

## Shoalhaven Sports Board

**Meeting Date:** Wednesday, 20 March, 2019  
**Location:** Jervis Bay Rooms, City Administrative Centre, Bridge Road, Nowra  
**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**
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3. **Declarations of Interest**
4. **Reports**
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  - SB19.3 Shoalhaven Sports Board - Current Projects Update..... 11
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5. **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

Dr Phil Newlyn

Mr Keith Wallace

Quorum – Seven (7)

**Purpose**

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, 26 September 2018  
**Location:** Jervis Bay Rooms, City Administrative Centre, Bridge Road, Nowra  
**Time:** 5:02pm

The following members were present:

Clr Patricia White  
Clr Bob Proudfoot  
Clr Nina Cheyne  
Mr David Goodman – Chairperson  
Mr Tony Hardman  
Mr Syd Weller  
Ms Elizabeth Tooley  
Dr Phil Newlyn

Others present:

Mr Stephen Dunshea – Director Finance, Corporate & Community Services  
Ms Jane Lewis - Recreation Community & Culture Manager  
Ms Susan Edwards – Unit Manager, Community & Recreation  
Ms Beth Britton – Facilities Coordinator  
Ms Catherine Campbell – Senior Community Development Officer (left 5.15pm)  
Ms Kylie Raynup – University of Wollongong Social Work Student (left 5.15pm)

### Apologies / Leave of Absence

Apologies was received from Clr Alldrick and Elaine Caswell.

### Confirmation of the Minutes

**RESOLVED** (Syd Weller / Clr White)

That the Minutes of the Shoalhaven Sports Board held on Wednesday 27 June 2018 be confirmed.

CARRIED

Note: the Chair congratulated Clr White on being re-elected Deputy Mayor.

### Declarations of Interest

Elizabeth Tooley – SB18.13 – Sports Grants Program 2018/2019 – Funding – less than significant non pecuniary interest declaration – Life member of the Shoalhaven District Football Association and Bomaderry Soccer Club – will remain in the room and will take part in discussion and vote.

Phil Newlyn – SB18.13 – Sports Grants Program 2018/2019 – Funding – less than significant non pecuniary interest declaration – Secretary of Nowra Cricket Club – will remain in the room and will take part in discussion and vote.

Syd Weller – SB18.13 – Sports Grants Program 2018/2019 – Funding – less than significant non pecuniary interest declaration – Life Member Group Seven Rugby League and Nowra Bomaderry Rugby League Football Club – will remain in the room and will take part in discussion and vote.

David Goodman – SB18.13 – Sports Grants Program 2018/2019 – Funding – less than significant non pecuniary interest declaration – Life Member of Shoalhaven District Football Association – will remain in the room and will take part in discussion and vote.

## REPORTS

### **SB18.12 2018 Shoalhaven Hall of Sporting Fame**

**HPERM Ref:  
D18/300304**

Susan Edwards spoke to the report.

The Chairperson asked how the event will be promoted and distributed to sporting clubs. Catherine Campbell advised that the event will be promoted from 1 October 2018 through media releases, radio coverage, Council's website, social media and correspondence with sporting clubs as well as through the Sports Board.

The Chairperson suggested WIN News TV coverage. It was also suggested to contact the local schools to notify them. Susan asked that the Committee members forward to their contacts in sporting organisations.

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

That the Shoalhaven Sports Board

1. Endorse the 2018 Sporting Hall of Fame to be held on 30 November 2018
2. Nominate two representatives from the Shoalhaven Sports Board to assist with the development and implementation of the Sporting Hall of Fame 2018.
  - a) Insert name as decided in meeting
  - b) Insert name as decided in meeting

#### **RESOLVED** (Clr White / David Goodman)

That the Shoalhaven Sports Board

1. Endorse the 2018 Sporting Hall of Fame event to be held on 30 November 2018
2. Nominate the following two representatives from the Shoalhaven Sports Board to assist with the development and implementation of the Sporting Hall of Fame 2018:
  - a) David Goodman; and
  - b) Tony Hardman.

CARRIED

Note: Catherine Campbell and Kylie Raynup left the meeting, the time being 5.15pm.

### **SB18.11 Shoalhaven Sports Board - Current Projects Update**

**HPERM Ref:  
D18/293056**

Susan Edwards and Jane Lewis spoke to the report.

