

Motor Sports Complex Working Party

Meeting Date: Wednesday, 06 April, 2022
Location: Council Chambers, 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**
Nil
3. **Declarations of Interest**
4. **Presentations**
MS22.1 Background - Motor Sports Complex
Council staff will give a brief presentation on the background to this matter and relevant work that has been undertaken.
5. **Reports**
MS22.2 Notification of Council Resolution and Terms of Reference 1
6. **General Business**
MS22.3 Future Meetings - Frequency
Working Group to discuss how often the working party should meet and any associated arrangements.
MS22.4 Working Party - Actions Update

Action	Who	Status / Update
Write a report for first council meeting back create Motorsports Working Party with SCMSC	Gordon Clark	Complete
Nominate members for the working party	Norm and Roger	Complete
Find report of the original scoping of lands suitable for motor	Coralie Bell	This report is no longer available as it was a subscription to mapping

complex undertaken a few years ago (Contractor from Wollongong) so it's ready for the working party		system, however, past sites will be covered in the background presentation for group discussion. This action is now complete.
Introduce Norm and Roger to Brendan from State Forest re discussion about certain properties and other options	Kristy Mayhew, Tourism	Complete
Terms or Reference reported to Council	Coralie Bell	Complete - report update attached.

MS22.5 General Discussion - Actions and Next Steps

A space in the agenda to discuss and consider the plan going forward for the working party and the work arising from it.

Membership

Clr Matthew Norris– Chairperson
All Councillors
CEO or Nominee
Director – City Futures
Economic Development Manager
Manager - Tourism
Mr Norman Mogg
Mr Paul Dean
Mr Roger Walker
Mr Robert Bridge

Quorum -

Purpose

To guide the development of a Motor Sports Complex (MSC) in our City.

MS22.2 Notification of Council Resolution and Terms of Reference

HPERM Ref: D22/117173

Department: Tourism

Approver: Gordon Clark, Interim Director - City Futures

Attachments:

1. Copy of Resolution - 27 July 2021 [↓](#)
2. Copy of Resolution - 25 January 2022 [↓](#)
3. Council Report - 28 March 2022 [↓](#)
4. Draft Terms of Reference [↓](#)

Reason for Report

To update working group members on Terms of Reference and membership resolution from Council

Recommendation (Item to be determined under delegated authority)

That the Motor Sports Working Group receive the update from Council for information.

Background

The Council resolutions relating the formation of this Working Group are provided as **Attachments 1 and 2**.

Draft Terms of Reference have been prepared for the Working Group and these were reported to Council, along with nominated membership on 28 March 2022, see **Attachments 3 and 4**.

At the time of writing this report, Council had not yet met. As such a verbal update will be given at the Working Party meeting on the outcome of the Council meeting.

FOR ACTION

ORDINARY MEETING

27/07/2021

TO: Director - City Futures (Domm, Robert)

Subject: Notice of Motion - Shoalhaven Motor Sports Complex (MSC) - Working Party establishment - Seek funding from Government - Review Bushfire affected land - Endangered species
Target Date: 26/08/2021
Notes:
HPERM Reference 42554E
Related Report D21/300208
Item Number CL21.148

RESOLVED (Clr Watson / Clr Gash)

MIN21.539

To facilitate the development a Motor Sports Complex (MSC) in our City, Council undertake the following actions:

1. A working party be established to guide the development of an MSC. This working party to be made up of Councillors, Staff and members of the South Coast Motor Sports Club Inc. The members to be determined at the Call Meeting of the new Council.
2. Actively seeks funding for the establishment phase of this project from Federal and State Governments as part of their programs for rural and regional economic development.
3. Facilitate a review of land badly affected by bush fires in recent years to establish the extent of the proliferation of endangered species due to the opening up of these areas through the loss of tree coverage.

