

Shoalhaven Sports Board

Meeting Date: Wednesday, 01 May, 2024

Location: Email Meeting

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. Declaration of Interests

4. Reports

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SB24.3	Update on Actions - May 2024	33

Membership

Mr Colin Stevenson - Chairperson
All Councillors
Chief Executive Officer or nominee
Mr David Goodman
Mr Roger Walker
Mr Craig Howsan
Ms Kristina Pejkovic
Ms Elizabeth Tooley
Dr Phill Newlyn
Ms Lucy Burgmann
Mr Jonathan Seller
Mr Greg Wellington
Ms Anna Gardner
Disadvantaged Sporting Group
Inclusion/Accessible – Disadvantaged Sporting Group
Representative – NSW Sport & Recreation

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, 29 November 2023
Location: Jervis Bay Rooms, City Administrative Centre, Bridge Road, Nowra
Time: 5.00pm

The following members were present:

Mr Colin Stevenson - Chairperson
Clr Patricia White
Mr Roger Walker - (arrived 5.07pm)
Mr Craig Howsan
Dr Phill Newlyn
Ms Tameka Gogerly (Joined Remotely at 5.07pm)
Mr Jonathan Seller
Ms Jacqueline Peace (Remotely)
Mr Greg Wellington
Ms Catherine Campbell – Office of Sport (Remotely)
Mr Kevin Norwood - Manager - Shoalhaven Swim Sport Fitness

Others present:

Mr Paul Donnelly – Manager – Open Space & Recreation Planning
Ms Caitlin Mahony – Project Officer – Open Space & Recreation Planning
Ms Niamh Kearney – Project Officer - Open Space & Recreation Planning
Mr Matthew Graham – Southern Leisure Manager (Council Representative Illawarra Academy of Sport)
Mr Clinton Coker – Precinct Coordinator – Programs & Assets
Ms Lisa Brown – Business & Events Coordinator
Ms Donna Flanagan – Coordinator Property & Survey (Left at 6.22pm)
Mr Jarrod Bryant – CT Management Group (Left at 6.22pm)

Note: Quorum was reached during the presentation by Ms Lisa Brown, and the meeting was declared open, the time being 5.08pm.

PRESENTATIONS

SB23.15 Tourism Sport Events Presentation

HPERM Ref:
D23/453880

Ms Lisa Brown - Business & Events Coordinator presented to the Board on the upcoming Tourism Sport Events in the Shoalhaven. The presentation will be attached to the Minutes.

Apologies / Leave of Absence

Apologies were received from Cllr John Kotlash, Cllr Matthew Norris, Ms Elizabeth Tooley and Ms Lucy Burgmann.

Confirmation of the Minutes

RESOLVED (By consent)

That the Minutes of the Shoalhaven Sports Board held on Wednesday 20 September 2023 be confirmed.

CARRIED

Declaration of Interests

Nil

SB23.20 Workshop - Fees and Charges

**HPERM Ref:
D23/452985**

Note: This item was brought forward from General Business.

Mr Jarrod Bryant – CT Management presented to the Board on the opportunity and suggestions of fees and charges for Sporting Users. The presentation will be attached to the Minutes.

The Board queried the timeframe for this recommendation to be reported to the elected Council. Mr Paul Donnelly - Manager – Open Space & Recreation Planning advised, it is expected for this to be in place within a 6 month timeframe to allow time for;

1. Planning and research papers to be tabled at the next Board meeting for consideration,
2. Council to draft a Policy and report back to the Board for endorsement,
3. A recommendation from the Board to Council
4. Council resolution

The Board made the following comments and suggestions to consider at the next meeting upon receiving the relevant documents, recommendations, suggestions and scenarios etc.

- Consider licensing fees
- Appropriate bond costs to consider
- Reviewing history of costs incurred such as; waste collection and using this as a starting point
- Discounted rates to certain groups such as community groups, school groups and disability groups etc

RESOLVED (By consent)

The Shoalhaven Sports Board accept the presentation and request Council staff to provide an updated report with findings to the Board for consideration at the next meeting.

CARRIED

REPORTS

SB23.16 Sports Grants Program 2023 / 24 - Funding

HPERM Ref:

Determinations

D23/325693

Recommendation

That the Shoalhaven Sports Board:

1. Endorse the following four applications for the 2023 / 24 Sports Grants Program:
 - a. Milton Ulladulla District Tennis Association – Synthetic grass resurfacing of two tennis courts - \$50,000.
 - b. Shoalhaven District Football Association – Improve pathway network – \$6,617.
 - c. Shoalhaven Hockey Incorporated – Wall rebuild – \$35,666.67.
 - d. Shoalhaven Dog Training Club – Kitchen refurbishment - \$6,906.

To be determined by Council.

RECOMMENDATION (By consent)

That the Shoalhaven Sports Board:

1. Endorse the following four applications for the 2023 / 24 Sports Grants Program:
 - a. Milton Ulladulla District Tennis Association – Synthetic grass resurfacing of two tennis courts - \$50,000.
 - b. Shoalhaven District Football Association – Improve pathway network – \$6,617.
 - c. Shoalhaven Hockey Incorporated – Wall rebuild – \$35,666.67.
 - d. Shoalhaven Dog Training Club – Kitchen refurbishment - \$6,906.

CARRIED.

SB23.17 Shoalhaven Sports Board - Current Projects Update (City Lifestyles)

HPERM Ref: D23/398051

Recommendation (Item to be determined under delegated authority)

That the Shoalhaven Sports Board receive the Current Projects Update (City Lifestyles) report for information.

RESOLVED (By consent)

That the Shoalhaven Sports Board receive the Current Projects Update (City Lifestyles) report for information.

CARRIED

SB23.18 Shoalhaven Sports Board Update on Actions - November 2023

HPERM Ref: D23/444066

SB23.10 - Mr Paul Donnelly - Manager – Open Space & Recreation Planning advised public exhibition closed last week and point 3 is in progress.

SB23.13 – Ms Jaqueline Peace thanked Council for their involvement in this matter and advised the decision was overturned within one month of Council making contact with The Department of Education.

SB23.4 – Mr Kevin Norwood - Manager - Shoalhaven Swim Sport Fitness confirmed this action is complete and funding has been allocated.

SB23.11 – Mr Matthew Graham - Council Representative Illawarra Academy of Sport advised the CEO of the Illawarra Academy of Sport sends his apologies for this meeting and wishes to be present at the next meeting in 2024.