The Committee discussed the topdressing of sporting fields and the impact of the drought on Council's ability to effectively proceed with topdressing the fields.

Elizabeth Tooley asked for an explanation of Council's playground policy. Jane advised that Council has small, pocket playgrounds and that Council's policy is to invest in regional play spaces, such as Livvi's Place at Mollymook and Boogaree at Berry, and gradually decommission smaller playgrounds when it is no longer economical to maintain them and to provide a greater play experience for our community.

The Chairperson advised that the issue of floodlighting charges was voted on last night and Council resolved that there be no floodlighting fee for sportsgrounds commencing from the 2018/2019 financial year. The club that has already paid floodlighting charges will be reimbursed.

The Chairperson questioned what the implications were for sports using fields that are run by a Management Committee. Tony Hardman questioned whether Management Committees will be getting a refund for electricity paid. Staff noted the distinction that Management Committees receive bills direct from electricity provider, which encompasses all electricity usage – including, but not limited to, floodlighting.

Stephen Dunshea noted that the issue of floodlighting charges is complex and advised that his understanding of the resolution was limited to floodlighting and did not include Management Committees. Clarification will be sought and further advice provided to the Sports Board. Susan suggested to forward Council's resolution in relation to floodlighting to the Sports Board once the minutes of the Ordinary Meeting are published.

Clr White thanked Susan and her team for organising the sporting groups workshops. Clr White also noted that now the Sports Board Strategic Plan has been endorsed by Council, one of the actions in the Plan is to get out and promote the Sports Board in the community among sporting groups. Clr White suggested the Committee consider a communication plan on how to promote the Sports Board for discussion at the next meeting. Susan suggested members look at the Sports Board page of Council's website.

Tony noted that at Ulladulla Sporting Complex the drainage and higher than optimal silt level. Tony suggested that topdressing be delayed until those issues were resolved. Susan advised that Council is monitoring the field.

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

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

**RESOLVED** (Tony Hardman / Syd Weller)

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

CARRIED

Note: Staff to forward the resolution in relation to floodlighting to the Sports Board once the minutes of the Ordinary Meeting are published.

**SB18.12 2018 SHOALHAVEN HALL OF SPORTING FAME**

**HPERM REF:  
D18/300304**

Item dealt with earlier in the meeting.

**SB18.13 Sports Grants Program 2018/2019 - Funding**

**HPERM Ref:  
D18/300459**

Elizabeth Tooley – SB18.13 – Sports Grants Program 2018/2019 – Funding – less than significant non pecuniary interest declaration – Life member of the Shoalhaven District Football Association and Bomaderry Soccer Club – remained in the room and took part in discussion and vote.

Phil Newlyn – SB18.13 – Sports Grants Program 2018/2019 – Funding – less than significant non pecuniary interest declaration – Secretary of Nowra Cricket Club – remained in the room and took part in discussion and vote.

Syd Weller – SB18.13 – Sports Grants Program 2018/2019 – Funding – less than significant non pecuniary interest declaration – Life Member Group Seven Rugby League and Nowra Bomaderry Rugby League Football Club – remained in the room and took part in discussion and vote.

David Goodman – SB18.13 – Sports Grants Program 2018/2019 – Funding – less than significant non pecuniary interest declaration – Life Member of Shoalhaven District Football Association – remained in the room and took part in discussion and vote.

### **Recommendation**

That the Shoalhaven Sports Board approve the following 6 applicants for the 2018/19 Sports Grants Program:

1. Shoalhaven Mariners Baseball Club – Construct Batting Cage: \$35,350
2. Shoalhaven Netball Association – Upgrade P.A System: \$22,505.93
3. Berry Shoalhaven Heads Cricket Club – Rebuilding Practice Nets: \$40,000
4. St Georges Basin Football Club Inc – Sub-Surface Drainage Field 1: \$47,667
5. Berry Riding Club Inc – Top Dressing Riding Areas: \$8,674
6. Shoalhaven District Football Association - Ison Park Field 1 - Replace Existing Floodlights with LED: \$30,000

### **RECOMMENDATION** (Clr White / Phil Newlyn)

That the Shoalhaven Sports Board approve the following 6 applicants for the 2018/19 Sports Grants Program:

