will be back to the community on the Bernie Regan site. The Board suggested the Watersleigh site and perhaps arranging a partnership.
- The Shoalhaven Heads Pump Track is a community driven project. Council staff have received representation from some of the community they do not believe the consultation process was efficient. There is no Council proposal and no decision has been made.

**Recommendation (Item to be determined under delegated authority)**

That the report regarding Current Projects Update be received for information.

**RESOLVED** (Elaine Caswell / Phil Newlyn)

That the report regarding Current Projects Update be received for information.

CARRIED

**GENERAL BUSINESS****SB17.22 Additional Item - Asset Register - Budget Bids - Sports Ground Buildings**

It was advised that staff would liaise with Brad Davis regarding the sports grounds buildings on Councils asset register. The Shoalhaven Sports Board would like to know the age of the buildings, the current condition and how long these buildings have lasted. This information would be useful in identifying budget bids. It was noted that this is an operational process undertaken by Assets for all of Councils assets.

**SB17.23 Additional Item - Milton Ulladulla Rugby Football Club Expression of Interest - Regional Development Application**

The Shoalhaven Sports Board were advised that the Milton Ulladulla Rugby Football Club would be making a serious Expression of Interest in the Round 2 - Regional Development Applications (RDA) to replace their building. The Development Application has rolled over and the Club are in the process of getting costings updated. It is estimated to be approximately \$1.2Mil.

**SB17.24 Additional Item – Shoalhaven Sports Board – Role of Committee – Sports Tax**

The Shoalhaven Sports Board discussed the role that the Board play, and in particular, to the recent correspondence the Shoalhaven Sports Board communicated to the wider community in relation to the proposed sports tax. Staff advised that what was relayed to the community was incorrect information and the Board remains a Committee of Council and therefore bound by the Code of Conduct. The Committee members are entitled to an individual opinion and can submit an individual submission; however, if stating the views are representing the Shoalhaven Sports Board, the information must be approved by all Shoalhaven Sports Board members as a whole and agreed upon.

Clr White enquired whether all Policies requested at the Council meeting in relation to the sports tax will continue to be reviewed. Staff advised those only relating to the sports tax are now null and void. All others are corporate wide policies and will be reviewed and brought back to Council prior to being put on public exhibition.

The Sports Board continued to discuss the fees and charges reports that were reported to Council. Staff advised that some of the reports were already prewritten and the Shoalhaven Sports Board were included in the Councillor Briefing as a courtesy.

Note: Clr Proudfoot left the meeting, the time being 6.10pm.

**SB17.25 Additional Item – Illawarra Academy of Sport – Scholarships – 2018 – Strategic Plan**

Clr Wells advised that he is the Vice President of the Illawarra Academy of Sport. the academy has had 168 athletes inducted in 11 sports and provided 29 scholarships. The scholarships are aimed at 13 -18 year olds at a sub elite level, for one year (free access). This provides access to a health and fitness assessment, health (diet, nutrition & drugs) and sport (including match recovery) as well as further education on public speaking and handling the media.

The strategic plan for the future is to broaden the range of sports provided and include disadvantage groups, focused on the future structure and direction of sport at a national, state and regional level. Many major sports have developed their own academies and the Illawarra Academy of Sport is not in the business of competing with other academies. The next scholarships will be advertised mid-2018. The Academy has also developed online modules for those who would like to continue with their own coaching for the sports element but would like the access to the health and fitness assessment and health and additional information.

**SB17.26 Additional Item – Shoalhaven Sports Board – Additional Workshop Meeting – Strategic Plan**

The Shoalhaven Sports Board decided to revisit the strategic plan in the new year, and a Board Member only meeting be scheduled for Wednesday 21 February 2018 at 4.00pm to workshop the strategic plan. Susan Edwards will forward out the draft and Shoalhaven Arts Board's strategic plan for guidance.

Note: Clr Wells left the meeting, the time being 6.24pm.

**SB17.27 Additional Item – Competition Game – Destination Wollongong**

The Committee discussed an upcoming Rugby League competition game between the English super league side of Hull and Wigan being run through Destination Wollongong. It is intended to include coaching clinics at schools and the showground. Shannon Perry-Hall is chasing further information on this.

**SB17.28 Additional Item - Opening Ison Park - Community Engagement - Attendance**

Syd Weller advised that he attended the opening of Ison Park, however was disappointed in the level of attendance by Sports Board Members. The Committee discussed the need to promote sport within sport and foster engage better with the players and user groups.

Note: Clr Cheyne left the meeting, the time being 6.23pm.

**SB17.29 Additional Item - \$100 – Children Registered for Sports – Association – Funding Source**

The Shoalhaven Sports Board discussed the \$100 that children are entitled to once registered for a sport (which continues for 3 years). It was suggested that if a child elects to play a sport that is not affiliated with an association (complete with insurances) they would not be entitled to the money.