Recommendation (Item to be determined under delegated authority)

That:

1. The Shoalhaven Sports Board accept and receive the Update on Actions report for information.
2. The following actions are considered complete and removed from the action table:
 - a. SB23.4 Sports Grants Program 2022 / 2023 - Unallocated Funding - Transfer to Shoalhaven Swim Sport Fitness - Minor Improvement Program - Sportsground seasonal maintenance.
 - b. SB23.9 Shoalhaven Sports Board Update of Actions - September 2023.
 - c. SB23.11 Additional Item - Invitation to Shoalhaven Sports Board Meeting - CEO Illawarra Academy of Sport - Salvatore Carmusciano.
 - d. SB23.12 Shoalhaven Sports Board - Additional Item - Sporting Events - Report request from Tourism Section.
 - e. SB23.14 Additional Item - Shoalhaven Disability Expo - Shoalhaven Indoor Sports Centre.

RESOLVED (By consent)

That:

1. The Shoalhaven Sports Board accept and receive the Update on Actions report for information.
2. The following actions are considered complete and removed from the action table:
 - a. SB23.4 Sports Grants Program 2022 / 2023 - Unallocated Funding - Transfer to Shoalhaven Swim Sport Fitness - Minor Improvement Program - Sportsground seasonal maintenance.
 - b. SB23.9 Shoalhaven Sports Board Update of Actions - September 2023.
 - c. SB23.11 Additional Item - Invitation to Shoalhaven Sports Board Meeting - CEO Illawarra Academy of Sport - Salvatore Carmusciano.
 - d. SB23.12 Shoalhaven Sports Board - Additional Item - Sporting Events - Report request from Tourism Section.
 - e. SB23.14 Additional Item - Shoalhaven Disability Expo - Shoalhaven Indoor Sports Centre.

CARRIED

GENERAL BUSINESS**SB23.19 Workshop - Terms of Reference****HPERM Ref:
D23/417272**

Mr Paul Donnelly - Manager – Open Space & Recreation Planning presented to the Board on the proposed changes to the Shoalhaven Sports Board Terms of Reference. The presentation is attached to the Minutes.

The following suggestions were made by the Board for consideration to the proposed changed Terms of Reference;

- Membership Vacancies – Former members can be considered and will not be prohibited from renewing their membership if there are vacancies
- Committee Name – Reduce the length of the proposed name. Example: Sports & Recreation Committee

A survey went to the Board for consultation on 18 October 2023 and submissions closed on 1 November 2023. The results indicated an 83% acceptance of the proposed changes. The Board requested for the survey results to be reported to the Board.

Members of the Sports Board proposed the following revisions to the draft Terms of Reference:

- Members who have served the maximum term on the Board/Committee may re-nominate if the position has been unable to be filled via an EOI process.
- Members who have served a maximum term may reapply to serve on the Board/Committee after a suitable break.
- Introduce a membership rotation mechanism ensuring that not more than half of the Committee membership is refreshed at any one time.
- Include a grandfather clause for the tenure of existing members.
- Shorten the name, for example the Sports & Recreation Advisory Committee.
- Members were invited to provide further feedback to the Open Space & Recreation Planning team via Governance.
- The Open Space & Recreation Planning team will incorporate the Board's proposed changes into a revised draft for discussion at the informal workshop to be held in January 2024.
- Members questioned how active recreation groups would be invited to join the Board/Committee. Mr Paul Donnelly responded that staff would draft a communications plan subsequent to the proposed draft Terms of Reference being adopted.

RESOLVED (By consent)

That the Shoalhaven Sports Board:

1. Hold an informal workshop in January 2024 to discuss the proposed change to the Board's Terms of Reference and provide feedback to Council.
2. Receive a report back to the next meeting in relation to the survey results for the proposed changes to the Terms of Reference and provide feedback to Council.

CARRIED

There being no further business, the meeting concluded, the time being 7.10pm.

Mr Colin Stevenson
CHAIRPERSON

SB24.1 Membership Resignation - Tameka Gogerly

HPERM Ref: D24/33299

Department: Business Assurance & Risk
Approver: Jane Lewis, Director - City Lifestyles

Reason for Report

To advise the Shoalhaven Sports Board of the resignation received from Ms Tameka Gogerly and recommendation to fill the vacancy.

Recommendation (Item to be determined under delegated authority)

That the Shoalhaven Sports Board:

1. Accept the resignation of Ms Tameka Gogerly and thank her for her contribution to the Board;
2. Fill the membership vacancy via a Casual Vacancy or Expression of Interest, with a Term expiring in June 2025.

Options

1. Adopt the Recommendation
Implications: Vacant position will be filled.
2. Adopt an alternate recommendation
Implications: Unknown

Background

Council received notice on Thursday 25 January 2024 from Ms Tameka Gogerly that she wished to resign from the Board. Ms Gogerly was appointed in June 2021.

Ms Gogerly's membership position Term is due to expire in June 2025. Should the vacancy be filled via a Casual Vacancy or Expression of Interest, the Term of the new member will expire in June 2025 to align with the remainder of the positions.

Community Consultations

Council may be required to consult with the community via an Expression of Interest process.

SB24.1

SB24.2 Project Updates (City Lifestyles)

HPERM Ref: D23/478162

Department: Recreation Projects - Planning & Delivery
Approver: Jane Lewis, Director - City Lifestyles

Attachments:

1. CL24.68 Financial Sustainability Monthly Report (related to MIN24.141 - 151) (under separate cover) [⇒](#)
2. Management Committee Workshops - Feedback and Responses - 2023 [↓](#)

Reason for Report

The purpose of this report is to update the Shoalhaven Sports Board on current capital works projects, grant processes and planned maintenance activities related to the provision of sports infrastructure in the Shoalhaven Local Government Area.

Recommendation (Item to be determined under delegated authority)

That the Shoalhaven Sports Board accept the *Project Updates (City Lifestyles)* report, for information.

Options

1. Adopt the recommendations as written.

Implications: NIL.

Background

The City Lifestyles directorate is responsible for the regular operations, maintenance and development of sporting infrastructure under the care and control of Shoalhaven City Council (Council-owned land and Crown Land). These facilities range from flagship leisure centres in Nowra, Vincentia and Ulladulla, to sporting precincts and community facilities across the municipality.

Information (for the current reporting period to end April 2024) about key sport and recreation projects / facilities is provided in this report, including:

- Table 1: Overview of capital works projects.
- Table 2: Capital works projects (planned, commenced, and recently completed).
- Table 3: Sportsgrounds Maintenance Programs.
- Table 4: Planning and Proposed Events at Council Sites.
- Table 5: Grants (foreshadowed, application commenced, application submitted [and under consideration] and results).

Previous Report

The previous project updates report was provided at the Shoalhaven Sports Board meeting held on 29 November 2023.

Financial Sustainability

Shoalhaven City Council is taking a number of actions to address the significant financial challenges it currently faces.