1. Shoalhaven Mariners Baseball Club – Construct Batting Cage: \$35,350
2. Shoalhaven Netball Association – Upgrade P.A System: \$22,505.93
3. Berry Shoalhaven Heads Cricket Club – Rebuilding Practice Nets: \$40,000
4. St Georges Basin Football Club Inc – Sub-Surface Drainage Field 1: \$47,667
5. Berry Riding Club Inc – Top Dressing Riding Areas: \$8,674
6. Shoalhaven District Football Association - Ison Park Field 1 - Replace Existing Floodlights with LED: \$30,000

CARRIED

### **SB18.14 Australia Day - Nominations**

**HPERM Ref:  
D18/322966**

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

That the Shoalhaven Sports Board:

1. Receive the Australia Day Nominations report for information; and
2. Actively promote the Australia Day Nominations.

### **RESOLVED** (By consent)

That the Shoalhaven Sports Board:

1. Receive the Australia Day Nominations report for information; and
2. Actively promote the Australia Day Nominations.

CARRIED

## **GENERAL BUSINESS**

### **SB18.15 Additional Item - Membership**

Clr Cheyne suggested including an Aboriginal sporting representative on the Committee.

### **SB18.16 Additional Item - Acknowledgment of Local Member of the Community**

Tony Hardman noted the passing of Fred Carriage, an outstanding cricketer, lawn bowler and rugby league player and the first appointed life member of Ulladulla Rugby League club.

Action: the Shoalhaven Sports Board will send a letter to the family passing on condolences.

### **SB18.17 Additional Item - Defence Community Association**

Phil Newlyn advised that he has received a request for assistance from the Defence Community Association. The Association wants to connect with local clubs for their welcome to the area for service personnel posted to the area to be held at Bay and Basin Leisure Centre on 23 February 2019.

Action: Phil Newlyn to forward to Susan Edwards to distribute to Council's database of local sporting clubs and associations.

There being no further business, the meeting concluded, the time being 6.14pm.

Mr David Goodman  
CHAIRPERSON

## SB19.1 Election of Chairperson

HPERM Ref: D18/341901

Group: Finance Corporate & Community Services Group  
Section: Governance

### Purpose / Summary

To allow for the election of an Acting Chairperson for the meeting on 20 March 2019.

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

That the Sports Board elect (insert name) as Acting Chairperson for the meeting.

### Options

1. As recommended.

### Background

The Board last formally elected David Goodman as Chairperson on 27 November 2012.

The Terms of Reference were adopted on 28 June 2016. In accordance with 3.7 of the Terms of Reference (below), the Shoalhaven Sports Board is required to elect a Chairperson every two years.

#### **3.7 Meeting Practices and Procedures**

- *The chairperson will be appointed by the Board, the position will be limited to a two (2) year term and be open to all members.*

It is proposed to postpone the election of the Chairperson until Council has considered the recommendations for membership from the Sports Board meeting of 20 March 2019 so that all members may nominate for the position, in accordance with the Terms of Reference.

Accordingly, an Acting Chairperson is required to Chair the 20 March 2019 meeting.

Outlined below is the process that is followed for the Election of Office Bearers for Committees of the Council:

*At the time on the agenda when the election of office bearers is listed, the following process will be followed:*

- (1) *The chairperson to step down from the chair (unless their position is not up for election). An appropriately Senior Officer of the Council or other official should assume the chair for the nomination process.*
- (2) *Individually, for each position the following is to take place:*
  - a. *Nominations are called for that position and are acknowledged by the chair*
    - i. *They may be received in writing prior to the meeting or provided verbally at the meeting*
    - ii. *The Officer conducting the election shall confirm acceptance of each nominee prior to his or her inclusion in the ballot.*
  - b. *If only one nomination is received, that person is declared as elected*

SB19.1



- c. *If more than one nomination is received, the Committee will be asked to resolve whether the election is to take place by open voting (i.e. show of hands) or ordinary ballot (i.e. written votes recorded and provided to the chairperson in secret).*
- d. *Where a large number of nominations are received, the Committee may elect to proceed by a preferential ballot, whereby ballots are consecutively taken and the nominee with the least number of votes is excluded from running after each ballot, until there are two preferred candidates remaining and a final ballot is undertaken and declared.*
- e. *The nominee with the most ballots is declared as elected.*
- f. *In the event of an equal number of ballots being cast for nominees, the position shall be determined by draw. The name drawn by the chairperson will be appointed to the position.*

*At the conclusion of the elections, the Chairperson shall reassume control of the meeting and proceed with other business.*

## SB19.2 Shoalhaven Sports Board Membership

HPERM Ref: D18/342467

Group: Finance Corporate & Community Services Group  
Section: Governance

### Purpose / Summary

preferred candidates.