FOR: Clr Gash, Clr White, Clr Wells, Clr Guile, Clr Pakes, Clr Watson, Clr Kitchener and Clr Proudfoot

AGAINST: Clr Findley, Clr Gartner, Clr Digiglio, Clr Alldrick and Clr Levett

CARRIED

Clr Pakes raised a Point of Order against Clr Gartner for interjecting while Councillors were speaking. The Mayor did not rule it a Point of Order.

[Open Item in Minutes](#)


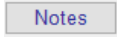
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FOR ACTION

ORDINARY MEETING

25/01/2022

TO: Governance Officer (Bowley, Kay)

Subject: Motor Sports Complex Working Party - Membership
Target Date: 24/02/2022
Notes:
HPERM Reference
Related Report
Item Number CL22.28

CL22.28 Motor Sports Complex Working Party

RESOLVED (Clr Gray / Clr Butler) MIN22.25

That Council continue the operation of Motor Sports Complex Working Party for the period to September 2022 as outlined below.

Meetings per year – To be Determined	Quorum – To be Determined
Commencement time – To be Determined	Terms of Reference: To be Developed
Role: To guide the development of a Motor Sports Complex (MSC) in our City.	
Delegation: Nil	
Chairperson – To be determined at Call Meeting - 25 January 2022	
2022 Councillor / Staff Membership Clr Norris - Chairperson All Councillors CEO or Nominee Director – City Futures Economic Development Manager Manager - Tourism	
Community / Organisational Representatives Community membership, Quorum, Terms of Reference and number of meetings per year will be determined in a further report to Council	

CARRIED


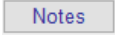
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CL22.147 Motorsports Complex Working Group

HPERM Ref: D22/73165

Department: Tourism
Approver: Gordon Clark, Interim Director - City Futures

Attachments: 1. MIN21.148
2. MIN22.25
3. Draft Terms of Reference

Reason for Report

Council resolved to form a Motorsports Complex Working Group, with the first meeting scheduled mid-April, and requested a further report to endorse community representatives and also a Terms of Reference for the Group.

Recommendation

That regarding the Shoalhaven Motorsports Complex Working Group, Council;

1. Endorse the following members of the South Coast Motor Sports Club Inc being appointed as the Community Members on the Group;
 - a. Norman Mogg
 - b. Paul Dean
 - c. Roger Walker
 - d. Robert Bridge
2. Adopt the Terms of Reference (Attachment 3 to this report).

Options

1. As recommended

Implications: The Working Group will have its first meeting with an endorsed Terms of Reference and confirmed membership.

2. Defer approval of the Terms of Reference until after the first meeting of the Working Group

Implications: The Working Group will need to discuss the draft Terms Of Reference at the first meeting. The group have provided advice that they would like to 'hit the ground running' and the draft Terms Of Reference are in line with the Council resolution/intention.

Background

In July 2021, Council resolved to form a Working Group to attempt to overcome the ongoing challenges associated with finding a site for the proposed motorsports complex, see **Attachment 1** for a copy of the Minute.

In January 2022, Council resolved to continue the Working Group (**Attachment 2**) and additionally, that

“...community membership, Quorum, Terms of Reference and number of meetings per year will be determined in a further report to Council”.

This report provides ‘the further report to Council’ as resolved.

Community Engagement

Council staff received an email from the South Coast Motor Sports Club Inc nominating members for inclusion in the Working Group. These names are included in the recommendation above with no alteration.

Policy Implications

A draft Terms of Reference (TOR) has been prepared for the working group in line with the original resolution of Council (**Attachment 3**). Council endorsing this document will allow the working group to ‘hit the ground running’ at the first meeting, setting the scope for the work.

The draft TOR provides for membership to comprise the following delegates:

- Clr Norris - Chairperson
- All Councillors
- CEO or Nominee
- Director – City Futures and/or Nominee
- Community / Organisational Representatives Community membership as formally endorsed by Council

Financial Implications

This is a working group with no budget allocation at this point.