An [independent review of Council's financial position](#) in 2023 identified that Council needed to increase revenue and decrease costs through a number of measures to be able to sustain and continue its program of works and services needed now and into the future to meet community needs.

In January 2024, Councillors resolved not to proceed with an application to the [Independent Pricing and Regulatory Tribunal \(IPART\)](#) for a proposed [Special Rate Variation](#) and to focus on maintaining strict budgeting measures, improving asset management planning practices and increasing revenue through immediate sales of underperforming property and assets ([Minutes from 29 January 2024 Ordinary Meeting - CL24.41: Application to Lodge a Special Rate Variation](#)).

These initiatives are being regularly workshopped with Councillors and reported to the Council on a monthly basis for urgent decisions to be made by Council.

At the Ordinary Council Meeting held on 25 March 2024, the Council endorsed a Financial Sustainability Monthly Report (CL24.68, ref. **Attachment 1**), which included recommendations relating to the following projects (presented here for relevancy to Shoalhaven Sports Board business):

- Bay & Basin Leisure Centre refurbishment
- Bob Proudfoot Pavilion construction
- Bomaderry Basketball Stadium redevelopment
- Skate Parks and Pump Tracks: investigation, planning, and design works
- Berry Showground Animal Nursery construction
- Boongaree Stages 5 – 7 construction.

At this meeting, the Council made the following resolutions in relation to the projects listed above:

MIN24.141

*That Council endorse placing the **Bay and Basin Leisure Centre refurbishment planning and design works** (unfunded \$34.2 million) on pause until the Council's financial position improves.*

MIN24.142

*That Council endorses placing the **Bob Proudfoot Pavilion construction** (unfunded \$1.4 million) on pause until the Council's financial position improves.*

MIN24.143

*That Council endorses placing the **Bomaderry Basketball Stadium redevelopment** (unfunded \$9.6 million) on pause until the Council’s financial position improves.*

MIN24.144

*That Council endorses placing the **skate parks and pump tracks investigation, planning and design works** (Sussex Inlet, Sanctuary Point, Bomaderry and Worrigeo) on pause until Council’s financial position improves (unfunded \$1.2 – \$2 million).*

MIN24.146

*That Council endorses placing the **Berry Showground animal nursery construction** on pause until Council’s financial position improves (predominantly funded through general fund, and pausing project would improve general fund position).*

MIN24.149

*That Council endorses placing the **Boongaree Stages 5 – 7 constructions** (unfunded \$5.4 million) on pause until the Council’s financial position improves.*

Further information about these projects is presented in the corresponding project updates throughout this report.

Table 1: Overview of Capital Works Projects

Ref. No.	PROJECT NAME	ESTIMATED COMPLETION DATE
01	Ulladulla Croquet Courts (Milton Ulladulla Croquet Club)	Project to be referred to sustainability Workshop for consideration.
02	Maintenance Subsidy Reviews	June 2024
03	Management Committee Workshops	June 2024
04	Floodlight Upgrades - Various	Completed February 2024
05	Showground Stimulus Grant Funding (SSGF) – NSW Resilience	Project to be referred to Council following sustainability Workshop for consideration.
06	Ulladulla Skate Park	Project paused.
07	Bay & Basin Skate Park (Bay & Basin Leisure Centre)	Project paused.
08	Drainage Upgrades	June 2024
09	Sports Grants Program (Capital Works)	June 2024
10	Berry Showground – Draft Master Plan	June 2024
11	Crown Land Plan of Management – Sportsgrounds	June 2024
12	Francis Ryan Reserve (Bob Proudfoot Pavilion)	Project paused.
13	Community Infrastructure Strategic Plan Review	December 20254

SB24.2

Ref. No.	PROJECT NAME	ESTIMATED COMPLETION DATE
14	Boongaree (Stage 5 & 7)	Project paused.
15	Bay & Basin Leisure Centre Redevelopment	Project paused.
16	Bomaderry Basketball Stadium Refurbishment	Project paused.

01. ULLADULLA CROQUET COURTS (MILTON ULLADULLA CROQUET CLUB)	
Project Description	<p>Milton Ulladulla Croquet Club (MUCC) currently occupies land (embellished with croquet courts and a temporary clubhouse) at Milton Showground.</p> <p>Project to be referred to sustainability Workshop for consideration.</p> <p>New croquet courts were delivered in June 2021 at the Ulladulla Sports Park to enable MUCC to move to a more suitable, centralised location to enable the Club to expand its program of competitions and community activities. Land currently occupied by the Club at Milton Showground is to be repurposed for alternative community use.</p> <p>Development Application (DA) Reference: DA22/1363</p>
Location	<p>Common Name: Ulladulla Sports Park and Milton Showground.</p> <p>Street Address: Camden Street, Ulladulla & Croobyar Road, Milton.</p>
Budget/Funding	<p>Project Budget: Unfunded.</p> <p>Funding Source(s): To be identified.</p>
Current Status	<p>Croquet courts at Ulladulla Sports Park – Delivered.</p> <p>Clubhouse facilities: Investigations are ongoing with MUCC to identify an acceptable temporary solution and to facilitate relocation of MUCC activities to new courts at the Ulladulla Sports Park as soon as possible.</p> <p>Continue to look for funding opportunities to deliver DA approved permanent clubhouse facilities.</p>
Key Milestones	<ol style="list-style-type: none"> 1. Delivery of new croquet courts at Ulladulla Sports Park (complete). 2. Establishment of temporary clubhouse facilities at Ulladulla Sports Park. 3. Decommissioning of court and clubhouse facilities at Milton Showground.
Engagement Activities	<p>Engagement Activity: Consultation with directly affected project stakeholders, including the Board of MUCC.</p> <p>Date: Ongoing.</p> <p>Objectives: Inform and consult with stakeholders in relation to identification of acceptable temporary and permanent clubhouse solutions.</p> <p>Status: Ongoing.</p> <p>Outcomes: Delivery of temporary clubhouse facilities to allow relocation</p>

SB24.2

01. ULLADULLA CROQUET COURTS (MILTON ULLADULLA CROQUET CLUB)	
	of Club to Ulladulla Sports Park.
Issues	Supply of temporary accommodation will be reliant on grant funding.
Next Phase	Identify funding to establish temporary croquet clubhouse facilities at Ulladulla Sports Park.
Project Completion Date	Funding dependent.