### Recommendation

That

1. The following five (5) people be appointed as community member representatives to the Shoalhaven Sports Board for a four-year term, until March 2023:
  - a. Roger Walker;
  - b. David Goodman;
  - c. Elaine Caswell;
  - d. Martin Aicken; and
  - e. Gemma Afflick.
2. All persons who nominated for the positions be thanked for their interest in the Board and its activities.

SB19.2

### Options

1. As recommended.

Implications: The membership of the Shoalhaven Sports Board will be renewed and updated.

2. Adopt an alternative resolution with direction for staff.

Implications: Unknown.

### Background

The Sports Board Terms of Reference (POL 19/3) have been updated in line with MIN18.958 resolved at Strategy and Assets in December 2018:

*“That in line with its earlier decision to maintain the Board’s delegation Council not place any restriction on the number of years a member may serve”.*

The Policy now provides that:

#### 3.4 COMMUNITY MEMBER APPOINTMENTS

- *Nominations should be advertised throughout the community.*
- *Appointment to the Board will be for a four (4) year term with a set commencement and finish date.*
- *There is no limit on the number of terms a community member may serve.*

- *Vacancies will be advertised locally via media and Council communication networks.*
- *Council will manage the application process.*
- *An interview panel consisting of a Council staff member, the Chairperson of the Board and one (1) suitably qualified independent representative will assess the applications and make recommendations for appointments to the Board.*

### **3.5 TERM OF OFFICE**

- *Community membership will be renewed every 4 years and ideally during the midterm of the elected Council.*
- *Councillor membership will be renewed at following normal Council elections.*
- *Should there be a casual Community membership vacancy it may be filled upon the resignation of a Community member and will align with set fixed finish dates.*

At the Ordinary meeting of Council on 20 December 2016 (MIN16.1025):

*Council endorse[d] the following expiry time frames of December 2018 for existing community members on the Sports Board:*

- Andrew Johnstone*
- Syd Weller*
- Roger Walker*
- Elaine Caswell*
- David Goodman*

Expressions of interest were sought and advertised in the South Coast Register and Milton Ulladulla Times on 7 and 14 November 2018. The vacancies were also advertised on Council's Shoalhaven Sports Board webpage and Get Involved page, with applications closing on 7 December 2018. The closing date was extended to 11 January 2019.

Council received nine (9) membership applications, comprising six (6) new members and three (3) members whose terms had expired.

An assessment panel consisting of a Council staff member and two (2) suitably qualified independent representatives met on 29 January 2019. The Chairperson of the Board was not involved in this process as his term membership had expired and the present incumbent had submitted an application to continue on the Board.

The Panel recommended the following preferred candidates for appointment:

1. Previous Members recommended for Reappointment:

- Roger Walker;
- David Goodman;
- Elaine Caswell;

All previous Community Members of the Shoalhaven Sports Board who reapplied for membership were accepted.

2. New Members recommended for Appointment:

- Martin Aicken

Martin brings to the Committee a mix of involvement in sporting and community groups including tennis, rugby league, football and netball. He has professional experience in Governance, Human Resources and Board positions.

- Gemma Afflick

Gemma brings to the Committee sporting experience as a player, parent and committee member in netball, rugby league, surf lifesaving and touch football. She has experience in organising events and carnivals and development of planning for clubs.

## SB19.3 Shoalhaven Sports Board - Current Projects Update

HPERM Ref: D18/398696

**Group:** Finance Corporate & Community Services Group

**Section:** Recreation Community & Culture

### Purpose / Summary

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

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

That

1. The report regarding Current Projects Update be received for information.
2. A member of Shoalhaven City Council's Inclusion and Access Advisory Group be invited to participate as a member of the assessment panel for Council's 2019 Sports Capital Works Partnership Program.