Elaine Caswell advised that she had received an email as part of the association for Pony Club requesting the association to pay \$3500, for the children to receive the \$100 it appears to be coming from the state level. Elaine enquired whether all sports would be paying the same. No other board members were aware of the email. It was decided that Elaine would forward the email to David Goodman as the chairperson and he would forward it out to all members for their information and follow up with the Hon Gareth Ward MP.

Note: The Committee was wished a Merry Christmas and a Happy New Year.

There being no further business, the meeting concluded, the time being 6.41pm.

Mr David Goodman  
CHAIRPERSON

## SB18.2 Review of Councils Policies - Sportsgrounds Management and Grants Program

**HPERM Ref:** D17/342122

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

**Attachments:** 1. Draft Sportsgrounds Management Policy [↓](#)  
2. Draft Sports Grants Program (Capital Works) Policy [↓](#)

### Purpose / Summary

Council is required to review all policy changes and the below Public Policies have been reviewed and are presented for adoption with the changes highlighted.

### Recommendation

That Council adopt:

1. The Sportsgrounds Management Policy with the changes highlighted.
2. The Sports Grants Program (Capital Works) Policy with the changes highlighted

### Options

1. Adopt the Policy changes as recommended.

Implications: Council staff will update the Policies and implement the changes in relation to management of Council's sportsgrounds, and the Capital Works Grants Program

2. Not adopt the recommendation and give further instruction to staff.

Implications: Any deviation from the changes recommended would require staff to redraft the policies and could result in ambiguity in terms of use of sportsgrounds, mis-alignment to the Community Infrastructure Strategic Plan 2017-2036 and lack of detail around the requirements for Capital Grant funding support.

### Background

POL17/15 – Sportsgrounds Management Policy

The purpose of the Sportsgrounds Management Policy is to provide guidance to staff and sportsgrounds users in terms of responsibilities and communication requirements.

This Policy has been reviewed with recommended changes to the responsibilities and maximisation of use of facilities, along with minor formatting and sequencing changes.

POL17/90 – Sports Capital Works Partnership Program

The purpose of this policy is to provide guidance in relation to grant funding in relation to capital works improvements on Council managed land, in conjunction with Shoalhaven sporting groups.

This Policy has been reviewed with recommended changes to:

- the naming of the Policy to make it clearer what the Policy relates to;
- ensure alignment to the Community Infrastructure Strategic Plan 2017-2036,
- seek further information from applicants in order to assist with council decision making and,
- include a summary of the Procurement guidelines, for clarity for sporting groups and for consistency with the current Procurement procedure.

### **Policy Implications**

No other policies are related to this matter and therefore there is no impact from these recommended changes.

### **Financial Implications**

The adoption of these Policies will ensure that Councils sportsgrounds are managed as optimally as possible and in line with Councils Strategic Plan and that Grant funding is prioritised based on financial information received from Sporting Groups. There is no impact on current budgets from these Policies changes.



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For more information contact the Finance Corporate & Community Services Group

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## Sportsgrounds Management Policy

**Policy Number:** POL17/15 • **Adopted:** 4/04/2017 • **Minute Number:** MIN17.245 • **File:** 5270E • **Produced By:** Finance Corporate & Community Services Group • **Review Date:** 1/12/2020

### 1. PURPOSE

To provide policy guidance for the management of Council's sportsgrounds network.

### 2. STATEMENT

In the context of this policy a sportsground is public open space which Council maintains for active recreational use (i.e. organised sports). A sportsground is not a natural area, park, beach streetscape etc.

### 3. PROVISIONS

#### 3.1. Sporting Group Communications

- Council will ~~receive~~ consider sports planning, policy and funding recommendations from Shoalhaven Sports Board.
- ~~Shoalhaven Sports Board~~ Council will receive planning, policy and funding recommendations from the one-relevant Sporting Association/Peak Body based in the Shoalhaven. Sporting Clubs are requested to forward planning, policy and funding requests to their Sporting Association/Peak Body. Where a Shoalhaven sports club has no Sporting Association/Peak Body based in the Shoalhaven, the Board will accept consider recommendations from the appropriate representative body for that sport.
- Sporting Individuals are requested to forward planning, policy and funding requests to their Sporting Club or Association/Peak Body.
- Sporting Associations/Peak Bodies are requested to assess sporting club planning, policy and funding requests prior to forwarding their recommendation to ~~Shoalhaven Sports Board~~ Council. These Associations/Peak Bodies are encouraged to formally meet at least once a year with relevant Council Officers to discuss current issues and development of their sport. Depending on the outcome of this meeting, Sporting Associations/Peak Bodies may be invited to present a report to the Shoalhaven Sports Board.
- ~~Sporting Clubs are requested to forward planning, policy and funding requests to their Sporting Association/Peak Body. Where a Shoalhaven sports club has no Sporting Association/Peak Body based in the Shoalhaven, the Board will consider recommendations from the appropriate representative body for that sport.~~