02. MAINTENANCE SUBSIDY REVIEWS	
Project Description	<p>Review of maintenance subsidies for sportsground Management Committees by Shoalhaven Swim Sport Fitness (SSSF) Custodial Managers in consultation with Management Committees.</p> <p>Financial statements, including projected income and expenses for the Financial Year are reviewed and subsidies are determined for Management Committee expenditure on operational maintenance requirements.</p>
Location	Per Management Committee-run facility and SSSF custodial area.
Budget/Funding	<p>Project Budget: Budgets vary per Management Committee.</p> <p>Funding Source(s): Annual operational budgets.</p>
Current Status	On track.
Key Milestones	<p>Previous Financial Year Financial Statements submitted to Council – 100% complete.</p> <p>Current Year Budget Projections submitted to Council – 100% complete.</p> <p>Maintenance Subsidies determined and paid – 100% complete.</p>
Engagement Activities	<p>Engagement Activity: Staff meet with Management Committees.</p> <p>Date: Annually – from Quarter 1 onwards.</p> <p>Objectives: Review projections and subsidy funding amounts.</p> <p>Status: Complete.</p> <p>Outcomes: Agreement on subsidy funding for current FY.</p>
Issues	Maintenance subsidy funding is contingent on budget projections and available operational budgets. Obtaining budget projections and identifying suitable times for volunteer Management Committee members to discuss can be challenging.
Next Phase	Staff are working with committees to prepare for timely submission of 2024/25 budget projections.
Project Completion Date	<p>Ongoing.</p> <p>2023/24 Maintenance Subsidy reviews completed and payments transferred 26/03/2024.</p>

SB24.2

03. MANAGEMENT COMMITTEE WORKSHOPS	
Project Description	<p>Annual workshops for all Shoalhaven Swim Sport Fitness Management Committee members commenced 2018 to strengthen Management Committee model, including:</p> <ul style="list-style-type: none"> • Acknowledge volunteer contributions. • Facilitate and encourage strong working relationships between Council staff and volunteers. • Discuss project development. • Review compliance policies and procedures.
Location	Three workshops: Northern, Central and Southern Shoalhaven Swim Sport Fitness areas.
Budget/Funding	<p>Project Budget: \$1,000. 2023: 3 workshops, \$734.52 expended.</p> <p>Funding Source(s): Operational Budget.</p>
Current Status	<p>Northern – Complete.</p> <p>Central – Complete.</p> <p>Southern – Complete.</p>
Key Milestones	<p>Planning – Agenda, venues, catering, invitations – 100% complete.</p> <p>Conduct workshops, compile feedback and review – 100% complete.</p>
Engagement Activities	<p>Engagement Activity: Conduct workshop.</p> <p>Date: October – November 2023.</p> <p>Objectives: Obtain feedback from volunteers to strengthen Management Committee model.</p> <p>Status: Staff.</p> <p>Outcomes: Feedback & Responses (ref. Attachment 2). Review of workshop provision and Management Committee procedures.</p>
Issues	<p>Reduced volunteer participation: North: 25 of 79 attended; Central: 14 of 70 attended; South, 8 of 54 volunteers attended</p>
Next Phase	Planning underway for 2024 Q3/Q4 meetings.
Project Completion Date	<p>Ongoing.</p> <p>2023 workshops completed 23 November 2023.</p>

SB24.2

04. FLOODLIGHTING UPGRADES			
Project Description	Upgrade floodlighting at sports grounds to ensure facilities meet sporting code guidelines for floodlight illumination.		
Location	South Nowra Soccer Fields 4 & 5	Crookhaven Park Soccer	Kangaroo Valley Showground
Budget/Funding	Project Budget: \$452,000 Funding Source(s): Council Capital Budget (\$113,000). Office of Sport Female Friendly Facilities (\$339,000).	Project Budget: \$360,000 Funding Source(s): Stronger Country Communities Round 5.	Project Budget: \$360,000 Funding Source(s): Stronger Country Communities Round 5.
Current Status	Delivered.	Delivered	Delivered
Key Milestones	Design 100% complete. Procurement 100% complete. Construction 100% complete.	Design 100% complete. Procurement 100% complete. Construction 100% complete.	Design 100% complete. Procurement 100% complete. Construction 100% complete.
Engagement Activities	Complete	Complete	Complete
Issues	NIL.	NIL.	NIL.
Next Phase	N/A.	N/A	N/A
Project Completion Date	September 2023.	December 2023.	February 2024.

SB24.2

05. SHOWGROUND STIMULUS GRANT FUNDING (SSGF) – NSW RESILIENCE	
Project Description	30 showground infrastructure maintenance / upgrade projects funded through Showground Stimulus Grant Funding (SSGF) following the Black Summer fires. Commenced: May 2020.
Location	Kangaroo Valley, Berry, Nowra and Milton Showgrounds
Budget/Funding	Project Budget: \$1,462,230 total. Funding Source(s): Showground Stimulus Phases 1, 1B, 2 and 2B.
Current Status	Berry Showground Animal Nursery – Extension requested to December 2023. Deferred until Council’s financial position improves, in accordance with MIN24.146 (25/03/2024). Development Application lodged October 2023 (withdrawn) Future of grant funding of the animal nursery yet to be determined. All other projects are completed.
Key Milestones	30 June 2023 – Submission of final project reports – 100% complete.
Engagement Activities	Engagement Activity: Broad consultation with Showground Management Committees, Show Societies and user groups. Date: Throughout 2020 and 2021. Objectives: Establish maintenance and upgrade priorities at Showgrounds. Status: Complete. Outcomes: 30 projects identified for grant applications.
Issues	<ul style="list-style-type: none"> Berry Showground Animal Nursery – Management of stakeholder expectations. Council’s financial position.
Next Phase	Feasibility Assessment of scope change of a Berry Showground Shed
Project Completion Date	TBC

SB24.2

06. ULLADULLA SKATE PARK	
Project Description	<p>Existing, aging skatepark facilities at the Ulladulla Sports Park are to be demolished and replaced. It has been identified that existing skate park infrastructure requires extensive capital and operational investment to maintain service provision.</p> <p>The vision for Ulladulla Skate Park redevelopment will celebrate the unique geographic location and environmental heritage of the region while providing contemporary social interaction opportunities for the whole community.</p> <p>Skate features include:</p> <ul style="list-style-type: none"> • Individual skate zones. • Deep competition bowl. • Bowl platform features. • Street plaza skate features. • Feature vert wall. <p>Planned capital work will include (but not limited to):</p> <ul style="list-style-type: none"> • Demolition of the existing skate park. • Construction of a new skate park. • Including ground preparation. • Drainage. • Concrete works. • Granite coping and pool tiles. • Installation of steelworks. • Concrete footpaths. • Shade structures and furniture.
Location	<p>Common Name: Ulladulla Sports Park.</p> <p>Street Address: Camden Street, Ulladulla.</p>
Budget/Funding	<p>Project Budget: \$3,329,900.</p> <p>Funding Source(s): Loan Funding, SCCF3 (\$87,624), MSCFF (\$1.5M).</p>
Current Status	<p>Project on pause until Council’s financial position improves (unfunded \$1.8 million), in accordance with MIN24.187 (25/03/2024).</p>
Key Milestones	<p>Detailed Design – 100% complete.</p>
Engagement Activities	<p>Engagement Activity: Stakeholder notifications of deferral</p> <p>Date: April 2024</p>
Issues	<p>Will be reconsidered when Council’s financial position improves.</p>
Next Phase	<p>Project paused.</p>
Project Completion Date	<p>TBC</p>