SB19.3

### Options

1. Adopt the recommendation as written.

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

### Background

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

### Request to Participate on the Panel for Sports Grants Assessments 2019

The role of Shoalhaven City Council's Inclusion and Access Advisory Group is to inform, educate and advise Shoalhaven City Council, its staff and residents on accessibility and inclusion with the purpose of creating accessible and inclusive community infrastructure.

During late 2018 Council's Inclusion and Access Advisory Group made the following resolution.

*That Council where possible consults the Inclusion and Access Advisory Group or a member of the Group in a meaningful and inclusive manner to:*

*- Assist with and vet community infrastructure grant applications to ensure they are inclusive and representative of community need.*

*- Assist with the planning and design of Council-built community infrastructure to ensure they are inclusive and representative of community need.*

The recommendation was subsequently endorsed by Council. In order to support this role and facilitate the above recommendation it is suggested that a member of Council's Inclusion and Access Advisory Group be formally invited to sit on the assessment panel for Council's annual Sports Grants program.

### **Shoalhaven Community & Recreation Precinct**

Council resolved to relocate the croquet courts to the original location on the Artie Smith site and retain the athletics track at its original location as per the Shoalhaven Community and Recreation Precinct Masterplan.

Council resolved at its December 2018 Council meeting to:

1. *“Receive the status update report on Stage 1 – detailed design for Artie Smith Oval for information.*
2. *Reactivate Stage 2 of Shoalhaven Community and Recreation Precinct, noting the inclusion of the athletics track and an amended concept plan for the pavilion to include a 50-metre indoor pool.*
3. *Allocate a budget of \$30,000 to undertake further investigation and consultation regarding possible uses and works required of the existing Bomaderry Basketball Stadium.*
4. *Allocate a budget of \$150,000 from the forward design budget to amend the master plan and develop a preliminary Quantity Survey, cost benefit analysis and business case for the whole of Shoalhaven Community and Recreation Precinct prior to proceeding with detail design.*
5. *Identify the \$180,000 funding requirements for Recommendations 3 & 4 above in future quarterly reviews of the 2018/19 budget.*
6. *That the location of the athletics track be subject to consultation with surrounding neighbours”.*

Council engaged consultant for the design of the Artie Smith Site for the AFL/Cricket and croquet facility. The consultants are at the 60% detail design stage and undertaking costings.

Consultants have also been engaged to work on parts (2) and (4) of the recommendation in relation to updating the Master Plan, business case and preliminary Quantity Survey. Once completed this will enable a cost benefit analysis to be sought.

Council staff are in the processes of finalising a brief for Part (3), in relation to works required at the existing Bomaderry Basketball Stadium. This will be completed once a Feasibility Study has been undertaken.

Council staff will undertake further community consultation in accordance with Part (6) relating to the location of the athletics track once the Master Plan has been updated as per Part (2).

### **Shoalhaven Indoor Sports Centre**

The construction of the indoor sports centre is progressing. Council’s Swim and Fitness Unit have been confirmed as centre management and operator. Once the building is handed over mobilisation and transition will commence.

A staffing structure has been approved and recruitment commenced. A draft business plan has been developed along with research and benchmarking with like facilities to assist with the establishment of fees and charges which will be considered by Council as part of the annual fees and charges review.

Grant funding of \$2.8M was received towards the Fit Out of the Centre through the Federal Government’s Community Development funding program. Consultation has been undertaken with relevant stakeholders to seek their input on the selection of sports equipment and associated fixtures and fitting – such as basketball backboards, scoreboards etc.

### Croquet – Ulladulla Sports Park

The development of new croquet facilities at Ulladulla Sports Park is currently underway with the stockpile relocation to the Ulladulla depot commenced. The stockpile completion should be by the end of February and Tenders for the construction of the facility should go on exhibition for 28 days from March 2019.

Council's Strategy and Assets meeting in October 2018 resolved to adopt a revised construction timeframe for the new croquet courts which anticipates construction commencement in April 2019 following the tender process, and completion by the second quarter of 2019/20.

### Grants

Grant funding applications have been submitted for a number of projects as part of the Building Better Regions Fund – Community Investments Stream and infrastructure streams for

- Bay and Basin Hub detail design
- Showground master plans
- Paringa Park non-motorised sport Hub master plan
- Boongaree Nature Play – Childhood Adventure Zone
- Ulladulla Skate Park concept and detail design

Council has just been informed from the state government under the 'Everyone Can Play' initiative we are successful with an inclusive flying fox for Boongaree Park Berry, unfortunately we were not successful with Voyager Park.