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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

Email: council@shoalhaven.nsw.gov.au

Website: www.shoalhaven.nsw.gov.au

For more information contact the City Futures Directorate

Terms of Reference - Shoalhaven Motorsports Working Group

Policy Number: *Adopted:* • *Amended:* • *Minute Number:* • *File:* 1 • *Produced By:* City Futures • *Review Date:*

1. ROLE AND PURPOSE OF THE WORKING GROUP

- Help guide and facilitate the development a Motor Sports Complex (MSC) in Shoalhaven
- Investigate suitable potential locations and sites for the establishment of a MSC in the City, including a review of land badly affected by bush fires in recent years to establish the extent of the proliferation of endangered species due to the opening of these areas through the loss of tree coverage
- Actively seek funding for the establishment phase of this project from Federal and State Governments as part of their programs for rural and regional economic development.

2. RELATIONSHIP TO COUNCIL

Working group of Council

3. DELEGATED AUTHORITIES

- Make recommendations to Council to facilitate the development of a MSC in Shoalhaven.
- Provide feedback on matters regarding the development of a MSC in Shoalhaven

4. MEMBERSHIP

The membership shall comprise of the following delegates:

Clr Norris - Chairperson

All Councillors

CEO or Nominee

Director – City Futures and/or Nominee

Community / Organisational Representatives Community membership as formally endorsed by Council

Councillors

Shoalhaven City Council – Shoalhaven Tourism Advisory Group – Terms of Reference

Council will advise the working group of its appointed representatives. Council at its discretion can replace representatives at a time of its choosing.

5. TERM OF APPOINTMENT

- Appointments will be for a term of 1 year

6. EXECUTIVE POSITIONS

The Working Group will appoint a Chairperson and Deputy Chairperson on an annual basis by a vote of members of the Working Group.

The role of Chairperson is:-

- To chair the meeting and exercise functions.
- To be the spokesperson for the working group
- To call Extraordinary meetings of the working group
- The role of the Deputy Chairperson is to act as Chair when the Chair is not present at meetings.

7. WORKING GROUP MEETINGS

- Formal Meetings will be held no less than quarterly in a form and format as determined by the membership
- Topics for the Agenda are to be forwarded to the Chairperson no later than 14 days prior to the meeting.
- Agenda and minutes from previous meetings will be circulated to members at least 7 days prior to the meeting.
- Members must declare in writing, or during the meeting, any interest in any report tabled at the meeting in line with the Code of Conduct.

8. QUORUM

The Quorum is half plus one.

9. VOTING AND RECOMMENDATIONS

- Voting and Recommendations are made by consensus and all decisions must be stated precisely for the inclusion of the minutes
- Where a consensus cannot be reached at two consecutive meetings, then the majority of 60% of those present can adopt a recommendation
- Alternative views and general key discussion points are to be minuted

10. COMMUNICATION

Shoalhaven City Council – Shoalhaven Tourism Advisory Group – Terms of Reference

- Members of the Working Group are not permitted to speak to the media as representatives of the Group unless approved by the Chairperson
- Where approval has been given by the Chairperson, views and opinions expressed are those of the Working Group and not of Shoalhaven City Council
- Where endorsement is required from Shoalhaven City Council, approval must be sought through the formal processes.

11. PARENT ADVISORY GROUP

Ordinary Council.

12. CODE OF CONDUCT

All members of the Committee are to abide by Council's Code of Conduct, including declaration and management of all conflicts of interest

Members cannot obtain private benefit because of their involvement in decision making as a member of the Committee

13. RECORD OF MINUTES

The Working Group shall ensure that an agreed written record of each of their meetings is forwarded to Council.

14. STAFF ATTENDANCE

Executive staff maybe required to attend the meetings of the Working Group. Other staff at the Directors' discretion or at the Working Group's request can attend meetings as required.

15. RESPONSIBILITY OF COUNCIL

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

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

16. REVIEW

After each election of Council.