SB24.2

07. BAY & BASIN SKATE PARK	
Project Description	<p>Works will include (but are not limited to) construction of a new skate park at the Bay & Basin Leisure Centre including:</p> <ul style="list-style-type: none"> • Ground preparation. • Drainage. • Concrete works. • Granite coping and pool tiles. • Steelwork. • Concrete footpaths. • Shades structures. • Seating.
Location	<p>Common Name: Bay & Basin Leisure Centre.</p> <p>Street Address: 167A The Wool Road, Vincentia.</p>
Budget/Funding	<p>Project Budget: \$660,000.</p> <p>Funding Source(s): General Fund and S7.11 Capital Works Budget.</p>
Current Status	<p>Project on pause until Council's financial position improves (unfunded \$1.8 million), in accordance with MIN24.187 (25/03/2024)</p>
Key Milestones	<p>Detailed design – 100% complete.</p> <p>Tender – Preparation 90% complete; advertisement mid-2024.</p>
Engagement Activities	<p>Engagement Activity: Notification to stakeholders of deferral</p> <p>Date: April 2024</p>
Issues	<p>Will be reconsidered when Council's financial position improves.</p>
Next Phase	<p>Project paused.</p>
Project Completion Date	<p>TBC</p>

SB24.2

08. DRAINAGE UPGRADES			
Project Description	Installation of sports field drainage to playing surfaces to improve playability of existing turf surfaces.		
Location	Callala Sportsground	Bill Andriske Oval	Frogs Holla Sporting Complex
Budget/Funding	Project Budget: \$150,000. Funding Source(s): Capital Funding.	Project Budget: \$170,000. Funding Source(s): Stronger Country Communities Fund Round 5.	Project Budget: \$295,000. Funding Source(s): Stronger Country Communities Fund Round 5.
Current Status	Complete.	Complete	On track.
Key Milestones	Detailed Design 100% complete. Construction 100% complete.	Detailed Design 100% complete. Tendering 100% complete.	Contractor engaged.
Engagement Activities	Complete	Complete	Engagement Activity: Stakeholders and sporting user groups updated on project and program. Date: Ongoing.
Issues	Wet weather delayed project. Project previously on hold to allow winter sport use of the facility.	NIL.	NIL.
Next Phase	N/A.	N/A	Construction
Project Completion Date	November 2023.	January 2024.	June 2024.

SB24.2

8. DRAINAGE UPGRADES CONTINUED			
Project Description	Installation of sports field drainage to playing surfaces to improve playability of existing turf surfaces.		
Location	Francis Ryan Oval	Rugby Park	Thomson Street Sporting Complex
Budget/Funding	Project Budget: \$250,000. Funding Source(s): Local Roads & Community Infrastructure Phase 2.	Project Budget: \$358,000. Funding Source(s): Essential Community Sports Assets Program.	Project Budget: \$358,000. Funding Source(s): Essential Community Sports Assets Program.
Current Status	Complete	complete	On track.
Key Milestones	Detailed Design 100% complete. Construction 1000% complete.	Detailed Design 100% complete. Construction 100% complete.	Detailed Design 100% complete. construction 90% complete.
Engagement Activities	Engagement Activity: Stakeholders and sporting user groups updated on project and program. Date: Ongoing.	Engagement Activity: Stakeholders and sporting user groups updated on project and program. Date: Ongoing.	Engagement Activity: Stakeholders and sporting user groups updated on project and program. Date: Ongoing.
Issues	N/A	N/A	Wet weather has the potential to delay the project.
Next Phase	N/A	N/A	Project handover
Project Completion Date	December 2023.	February 2024.	31 April 2024.

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09. SPORTS GRANTS PROGRAM (CAPITAL WORKS)	
Project Description	<p>The Sports Grants Program (Capital Works) is a grant opportunity available to Shoalhaven-based sporting groups that meet the provisions of the Shoalhaven City Council ‘Sports Grants Program (Capital Works)’ policy.</p> <p>Grant recipients can undertake design for new infrastructure or improvements to existing fixed assets on Council managed land.</p>
Location	Multiple sites, locations specific to approved applications
Budget/Funding	<p>Project Budget: \$100,000.</p> <p>Funding Source(s): General Fund 106203 – Shoalhaven Swim Sport Fitness (SSSF) – Sports Capital Works Partnership Program.</p>
Current Status	<p>At the Ordinary Meeting held 22 January 2024 Council resolved MIN24.13, as recommended by the Shoalhaven Sports Board, to endorse four applications. These projects are at varying degrees of delivery, on track for completion by end June 2024.</p> <ul style="list-style-type: none"> a. Milton Ulladulla District Tennis Association – Synthetic grass resurfacing of two tennis courts - \$50,000. b. Shoalhaven District Football Association – Improve pathway network – \$6,617. c. Shoalhaven Hockey Incorporated – Wall rebuild – \$35,666.67. d. Shoalhaven Dog Training Club – Kitchen refurbishment - \$6,906.
Key Milestones	<p>Advertising Period: 1 April – 30 June 2023 (closed).</p> <p>Report recommendations to Shoalhaven Sports Board: 29 November 2023.</p> <p>Invoice successful applicants for their contribution: December 2023.</p> <p>Issue purchase orders and begin project commencement: January - June 2024.</p>
Engagement Activities	<p>Engagement Activity: Direct emails to club secretaries, advertisements on Shoalhaven Swim Sport Fitness social pages.</p> <p>Date: 3 April 2023, 1 May 2023 and 1 June 2023.</p> <p>Objectives: Inform the community about the grant opportunity and encourage them to make an application for funding</p> <p>Status: Application period closed 30 June 2023. 15 applications received, 3-person grant panel evaluating submissions ahead of submitting a report to Shoalhaven Sports Board detaining recommendations.</p> <p>Outcomes: 15 applications received. Up from five applications in 2022 / 23.</p>
Issues	There may not be sufficient funding to support all projects.
Next Phase	Evaluate applications and present report of recommendations to

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09. SPORTS GRANTS PROGRAM (CAPITAL WORKS)	
	Shoalhaven Sports Board.
Project Completion Date	Target date for completion of supported projects is 30 June 2024