Council was successful in its grant applications to the Federal Government's AusSports Community Sports Infrastructure Grant for grandstand seating at four facilities (Vic Zealand, Finkernagel, Callala Sports Ground and Lyrebird Park).

### Letters of Support

Shoalhaven District Football Association has received a grant for \$80,279 from the Community Sport Infrastructure Grant Program for field improvements and player seating at Ison Park.

### Brief Summary of Work Program Projects Being Undertaken or in Development FY 2018/19

Project	Comment
Frogs Holla Sewerage Works	Funds have been allocated to install on-site AWTS system. Installation will be managed by Project Delivery Unit – date to be confirmed. Final Report and design received, project manager proceeding with investigations.
Stronger Country Communities Fund	Funding deed has been finalised. The grants will result in <ul style="list-style-type: none"> <li>• drainage and irrigation at 6 locations.</li> <li>• Floodlighting will be installed on the Nowra Showground Added Area.</li> </ul>

	<ul style="list-style-type: none"> <li>• Tennis Court resurfacing and fencing will occur across many sites.</li> <li>• Stage 2 of the floodlight controller installations to include 17 locations.</li> <li>• Stage 3 (4 locations currently unfunded). Completion will see all floodlit fields, including Management Committee sites, have Illuminator controllers installed</li> </ul>
New online bookings system	A dedicated business analyst has been engaged to progress complex system design as a priority matter. A revised estimated Go-live date for Stage 1 implementation for Council-managed sites is yet to be confirmed.
Boongaree Masterplan	<p>Berry Tennis Club exploring options to undertake Licence / be managed by Council.</p> <p>Council continuing to work with Rotary regarding delivery of Nature Play Playground.</p>
Seasonal Programs	<ul style="list-style-type: none"> <li>• Top dressing has occurred at Vincentia Oval, West Ulladulla Sports AFL/Cricket oval &amp; top rugby league fields.</li> <li>• Soil testing &amp; fertilising programme of 16 fields complete</li> <li>• Winter broadleaf herbicide programme of 36 fields.</li> <li>• Aeration programme carried out as per Monthly Maintenance Schedules/MMS.</li> <li>• Turf wicket soil delivered to cricket clubs January</li> <li>• Synthetic cricket wickets re-laid at Lighthouse Oval practice nets. Second synthetic Cricket pitch installed at Thomson St SC.</li> </ul>
Huskisson Oval	Turfco for re-turfing damaged areas caused by carnival over previous years. Work to commence 11 March 2019.
Bay & Basin Leisure Centre Sporting Hub	Facility mix and minimum requirements for activity spaces are being collated. A project brief is being drafted to enable a Request for Quotation to be prepared to allow a DA ready design to be prepared.
Sportsground Management Policy	Public Exhibition closed 20/02/2019. One external and one internal submission received. A workshop was held 26/2/19 with Sports Board members and internal staff to provide a submission.
Floodlighting Charges and outcomes	Management Committees have been advised that Council will fund and manage maintenance to



	<p>floodlights and pay contribution to electricity bills for floodlights usage – determined from Floodlight Controllers data. Committees have been requested to provide details of invoices to clubs for SCC to refund floodlighting charges as per Resolution. Council will resume electricity accounts for clubs who have previously paid the bills directly. (Does not include tennis courts).</p>
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**Community Engagement**

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

Winter Sporting Groups Workshops were held 19 and 20 February 2019. Both Nowra and Milton were well attended by a variety of sports. Phil Newlyn attended as a Sports Board representative at Nowra, staff were appreciative of his attendance. The following were covered:

- Communicate with Council via Sporting Associations
- Community Infrastructure Guidelines
- Community Infrastructure Strategic Plan
- Sportsgrounds Management Policy
- Current Workplans – Council
- Update status of Sports Fields
- Seasonal Field Application Forms
- Floodlighting
- Zipporah – On line Book System

For future Sports User Group Workshop, staff strongly encourage other community members of the Shoalhaven Sports Board to attend to advocate for and raise awareness of their role and commitment to sport in the community.