Shoalhaven City Council - Sportsgrounds Management Policy

- ~~Sporting Individuals are requested to forward planning, policy and funding requests to their Sporting Club or Association/Peak Body.~~
- Risk management issues associated with any sport played in or on a Council managed facility should be communicated immediately to Council. Fire exits and fire fighting equipment is maintained by Council according to legislation, please advise Council of any issues.
- Sporting Clubs are ~~required~~ requested to forward Seasonal Application for ground allocation to Council, and confirm acceptance of the application, ground allocation requirements with Council before use of a ground.
- General planning, policy, legislation, funding and specific Shoalhaven based sporting information will be communicated to Associations/Peak Bodies, Sporting Clubs and sporting individuals via the Shoalhaven Sports Board. However, in some circumstances this may involve written correspondence to relevant Associations/Peak Bodies, Sporting Clubs and sporting individuals directly from Council Staff.

**3.2. User Group Responsibilities**

- ~~Sportsground charges are applied as per Council's adopted Fees and Charges.~~
- User groups shall pay full costs associated with the lighting of sportsgrounds for the duration of their allocated use.
- User groups shall meet the cost of line marking (including the line marker/materials). Non-toxic line marking chalk/paint is to be used. Glyphosate (weed killer) is prohibited in line marking solution/preparation.
- User groups who use goal posts shall be responsible for the supply and maintenance of goal posts and seasonal removal and replacement. where required At a shared facilities, where posts are required to be removed or replaced mid-season (for example for an event), the event organiser will be responsible for the costs of removing and replacing the posts. All posts must conform to Council requirements and meet appropriate guidelines and standards for each sporting code.
- User groups shall be responsible for the maintenance and preparation of turf wickets. Synthetic wickets and bnets are maintained by Council.
- In general, user groups shall meet the costs of alterations/maintenance required for the purpose of their sport, eg. for off-season play at cricket fields, clubs are responsible for the costs of laying and spreading dirt/sand composite over cricket wickets before and after the season (Council will lay mats over the pitch prior to laying of the dirt to ensure protection of the wicket).
- User groups are responsible for cleaning amenity facilities (i.e. change rooms & canteen) after each use.
- Where a sportsground has a clubroom, the user group(s) is responsible for the cost associated with the maintenance of the interior of the building (i.e. cleaning, maintenance, utility accounts, general building improvements & pest control).

**3.3. Glass Bottle Free Sportsgrounds**

- Council prohibits the supply, sale and consumption of drinks in glass bottles or glass containers on Council managed sportsgrounds.

**3.4. Sportsground Closures**

*Shoalhaven City Council - Sportsgrounds Management Policy*

- During or following wet weather, a club/user group, which has been given a specific ground allocation, is responsible for determining the suitability of a sportsground for play/training and to advise its members/participants of a sportsground closure.
- During or following wet weather, Council will determine whether a sportsground should be declared closed for a casual booking.
- During prolonged and/or extreme weather, (i.e. drought or flood) Council will determine whether sportsgrounds are suitable for use and advise clubs/user groups if sportsgrounds are not available for use.
- During or following hot weather conditions a club/user group, which has been given a specific ground allocation, is responsible for determining if the ground and weather conditions are safe for play/training and advise its members/participants of a sportsground closure.
- Where a ground is controlled by a Management Committee, the Committee may determine the suitability of the ground for play.
- Where a club/user group has determined a ground to be fit for play and excessive damage is caused to the ground, the club will be responsible for reasonable costs for repair of the ground. The [Social and Infrastructure Planning Community and Recreation Unit](#) staff will determine if the damage is excessive.
- [Council reserves the right to close any ground.](#)

**3.5. Sportsground Perimeter Fencing**

- One fenced 'Feature' sportsground be provided in each of the Northern, Central and Southern areas of the City by Council where an entry fee can be collected, ~~and the accessible by all legitimate hirers is not affected.~~
- ~~"Feature" grounds must be made readily accessible by to all legitimate hirers, in an equitable manner.~~
- Perimeter fencing of other sportsgrounds may be permitted in consultation with Council and where public access to the facility is not significantly affected, and the fencing is provided by the Club.
- ~~"Feature" grounds must be readily accessible by all legitimate hirers.~~
- Showgrounds are excluded from this policy as perimeter fencing is needed to facilitate event usage.
- [Some sportsgrounds will be protected by way of locked fencing eg synthetic surfaces, however these facilities should still be available to the community by way of hire or social membership.](#)

**3.6. Smoke Free Act**

All sportsgrounds are non-smoking venues as outlined in the Smoke Free Environment Act 2000.