10. BERRY SHOWGROUND MASTER PLAN	
Project Description	<p>Shoalhaven City Council is developing a Plan of Management (PoM) and a Master Plan for Berry Showground.</p> <p>Council, and the Berry Showground Management Committee, have prepared a draft Master Plan for the Berry Showground. This document provides an overview of how the site will be managed and developed into the future.</p> <p>Note: Council plans to deliver Master Plans for all four showgrounds in the Shoalhaven, including:</p> <ul style="list-style-type: none"> • Kangaroo Valley Showground (Osborne Park) – Yet to commence. • Berry Showground – Subject of this update. • Nowra Showground – Complete, refer to previous reports. • Milton Showground – Yet to commence.
Location	<p>Common Name: Berry Showground.</p> <p>Street Address: 35 Alexandra Street, Berry.</p>
Budget/Funding	Operational Budget.
Key Milestones	<ul style="list-style-type: none"> • Draft Master Plan – 100% complete. • Community Engagement Planning – 100% complete. • Review of Engagement Activity Results – 100% complete. • Amendments to Draft Master Plan and Master Plan Report – 50% complete.
Engagement Activities	<p>Engagement Activity: Public Exhibition and Survey.</p> <p>Date: 17 July to 13 August 2023.</p> <p>Objectives: Determine support for the draft Berry Showground Master Plan.</p> <p>Status: Complete.</p> <p>Outcomes: Amendments to draft Master Plan required (in progress).</p>
Issues	Procurement of heritage advice (ongoing).
Current Status	Delayed (due to procurement of heritage advice).
Next Phase	<ul style="list-style-type: none"> • Completion amendments to draft Master Plan and report based on community feedback. • Report to Council’s Ordinary Meeting (Date TBC).

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10. BERRY SHOWGROUND MASTER PLAN	
Project Completion Date	Anticipated: June 2024.
11. CROWN LAND PLANS OF MANAGEMENT – SPORTSGROUNDS	
Project Description	<p>In 2018, legislation amendments came into effect regarding the management of Crown Land under the care and control of Local Governments. As a result, all Crown reserves where a council is the nominated Crown Land Manager must be managed as if it were public land under the Local Government Act 1993.</p> <p>Accordingly, a Plan of Management (PoM) is being prepared for all Crown Land under Council's care and control where the reserve purpose is identified as sportsground.</p>
Location	Municipality-wide (multiple locations).
Budget/Funding	Operational expenditure.
Key Milestones	Crown Land Plan of Management – Sportsgrounds – 50% complete.
Engagement Activities	<p>Engagement Activity: Public Exhibition (Survey).</p> <p>Date: N/A.</p> <p>Objectives: Determine support for the Draft PoM.</p> <p>Status: Engagement Planning yet to commence.</p> <p>Outcomes: N/A.</p>
Issues	Review of draft Plan of Management (by Crown Lands).
Current Status	On hold (by Crown Lands, pending approval of <i>Plan of Management - General Community Use</i>).
Next Phase	Respond to (future) requests for amendments (by Crown Lands).
Project Completion Date	June 2024.

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12. FRANCIS RYAN RESERVE (BOB PROUDFOOT PAVILION)	
Project Description	Demolition and rebuild of sportsground amenities at Francis Ryan Reserve, Sanctuary Point. Features of the new facility include: <ul style="list-style-type: none"> • Accessible public amenities. • Change rooms. • Gym space. • Storage. • Communications box. • Kiosk.
Location	Common Name: Francis Ryan Reserve. Street Address: Kerry Street, Sanctuary Point 2540.
Budget/Funding	Project Budget: \$1,598,000. Funding Source(s): Stronger Country Communities Grant LD9668 (\$398,000), Council Funding – General Fund and Loans \$1.2M.
Current Status	All tenders rejected – MIN24.170C Project on pause until Council’s financial position improves, in accordance with MIN24.142 (25/03/2024)
Key Milestones	Construction – Deferred
Engagement Activities	Engagement Activity: Notification of deferral to stakeholders Date: April 2024.
Issues	Will be reconsidered when Council’s financial position improves.
Next Phase	Project paused.
Project Completion Date	TBC

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13. COMMUNITY INFRASTRUCTURE STRATEGIC PLAN REVIEW

<p>Project Description</p>	<p>The Community Infrastructure Strategic Plan (CISP) is a guiding document for community infrastructure across the Shoalhaven Local Government Area. The CISP allows Councillors and staff to prioritise investment in development / redevelopment of community infrastructure, informed by a base of evidence relating to:</p> <ul style="list-style-type: none"> • Population data. • Current provision. • Needs analysis. • Projected population statistics. • Contemporary best-practice urban planning approaches and more. <p>The CISP informs Council's Long Term Financial Plan (LTFP).</p> <p>The current CISP is a 20-year plan (2017 – 2036) and was endorsed by Council in 2017. Work to develop the current revision of the CISP was commenced in 2015.</p> <p>There is a need to review and update the CISP to ensure:</p> <ul style="list-style-type: none"> • Strategic alignment with the most up-to-date policies and strategies of Council, State and Federal governments. • Reflective of current population data (including interruptions to previously projected population statistics that have arisen as a result of the COVID-19 pandemic). • Consistent with changes in community expectations relating to the provision of community / social infrastructure (accelerated by the COVID-19 pandemic).
<p>Location</p>	<p>Shoalhaven LGA wide</p>
<p>Budget/Funding</p>	<p>Project Budget: \$101K</p> <p>Funding Source(s): General Fund.</p>
<p>Current Status</p>	<p>Project planning: completed. Community Infrastructure Audit: commenced. Needs analysis: planning and research commenced.</p>
<p>Key Milestones</p>	<ul style="list-style-type: none"> • Agree project scope and methodology (100% complete, report to Ordinary Council Meeting, 20 May 2024) • Engage suitably qualified and experienced consultant to undertake necessary research, data collection, and to prepare documentation in line with deliverables outlined in the agreed scope (15% complete). • Review of draft CISP and report to Council. • Engagement activities and report to Council. • Receipt of final draft and report to Council
<p>Engagement Activities</p>	<p>Engagement Activity: To be determined.</p> <p>Date: To be determined.</p>

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	Objectives: To be determined. Status: To be determined. Outcomes: To be determined.
Issues	N/A
Next Phase	Complete Community Infrastructure Audit.
Project Completion Date	December 2025.