## SB19.4 Sports Board Terms of Reference

**HPERM Ref:** D19/11488

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

**Attachments:** 1. Shoalhaven Sports Board - Terms of Reference [□](#)

### Purpose / Summary

MIN18.958 for information.

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

That the report on the changes to the Shoalhaven Sports Board – Terms of Reference be received for information.

### Options

1. Adopt the recommendation as written.

### Background

Council had advertised for five (5) new members to nominate for the Sports Board. There were five (5) members whose term of membership had expired. Council had received eight (8) nominations for the five positions during the request for nominations.

Council resolved at Strategy and Assets in December 2018 (MIN18.958) the following: -

*That in line with its earlier decision to maintain the Board's delegation Council not place any restriction on the number of years a member may serve.*

The attached policy has been amended to reflect the changes as outlined in MIN18.958. The Terms of Reference now state:

*There is no limit on the number of terms a community member may serve.*

Since the Council Resolution Council staff wrote to the five (5) expiring members and three (3) have requested to remain on the Sports Board. Therefore, Council has proceeded to fill two (2) positions. This is outlined in a separate report to the March Shoalhaven Sports Board meeting.



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Phone: (02) 4429 3111 - Fax: (02) 4422 1816

**Southern District Office**  
Deering Street, Ulladulla - Phone: (02) 4429 8999 – Fax: (02) 4429 8939

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Website: [www.shoalhaven.nsw.gov.au](http://www.shoalhaven.nsw.gov.au)

For more information contact the Finance Corporate & Community Services Group

## Shoalhaven Sports Board - Terms of Reference

**Policy Number:** POL19/3 • **Adopted:** 28/06/2016 • **Amended:** 16/08/2016, 11/12/2018 • **Reaffirmed:** 20/12/2016 • **Minute Number:** MIN16.499, MIN16.654, MIN16.703, MIN16.1025, MIN18.958 • **File:** 12623E • **Produced By:** Finance Corporate & Community Services Group • **Review Date:** 1/12/2020

### 1. 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.

### 2. STATEMENT

Council encourages and recognises the value of community participation in guiding the strategic development of both sport facilities and participation within the Shoalhaven Local Government Area. To guide sports development each Board member will be responsible for maintaining and reporting on a specific portfolio.

### 3. TERMS OF REFERENCE

#### 3.1. RELATIONSHIP TO COUNCIL

The Shoalhaven Sports Board is a strategic advisory committee to advocate for and inform Council's decision making processes related to improving Shoalhaven sporting facilities and sports participation.

#### 3.2. ROLE OF THE SHOALHAVEN SPORTS BOARD

- 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.

#### 3.3. MEMBERSHIP

Board membership is to have a range of strategic capability, expertise and advice to cover specific sports related portfolios.

The Board will have a total membership consisting of the following:

- Nine (9) local community members.
- All Councillors.

*Shoalhaven City Council – Shoalhaven Sports Board – Terms of Reference*

- General Manager (or nominee)

In addition a member of NSW Sport & Recreation will be invited to attend Board meetings but will have no voting privilege.

**3.4. COMMUNITY MEMBER APPOINTMENTS**

- Nominations should be advertised throughout the community.
- Appointments to the Board will be for a four (4) year term with a set commencement and finish date.
- There is no limit on the number of terms a community member may serve.
- Vacancies will be advertised locally via media and Council communication networks.
- Council will manage the application process.
- An interview panel consisting of a Council staff member, the Chairperson of the Board and one (1) suitably qualified independent representative will assess the applications and make recommendations for appointments to the Board.

**3.5. TERM OF OFFICE**

- Community membership will be renewed every 4 years and ideally during the midterm of the elected Council.
- Councillor membership will be renewed at following normal Council elections.
- Should there be a casual Community membership vacancy it may be filled upon the resignation of a Community member and will align with set fixed finish dates.