**[3.7 Filming / Drone Use](#)**

[To be in accordance with Council's Film and Video Production in Public Reserves and Public Places Policy.](#)

**[3.7. Priority of Use](#)**

*Shoalhaven City Council - Sportsgrounds Management Policy*

- Major events will have priority over regular events. If there are regular bookings for a fixture and a large event with significant community benefit wished to book the site, Council would negotiate with the sporting group will relocate to another ground, to free up the venue, if possible. (Sportsing Board recommendation Jan 2009)
- During season, grass cricket pitches will not be available for hire by user groups other than the 'home club', excepting in consultation with the home club.

**3.8. Maximising Facility Usage**

Many of Council's sporting facilities are used predominantly on weekends or in the evenings and most are currently sole purpose. Where sporting facilities experience downtime, it may be due to recovery time for fields to regenerate between use, or turnover of seasons, or renovations. Overuse of sportsgrounds may lead to significant repair costs if not managed correctly. Sporting fields during down time also provide an aesthetic outlook for the public or for schools, and for the public to use when required.

In line with Council's Community Infrastructure Strategic Plan 2017-2036, Council will focus on assisting clubs in upgrading facilities that provide for multiple sporting and recreation codes, shared social facilities and co-location of multi-purpose venues, with a focus on increasing membership facility usage.

The only new developments in relation to sporting venues For the purpose of to catering to the above requirements, and to meet future population and demographic/sporting needs, - new developments in relation to sporting venues will be undertaken only by consolidation or repurposing of facilities from other sites.

**4. IMPLEMENTATION**

The Finance, Corporate & Community Services Group will administer this policy.

**5. REVIEW**

To be reviewed within one year of the election of a new Council.

**6. APPLICATION OF ESD PRINCIPLES**

Natural Capital – Encourage the use of recycled materials and low energy alternatives in sportsground facility improvements. Examples are the use of REMS water, recyclable plastics and solar heating/lighting.

Social Integrity – Encourage community involvement in undertaking sportsground improvements

Ecological Integrity – Deter litter around and on sportsgrounds.



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For more information contact the Finance Corporate & Community Services Group

## **SPORTS CAPITAL WORKS PARTNERSHIP GRANTS PROGRAM** **(CAPITAL WORKS)**

**Policy Number:** ~~POL16/219~~POL17/90 • **Adopted:** 27/06/2006 • **Amended:** 18/12/2007, 28/04/2009, 21/12/2009, 18/05/2010, 21/05/2013, 28/03/2017 • **Minute Number:** MIN06.778, MIN07.1842, MIN09.509, MIN09.1789, MIN10.588, MIN13.532, MIN17.247 • **File:** 5270E • **Produced By:** Finance Corporate & Community Services Group • **Review Date:**

### **1. PURPOSE**

To define the ~~finding~~funding framework for sports groups to partner with Council to deliver capital works projects / improvements. The funding framework allows for design and delivery of new works, or improvements to existing capital fixed assets at sporting facilities on Council managed land.

### **2. STATEMENT**

#### **2.1. Who does the policy apply to?**

The Sports ~~Capital Works Partnership Grants~~ -Program is available to all Shoalhaven based sports groups that meet the provisions of this policy and wish to undertake design for new works or improvements to existing fixed assets on Council managed land.

#### **2.2. Council funding**

Council funding for this program is to be reviewed annually during the budget process.

Council's matching financial contribution for this program is available to eligible Shoalhaven based sporting groups on the basis of \$2.00 from Council for each \$1.00 contributed by sporting organisations. Eligible projects will require endorsement from the relevant sporting association.

The program also supports those Shoalhaven based sporting groups who wish to accumulate funds for strategic projects by carrying over Council's matching contribution to the next financial year. However, funds will only be carried over to match the amount collected by the sporting group for the nominated strategic project(s), which are agreed upon by the Shoalhaven Sports Board.

#### **2.3. Capital improvements**

Capital improvements to sporting facilities refer to the provision of new, or improvements to existing, capital fixed assets and should be in line with the Community Infrastructure Strategic Plan 2017-2036, and in accordance with the following criteria:

Shoalhaven City Council - Sports [Capital Works Partnership Grants](#) Program ([Capital Works](#))

- [Consolidation of assets](#)
- [Current legislation compliance](#)
- [Higher usage levels of fewer assets](#)
- [Multiple-use facilities](#)
- [Increased range of activities, services and programs being offered](#)
- [Increased participation, particularly by target groups \(eg children, aged, disabled, different cultural backgrounds etc\)](#)

Such improvements typically involve:

- Design costs for capital projects
- Lighting of sports fields
- Improvements to amenity blocks
- Spectator facilities
- In-ground drainage and/or irrigation
- Improved playing surfaces
- Car park and access road sealing
- Long cycle refurbishment of tennis courts

This does not include provision of machinery.