14. BOONGAREE STAGE 5 (Junior Sports Fields) & STAGE 7 (Senior Sports Fields)

Project Description	<p>The scope of works for Boongaree Stages 5 & 7 includes upgrading existing sports grounds on the corner of North Street and Woodhill Mountain Road, Berry.</p> <p>Stage 5 will include:</p> <ul style="list-style-type: none"> • Junior field (up to age 11) for rugby league, soccer and cricket. • Additional carparking and long-vehicle parking facilities. <p>Stage 7 will include:</p> <ul style="list-style-type: none"> • A senior multi-use field with realigned cricket pitch. • Upgraded lighting for senior rugby league games. • Additional carparking infrastructure adjacent to North Street. <p>Both fields are designed to have integrated irrigation and drainage, incorporating above-ground tanks for water capture and supply to each field.</p>
Location	<p>Common Name: Boongaree.</p> <p>Street Address: 143-155 North Street, Berry</p>
Budget/Funding	<p>Project Budget: \$5.3M (all stages).</p> <p>Funding Source(s): MSCFF-21/22-0127 Grant (\$1.8M) and Loan Funding (\$3.7M)</p>
Current Status	Project on pause until Council's financial position improves, in accordance with MIN24.149 (25/03/2024)
Key Milestones	Future funding identification
Engagement Activities	<p>Engagement Activity: Notification of deferral to Stakeholders</p> <p>Date: April 2024</p>
Issues	Will be reconsidered when Council's financial position improves.
Next Phase	Project paused.
Project Completion Date	TBC

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15. BAY & BASIN LEISURE CENTRE REDEVELOPMENT	
Project Description	<p>In 2016 Council engaged consultants Group GSA to develop a Master Plan for the Bay & Basin Leisure Centre.</p> <p>In 2021, Council resolved to progress designs for the redevelopment of the Bay & Basin Leisure Centre to include:</p> <ul style="list-style-type: none"> • Learn to Swim pool. • Extension to the gym. • Community meeting rooms. • Improvements to the existing pool and amenities. • Sportsground precinct upgrades including the addition of netball courts, cricket practice wickets, and amenities. • Landscaping. • Carparking. <p>CO-OP Studio is engaged for this phase of works.</p>
Location	<p>Common Name: Bay & Basin Leisure Centre.</p> <p>Street Address: 167A The Wool Road, Vincentia.</p>
Budget/Funding	<p>Project Budget: \$30 – 40M (cost estimate only – to be confirmed, pending clarification of scope of works).</p> <p>Funding Source(s): \$900,000 (loan) for design and investigate (deferred).</p>
Current Status	<p>Concept design – 100% complete.</p> <p>Engagement Activity – 100% complete</p> <p>Detailed design – 0% complete (deferred until Council's financial position improves, in accordance with MIN24.141 (25/03/2024)).</p> <p>Construction – 0% complete (deferred).</p>
Key Milestones	<p>Identification of funding to support progression of future stages.</p>
Engagement Activities	<p>Engagement Activity: Inform and consult campaign regarding outcome of concept design process and utilisation (online survey).</p> <p>Date: 30 October 2023 – 26 November 2023.</p> <p>Objectives: Inform and consult general public about outcome of concept design phase, next steps, anticipated project timeline through to completion.</p> <p>Status: Completed. Outcomes of Engagement Activities to be reported to Council.</p> <p>Outcomes: Broad support (amongst respondents) for proposed refurbishments.</p>
Issues	<p>Will be reconsidered when Council's financial position improves.</p>
Next Phase	<p>Project paused.</p>
Project Completion Date	<p>TBC</p>

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16. BOMADERRY BASKETBALL STADIUM – REFURBISHMENT	
Project Description	<p>The old Bomaderry Basketball Stadium was originally constructed in 1966 and is no longer in use as the facility does not meet current sporting code or building code requirements. Plans are being progressed to refurbish the stadium and to build on the success of the recently opened Shoalhaven Indoor Sports Centre.</p> <p>DA Reference: RA22/1004.</p>
Location	<p>Common Name: Bomaderry Basketball Stadium, Shoalhaven Community and Recreation Precinct (SCaRP).</p> <p>Street Address: 84 Cambewarra Road, Bomaderry.</p>
Budget/Funding	<p>Project Budget: \$8.5 – 10M.</p> <p>Funding Source(s): Unfunded – To investigate external funding sources (future grants) – TBD.</p>
Current Status	<p>Deferred until Council’s financial position improves, in accordance with MIN24.143 (25/03/2024).</p>
Key Milestones	<ul style="list-style-type: none"> • Concept design – 100% complete. • Detailed design – 100% complete • Development consent – 100% complete • Construction certificate – 100% complete • Tender – 0% complete, yet to commence (deferred) • Construction – 0% complete, yet to commence (deferred)
Engagement Activities	<p>Engagement Activity: Stakeholder workshops, direct stakeholder engagement.</p> <p>Date: Ongoing through to completion of detailed design stage.</p> <p>Objectives: Stakeholder input to inform project planning and detailed design.</p> <p>Status: Complete.</p> <p>Outcomes: Coordinated solution to internal floorplan, court layouts, line markings, spectator seating, roofline, façade expression and internal fit out.</p>
Issues	<p>Will be reconsidered when Council’s financial position improves.</p>
Next Phase	<p>Project paused.</p>
Project Completion Date	<p>TBC</p>

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Table 3: Sportsground Maintenance Programs

Autumn Fertilizer and Over-sowing.
Rugby Park (main field)
Vic Zealand Oval (main soccer field)
Berry Showground
Sharman Park
Bomaderry Sporting Complex (2x lower rugby league fields)
Bill Andriske Oval
Lighthouse Oval (top and bottom fields)
Ulladulla Sports Park (eastern rugby league)
Ulladulla Sports Park (western rugby league – fertilizer only)
Top Dressing Program
Rugby Park – Main Field
Nowra Showground
Callala Corso Reserve
Crookhaven Sports Park (rugby league)
Crookhaven Sports Park (soccer)
Thomson St Sporting Complex (main soccer field)
Francis Ryan Oval (eastern rugby league)
Ison Park (field 1)
Lyrebird Park (field 4)
Huskisson Sportsground (carnival site/junior cricket field)
Growth Regulator Program (Primo)
Berry Sporting Complex (turf cricket)
Bomaderry Oval (turf cricket)
Bomaderry Sporting Complex (2x lower rugby league fields)
Bernie Reagan Sports Complex (turf cricket)
Lyrebird Park (fields 1, 2 & 3)
Sharman Park
Nowra Showground (turf cricket)
Sanctuary Point Oval (turf cricket)
Rugby Park (main field)
Bill Andriske Oval
Lighthouse Oval (turf cricket)
Ulladulla Sports Park (field 1)

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Table 4: Planned and Proposed Events at Council Sites

Event	Venue	Month
NIL		

Grants

Table 5 (below) provides a summary of grant applications, their status, funding sought, funding received and status of the works (for the current reporting period to end June 2023).