**3.6. BOARD MEMBERSHIP WITH SPECIFIC PORTFOLIOS**

All Board members will have specific portfolios which cover the following areas of focus:

***Sporting Governance***

- Sports Association liaison
- Sports Management Training
- Marketing & Advertising
- Induction for members
- Governance
- Strategic planning
- Stakeholders

***Communication and Marketing***

- Systems & Processes;
- How to interact with Council links with:
  - Grass roots sports
  - Elite sports
  - Peak sporting bodies
  - Indigenous sports
- sports tourism

***Grass Roots Club Development***

- Volunteers educated/supported
- Volunteer Succession Planning
- Evaluate programs

**Grants and Funding**

- Identify grant and other funding opportunities
- Assist with preparation of funding submissions working with Council staff and other stakeholders

**Sports Tourism, Programs and Events**

- Advocate for sports tourism opportunities
- Represent Sports Community Advisory Group at programs and events

**Facility Development**

- Ensure consistent with adopted Council Policies / position
- Alignment with strategic direction

**Talent Programs**

- Linkages, facilitation and liaison between grass root sport clubs / organisations and elite training programs / opportunities

**3.7. MEETING PRACTICES AND PROCEDURES**

- The administrative provisions of Council's adopted Code of Meeting shall apply subject to any amendment by this Terms of Reference.
- The chairperson will be appointed by the Board, the position will be limited to a two (2) year term and be open to all members.
- Each Board meeting shall be properly recorded by the taking of minutes by Governance Unit.
- The minutes of the Board meeting will be submitted to the next available Council Meeting.
- The quorum for each meeting will be seven (7) members of the Board.
- If a quorum is not present within 30 minutes of the time appointed for the commencement of the Board meeting, the meeting shall lapse.
- In the event of a tied vote, the Chair can exercise a casting vote.
- Formal Board meetings will be held quarterly.
- Agenda and minutes from previous Board meetings will be circulated to members at least seven (7) days prior to the meeting.
- Board members must declare in writing any interest in any report tabled at the meeting covered by the Code of Conduct and Pecuniary Interest.
- Informal Board meetings, special meetings that may discuss specific portfolio matters will be held as and when required or set by the Board
- Planning and costs associated with conducting meetings will be borne by Council.
- Board recommendations which are determined to be purely or substantially 'operational' in nature, will be dealt with by the relevant council officer and any action or lack thereof reported to the Board.

**3.8. CODE OF CONDUCT**

- All members of the Board are required to observe the provisions of the Council's Code of Conduct.
- Board members should act in a professional and responsible manner with the information they obtain as a member, as the Board require openness and honesty to function well.
- Board members should feel free to express their opinions and views without fear of recrimination.

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- It is essential for Board members to accept collective responsibility, and remain loyal to decisions of the Board, even where they may not have agreed with the final decision.

**3.9. CONFIDENTIALITY AND PRIVACY**

Members may have contact with confidential or personal information retained by Council. If so, members are required to maintain the security of any confidential or personal information and not access, use or remove any information, unless the member is authorised to do so.

**3.10. COMMUNICATION**

- Members of the Board are not permitted to speak to the media as Committee of Council representatives of the Board unless approved by the Chairperson.
- Where approval has been given by the Chairperson, views and opinions expressed are those of the Board and not of Shoalhaven City Council.
- Where endorsement is required from Shoalhaven City Council, approval must be sought through the formal processes.
- The Chair of the Board is the point of contact for communication between Board members and Council staff.

**3.11. COUNCIL STAFF ATTENDANCE**

Executive Council staff are normally required to attend the meetings of the Board. Other staff at the relevant Group Directors' discretion or at the Board's request can attend meetings as required. Staff have no voting privileges.

Council will provide secretarial support to arrange meetings and take minutes and provide professional office support where required.

**3.12. EXPECTATIONS OF BOARD MEMBERS**

- Board members will undertake the prescribed Induction process.
- Pecuniary Interest Returns are required on appointment and annually as required by the Office of Local Government and Council.

**3.13. RESPONSIBILITY OF COUNCIL**

Council at its discretion may review and change the Terms of Reference, Role and Structure of the Board.

## **SB19.5 Illawarra/South Coast Sport Youth Engagement Forum - 30 October 2018**

**HPERM Ref:** D19/47564

**Submitted by:** Dr Phill Newlyn

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

That the Board receive the report on the Illawarra/South Coast Sport Youth Engagement Forum for information.

### **Details**

Phill attended the Forum as a representative of the Shoalhaven Sports Board and would like to provide some feedback to the Sports Board members.

A number of topics were discussed during the Forum, including drop-out rate in youth participation, barriers to participation, the LEAP program (Gymnastics NSW) and examples of successful youth engagement in niche activity programs.

**SB19.5**