#### 2.4. Sports group involvement

The nature of this program allows Shoalhaven based sporting groups to determine their level of involvement and their preferred methods of collection of funds to partner Council in the improvement of facilities on Council managed land. Such methods could include direct levy of participants, fundraising, sponsorship or successful grant applications.

Council's Sports [grounds](#) Management Policy outlines the process for all communication [which](#) will take place between relevant Sporting Associations or Peak Bodies and Council.

#### 2.5. Criteria for prioritisation

- I. Compliance with strategic and other plans of council – 50%
- II. Value of additional in-kind labour to contribute – 15%
- III. Percentage of funding club is contributing – 10%
- IV. The apparent "readiness" of the project to proceed – 15%
- V. Benefit to other users of the [reserve-Council Managed Land](#) – 10%

### 3. PROVISIONS

The following provisions apply:

- 3.1. This Sports [Capital Works Partnership Grants](#) Program applies to all sports that occur on Council managed land.
- 3.2. Council's matching financial contribution is available for Shoalhaven sporting groups on the basis of \$2.00 from Council for each \$1.00 contributed by the applicant, with evidence of available funds at time of application.

Shoalhaven City Council - Sports [Capital Works Partnership Grants Program \(Capital Works\)](#)

3.3. Applications are invited in April each year and must be received by 30 June for the following financial year. The Applications will be considered by the Board at its first meeting after 1 July.

Applications must include the following:

- [A statement of community benefit](#)
- [Levels of participation](#)
- [An assessment, either by the local sporting group or by the peak bodies of the relevant sporting codes, of the future building and sport facility requirements within the City over the next 20 years](#)
- [Assessment of the club's financial capacity \(including audited financial statements for the preceding three years\)](#)
- [A five year forward Business Plan, including financial projections](#)
- [Site plans](#)

3.3. • ~~Quotes in line with Councils Purchasing Procedure~~ [for the planned work](#)

- 3.4. After 1 July the Shoalhaven Sports Board will consider the project priority ~~from~~ [for](#) the remaining funding pool ~~for project funding~~ based on ~~priority~~ need and the ability of the project to be delivered or part delivered in the relevant financial year. These priority projects will be reported to the Board for endorsement.
- 3.5. In-kind contributions may be used to value-add to projects but will not substitute for the cash contribution component.
- 3.6. Funds will not be carried over on a promise of raising matching funds in subsequent years and funds used to match previous Council contributions cannot be used to bid for funds in subsequent years.
- 3.7. Projects qualifying for the Program will be subject to a financial limit of \$50,000 in matching funds.
- 3.8. Where there is more than one application from a sporting code, the Association must indicate its priority. Associations should provide equal access for all clubs to Council's financial allocation. Where no Association / Peak Body exists, Council will liaise directly with the sporting club.
- 3.9. Council's funding commitment to this Program will be reviewed annually as part of Council's annual Management Plan/[Budget review](#).
- ~~3.10. Once funding is approved~~ [Contributory funds shall be paid to Council](#) by the Sporting Association / Peak Body (or affiliated Club) [prior to the project commencing or Council providing the overall project management/funding arrangements have been endorsed by the Sports Board and Council. Council will provide Purchase Orders as per the successful quotes.](#)
- ~~3.11-3.10.~~ All projects shall be overseen by a qualified / licensed operator approved by Council. This will require the qualified / licensed operator providing Council with relevant Work Health & Safety information and Safe Work Method Statements. Council has limited capacity to assist in project delivery and this may require the funds to recover relevant staffing costs. If Council is required to provide this service, it reserves the right to recoup its expenditure from the project allocation.
- ~~3.12-3.11.~~ After considering a staff report, the Board will recommend to Council the allocation of any unexpended funds for improvements to sports facilities.
- ~~3.13-3.12.~~ This policy does not apply to Management Committees, other than Committees administering tennis courts or sports with lease agreements with payments contributing to a capital improvement 'sinking' funds or swimming clubs, Surf Life Saving Clubs and

Shoalhaven City Council - Sports ~~Capital Works Partnership Grants~~ Program (~~Capital Works~~)

skate park users that are funded from a separate annual capital works budget allocation.

~~3.14.3.13.~~ Where a project has not commenced in the financial year following the year of allocation, the funding may be withdrawn and re-allocated. The sports group will be advised prior to the withdrawal of funding.

~~3.14.~~ Where the total project cost is:

- ~~• less than \$5,000 - one quote should be sought and~~
- ~~• over \$5,000 and less than \$24,999 - two written quotes should be sought and~~
- ~~• if greater than over \$25,000 - at least three written quotes should be obtained, consistent with the Procurement procedure.~~

~~3.15.~~ Refer to this Procedure for amounts over \$75,000, formal advertisement for quotes, or a tender process is required - Council staff will advise.

~~3.15.~~ Projects should be consistent with Council's Community Infrastructure Grants Guidelines and the Community Infrastructure Strategic Plan.

~~3.16.~~ All improvements or alterations to playing fields or facilities will become and remain the property of Council and cannot be removed by the hirer. Council is not required to compensate the hirer for the cost of such improvements or alterations.

#### 4. IMPLEMENTATION

The Finance Corporate & Community Services Group will administer this policy.

#### 5. REVIEW

To be reviewed within one year of the appointment of a new elected Council.

Shoalhaven City Council - Sports [Capital Works Partnership Grants Program \(Capital Works\)](#)

 File Reference 24899	<p><b>Sports Capital Works Grants Program (Capital Works)</b></p> <p><b>Project Nomination Form</b></p> <p>Annual closing date is <b>1<sup>st</sup> July 30th June</b></p>	 Ref No.
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**PART A: To be completed by the Club(s) nominating the project (please print)**

Project name: \_\_\_\_\_

Project description: \_\_\_\_\_

Name of reserve / location: \_\_\_\_\_

Is the land managed by Shoalhaven City Council? Yes / No

Name of Club: \_\_\_\_\_

Postal address: \_\_\_\_\_

Contact person: \_\_\_\_\_

Position held: \_\_\_\_\_

Business phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Does your club have an ABN? Yes / No If yes please supply [ABN No.:](#) \_\_\_\_\_

Is your club registered for GST? Yes / No [If yes please supply No.:](#) \_\_\_\_\_

Does your Club have a Business Plan? If yes, please provide a copy [of your Business Plan for the next 5 years, including financial projections.](#)

[Please provide details of any community benefit as a result of the nominated project:](#)

\_\_\_\_\_

\_\_\_\_\_

Club user profile. Please provide a breakdown of your current Club membership:

Child (0-11yrs) Male \_\_\_\_\_ Female \_\_\_\_\_      Adults (18-49yrs) Male \_\_\_\_\_ Female \_\_\_\_\_  
 Youth (12-17yrs) Male \_\_\_\_\_ Female \_\_\_\_\_      Seniors (50+yrs) Male \_\_\_\_\_ Female \_\_\_\_\_

[Please highlight any changes to membership numbers as a result of this project](#)

Shoalhaven City Council - Sports [Capital Works Partnership Grants](#) Program ([Capital Works](#))

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[Please provide audited financial statements for the preceding three years to enable assessment of the clubs financial capacity.](#)

Proposed project starting date: \_\_\_\_\_ Anticipated project completion date: \_\_\_\_\_

Has a Development Application (where applicable) been approved? Yes / No If no, please explain:  
\_\_\_\_\_

Has a Construction Certificate been approved? Yes / No If no, please explain: \_\_\_\_\_  
\_\_\_\_\_

Does the project have the support of other ground users? Yes / No If yes, please provide a list of users below? Please provide and attach letters of support?  
\_\_\_\_\_

Shoalhaven City Council - Sports Capital Works Partnership Grants Program (Capital Works)

**PART A** Continue

Project cost breakdown (Please attach copies of all quotes)

Itemised description of all components that will make up the project	Net Cost	GST	Total Cost
<b>Net Project Cost</b>	\$		
<b>GST</b>		\$	
<b>Total Project cost (i.e. Net Cost + GST)</b>			\$

Project funding breakdown (Please provide copies of all supporting details)

	Source / Brief Description	Amount \$	Funding verified
<b>Cash Funds</b> Attach a copy of details			Yes / No
<b>Loan Funds</b> Attach a copy of details			Yes / No
<b>State Government Funds</b> Attach a copy of details			Yes / No
<b>Federal Government Funds</b> Attach a copy of details			Yes / No
<b>In- Kind Donations</b> Attach a copy of details			Yes / No
<b>In-Kind Labour</b> Attach a copy of details			Yes / No
<b>Other</b> Attach a copy of details			Yes / No
<b>Total Funds Available (Must Include GST)</b>		\$	
<b>User Contributions Policy Funding Request</b>		\$	
<b>Total In-kind Donations / Labour</b>		\$	
<b>Total Project Cost (must equal the above Total Project Cost)</b>		\$	

Signature of contact person: \_\_\_\_\_ Date: \_\_\_\_\_

The information requested by Council on this form may constitute personal information under the Privacy and Personal Information Protection Act 1998. Council is allowed to collect the information from you to consider this matter. Supplying this information is voluntary. However if you cannot or do not wish to provide the information, Council may not be able to consider the matter. If you need further details, please contact the Public Information Officer, Shoalhaven City Council.

Shoalhaven City Council - Sports [Capital Works Partnership Grants](#) Program ([Capital Works](#))

**PART B – To be completed by the relevant Association/Peak Body (please print)**

Name of organisation: \_\_\_\_\_

Postal address: \_\_\_\_\_

Contact person: \_\_\_\_\_

Position held: \_\_\_\_\_

Business phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Does the submitting group have a formal organisational structure (ie President, Secretary etc)?  
Yes / No. [If Yes please provide details:](#)

Does the proposed project meet the high priority needs of the sport. Yes / No If yes, please provide details how?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

[Please provide the future building and sporting facility requirements for your sporting organisation, within the City over the next 20 years.](#)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Recommendation – If more than one application is submitted by your organisation a priority should be given to this project relative to other projects

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of contact person: \_\_\_\_\_ Date: \_\_\_\_\_

The information requested by Council on this form may constitute personal information under the Privacy and Personal Information Protection Act 1998. Council is allowed to collect the information from you to consider this matter. Supplying this information is voluntary. However if you cannot or do not wish to provide the information, we may not be able to consider the matter. If you need further details, please contact the Public Information Officer, Shoalhaven City Council.

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**Please send completed nomination forms to:**

The General Manager  
Shoalhaven City Council  
PO Box 42  
Nowra NSW 2541

File Reference 24899

**Further Information:**

Please call Council on 4429 3331

## SB18.3 Shoalhaven Sports Board - Current Projects Update

HPERM Ref: D18/76271

**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 regarding Current Projects Update 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.

#### Berry District Park Detail Design

Council have been working with the community to develop the concept design into detail design for delivery. There will be a Childrens Consultation at Berry District Park on the **25 March 2018 from 10am – 12pm** (drop in) encouraging 0-18 year olds (refreshments provided)

Youth Week 13-22 April 2018

**YOUTH WEEK**  
13-22 APRIL 2018

**FREE BMX BIKE WORKSHOPS**

LEARN NEW TRICKS • FOR AGES 8-18YRS • 11AM - 12NOON

- Children under 12yrs must be accompanied by an adult
- Own bike, helmets and covered shoes are essential
- To participate please bring signed forms. Download from shoalhaven.nsw.gov.au Search "Youth Week"
- FREE Healthy lunch & drink provided

APRIL	SKATE PARK
Monday 16	Shoalhaven Heads
Tuesday 17	Nowra
Wednesday 18	Culburra
Thursday 19	Sanctuary Point
Friday 20	Ulladulla

**LIMITED PLACES  
BOOK NOW ON 4429 3418**



For more info contact Shoalhaven City Council's Community Development Department  
4429 3418 | Council@shoalhaven.nsw.gov.au

shoalhaven.nsw.gov.au   

Shoalhaven Indoor Sporting Centre

Shoalhaven Indoor Sports Centre is quickly picking up momentum in the new year. Two major milestones are currently in progress including;

- With fabrication of the buildings structural steel columns and trusses progressively completed off-site, they are presently being delivered and assembled on site ready for lifting into position. Erection of structural steel, provides an impressive indication of the size and form of the facility. As the framework evolves over the next couple of months it will commence from courts 2,3,4 in an easterly direction over the mezzanine and sow court.
- After a month of preparation, including support columns construction, formwork and reinforcement placement, the mezzanine floor was poured last Thursday 22 Feb 2018, this is an important component of the mezzanine construction. Local

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suppliers provided steel reinforcement and concrete for the pour with 225 cubic metres required for the slab.

Once the structural steel installation is complete, arrival of select precast wall panels will be installed, the roof will follow soon after. Car park construction continues with the stormwater drainage system installed, earthworks for the front bus bays excavated ready for services installation. Overall the project is currently on track.



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Shoalhaven Community & Recreation Precinct (SCaRP)

Council's Ordinary Meeting of the 27 February, 2018 it was resolved to:

*That:*

1. *Council support the Rescission Motion and put the SCaRP Masterplan on hold.*
2. *With respect to the Athletics Facility, Council:*
  - a. *Immediately engage with the Athletics Club to investigate an alternate site for a new facility with a commitment to fund works and seek grant funds in the short term.*
  - b. *Provide funding of up to \$300,000 in the 2018/19 budget for project scoping, consultation, and design work with a view to delivering a plan that will be construction ready by 2020.*
  - c. *Immediately apply as is practical, for sporting grants for the construction of the facility*
3. *Council commit to maintaining the Bomaderry Aquatic Centre in its present form*
4. *With respect to the Croquet Club:*
  - a. *Council advise the Croquet Club it may remain in its current location and to proceed with its expansion plan; and*
  - b. *A report be submitted back to Council on funding options for the croquet facility*
5. *Council advise all other Sports Associations and Stakeholders of this decision.*
6. *A review of the Masterplan Design commence to provide for a new 50m outdoor pool and swimming complex as part of the current works plan for SCaRP and priorities which now include an athletics facility.*

Croquet has been advised along with all stakeholders and those who had previously made a submission on the project.

The planning for an athletics track will form part of the work program for 2018/19 subject to this being funded by Council in the budget.

Draft Bay & Basin Community Hub Master Plan

It was resolved that Council:

1. *Adopt the Draft Bay and Basin Community Hub Master Plan*
2. *During development of detailed design Council incorporate additional Learn to Swim/Therapy Pool*

3. Continue the licence with the Department of Education for the existing building at Sanctuary Point and staff liaise with local community and user groups to maintain the Sanctuary Point Library and develop it further in the current location or nearby should the Department of Education require the land back.

**PLEASE NOTE:**

A Rescission Motion has been received on this item and will be dealt with at Councils Ordinary Meeting on 27 March 2018.

Shoalhaven Equestrian Centre of Excellence

The work is completed. Still in Defects Liability Period.

Staff are investigating the installation of signage and information about how to book and gain access to the facility.

Occupation Certificate approval waiting, once received, a licence needs to be finalised with Berry Riding Club to ensure there is ongoing maintenance.

Croquet Milton

Milton Croquet Club have been allocated a new location at the Ulladulla Sports Park, which is currently utilised as a stock pile site. The project is now with Project Delivery to prepare detail design, due to Community and Recreation week of 30 March 2018.

NSW Health – Making Healthy Normal signage

The Get in Step program has been very popular. We have undertaken an audit of the decals and one area being vandalised (Millards Creek Reserve Ulladulla) have been reinstalled but if vandalised again will not replace.

National Indigenous Football Competition

The National Indigenous Football Competition will be held from 31 October – 3 November 2018 at the Ison Park, Soccer Fields, south nowra.

This is the 3rd year and teams have participated from Queensland, North Coast and other parts of NSW.

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

Project	Comment
West Street Oval Sporting Complex	<p>Nowra Albatross Vikings AFC have done a lot of work at the West Street Oval clubhouse, and are investigating the possibility of grant funding for future improvements:</p> <ul style="list-style-type: none"> <li>- Changed the lights, and installed down lights</li> <li>- Installed ceiling fans</li> <li>- Painted the interior walls</li> <li>- Ripped up the old carpet, and are replacing it with new carpet and lino</li> <li>- Made a fenced-off kids area inside the club room, to make the facilities more family friendly</li> <li>- Reinforced some of the external doors, as they are extremely weathered and weak</li> </ul>
Round the Bay Walk – Callala Bay	Move from master planning to detail design
Shoalhaven Community and Recreational Precinct	Delivery of indoor sports centre.

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Dog Signage	New large friendly signs to go up at strategic location in villages
Drainage	Complete – Vincentia Oval, Lyrebird & Ison (1 field each)
Top-dressing	Complete in January – 6 fields /3 sportsgrounds
Weed spraying	Complete in January – several sites
Cricket Wickets	Synthetic wicket replacement – Bomaderry Sporting Complex (2), Lyrebird Park, Lighthouse Oval Ulladulla, & Thomson Street Sporting Complex (1)
Aeration	In progress at multiple sites
Nowra Gateway Park	Studies being undertaken regarding traffic and development of business plan. Further progress will be subject to RMS confirming Highway route.
Bay and Basin Community Hub	On Hold
Floodlighting Charges	Collating data for Winter 2017 from seasonal allocation forms. Invoices expect to be issued within the month.
Frogs Holla Sewerage Works	\$100K budget – rock boring for connection to mains option is estimated at \$400K. Staff seeking quotation for on-site system, report will go to S&A as soon as details secured.
Ulladulla Sports Park – netball	Complete – opening 9 March 2018 Additional works completed within budget – cleaning of courts (club contributed \$5K), laying of slabs for spectators.
New online bookings system	All public facilities – sportsgrounds, reserves, public halls Preferred contractor has been selected, contract is being negotiated. Management Committees have been advised.
Culburra Cougars Amenities Building	No written confirmation received from Department re funding
Added Area Flood lighting - Nowra Showground (unfunded)	Design done & show society approval received. Waiting outcome of grant funding application .
Ison Park	Shoalhaven Football have received grant funding to install floodlighting at Field 6. Design complete, contractor engaged.
Floodlighting Illuminators	Investigation of installation at sportsgrounds. Enables code activation of floodlights - accurate on-charging of costs. Staff have commenced consultation with users, identified priority sites and are investigating different service providers.
Management Committee Maintenance Subsidies	Subsidies paid as previously this financial year ... 2018/19 subsidies will be subject to a financial review of committees.
WHS manual roll out to management committees	Staffing issues have delayed roll-out. Identified as high priority and will be rolled out 2018.

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### Community Engagement

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