Table 5: Grants

Funding Program	Projects Submitted	Funding Sought	Status	Comment
Showground Stimulus Round 2	Berry Showground – Animal Nursery – Replace existing building removing internal pillars.	\$76,282	Successful	DA submission withdrawn. Seeking further clarification from funding body on possible variation.
Club Grants 3	Nowra Croquet Club – development of croquet courts.	\$300,000	Successful	Complete.
NSW Government Multisport facility Fund	Boongaree – Stages 5 & 7. Junior sports field and senior sports fields (with associated carparking) Berry.	\$1,821,398	Successful	Design works nearing completion. Balance of funding to be returned to grant body.
NSW Government Multisport facility Fund	Ulladulla Sports Park – All wheels skatepark.	\$1.5M	Successful	Funding agreement to be terminated
NSW Government Open Spaces Program	Marriott Park Playground.	\$300,000	Successful	Funds returned to grant body.
BLERF	Nowra Showground.	\$1,140,484	Successful	Design works underway.
BLERF	Berry Showground.	\$1,200,965	Successful	Design works underway.
BLERF	Milton Showground.	\$763,628	Successful	Design works underway.
BLERF	Kangaroo Valley Showground.	\$930,290	Successful	Design works underway.
NSW Stronger Country Communities Fund Round 5 (SCCF5)	Bill Andriske Oval Sub-Surface Drainage.	\$170,000	Successful	Complete
SCCF5	Frogs Holla Sporting Complex Sub-surface Drainage.	\$295,000	Successful	Contractor engaged
SCCF5	Crookhaven Park Soccer Floodlights.	\$360,000	Successful	complete

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Funding Program	Projects Submitted	Funding Sought	Status	Comment
SCCF5	Kangaroo Valley Showground Floodlights.	\$360,000	Successful	complete
SCCF5	Lighthouse Oval (Lower Field) Floodlights.	\$100,000	Successful	Complete.
NSW Office of Sport	South Nowra Football Fields Floodlights.	\$339,075	Successful	complete
NSW Office of Sport	Rugby Park Sub-Surface Drainage.	\$358,248	Successful	complete
NSW Office of Sport	Thomson Street Sporting Complex Sub-Surface Drainage.	\$358,248	Successful	Construction underway

AREA	TOPIC	FEEDBACK	PROPOSED ACTION	COUNCIL RESPONSE	STATUS
North	General	More communication from Council when doing work on facility	Reminder to all relevant staff to maintain communications with MCs when undertaking works.	Council is mindful to maintain communications with MCs when undertaking works, and will ensure staff are regularly reminded to liaise closely with MCs.	Complete
North	General	Request staff react faster to requests		Noted	Complete
North	General	Security Cameras		Staff can review facility security and undertake safety audits in liaison with MCs in order to recommend security cameras be installed where required. Please liaise directly with your Facilities Officer	Complete
North	General	Sharing of resources	Seek more information from committee	Please liaise directly with your Facilities Officer	Complete
North	General	Simplify Booking system		Council's online booking system has been developed in response to the operational requirements of a broad range of facilities. The system is also required to store and manage data essential to meet requirements that Council is legislatively required to maintain. Council has expended significant resources to develop a simple and effective solution to these needs, and continues to review and refine procedures. Please contact your Facilities Officer to discuss particular requirements.	Complete
North	General	Want Council open to change in S355 operational procedures	Seek more information from committee	Please liaise directly with Facilities Officer, provide specific requests.	Complete
North	Volunteers	Difficulty in retaining and encouraging new volunteers, believes volunteering is dying out.		Noted	Complete
North	Volunteers	Finding it hard to get new members		Council supports the MCs as much as possible to maintain a friendly and inclusive approach, to encourage new and retain existing volunteers. Please liaise with Facilities Officer to request communications assistance with Council's media team.	Complete
North	Volunteers	Increase incentives to join committee		Council is regulated by legislation in volunteer management and can't offer financial or tangible incentives beyond the benefits of participation and community.	Complete
North	Volunteers	Volunteers do not want to join committees in an official capacity - ie working bees		Noted	Complete
Central	Cleaning/Maintenance	Assistance with ongoing tennis court cleaning	Consider guttering for the shed	Please liaise directly with Facilities Officer	Complete
Central	Cleaning/Maintenance	Removal of new growth trees around perimeters of facilities especially tennis courts.	N/A - process in place	Please liaise directly with Facilities Officer	Complete
Central	Communications	Contact details of other Management Committees and share an event calendar.	BB - Staff request if volunteers are happy to share contact details - and share these biannually with the MC Newsletter. Also, do the committees have event calendars they would be happy to share?	Requests sent to MC members so links for this information can be provided to all members.	Complete
Central	Communications	Regular bulletins of what other Management Committees are doing.	Process in place.	Biannual MC Newsletters - apologies the newsletter was not published in 2023.	Complete
Central	Facility Management Plans	Assistance with completing plans.	N/A - process in place	Facilities Officers are available to assist	Complete
Central	Financials/Reporting	REAL* two-way consultation on financial reporting package.	Seek more information from committee	Please liaise directly with Facilities Officer	Complete
Central	Financials/Reporting	Shoalhaven City Council to define EXACTLY what data & information they require in our financials.	Seek more information from committee	Please liaise directly with Facilities Officer	Complete
Central	Funding	Request for Maintenance Subsidies for all Management Committees	N/A	Council's intention is that community facilities recover operational expenses through hire income. If this is not adequate to operational needs, this is assessed on a case by case basis by SSF. Please contact your Facilities Officer	Complete
Central	General	Improve Public Toilets facilities and provide more public garbage bins	Seek more information from committee	Please liaise directly with Facilities Officer	Complete
Central	General	Please complete Thomson Street Car Park		This project is not currently identified as a priority project.	Complete
Central	Grants	* Request for meaningful grant assistance – Skilled/Knowledgeable Person to assist. * Suitable information on grants for special projects or infrastructure	Request recommendations from Grants Officer for Grant-writing Workshops for MC vols.	SSF Facilities Officers & Coordinator are experienced with grant applications and available to assist all applicants. In this support we routinely access Council's Grants Officer's advice regarding specific grant programs. Individuals can write to the Grants Officer at grants@shoalhaven.nsw.gov.au and seek (a) general advice about writing an application and/or (b) specific advice about a funding program, anything to do with funding guidelines, eligibility, closing dates, access to contacts etc. The Grant Guru offers grant writing workshops – check it out https://www.grantguru.com/au/learn . At this stage Council does not have capacity to run workshops, however we are developing a new website page with a spotlight on community grants along with some tips MC's can purchase items through Stores - liaise with Facilities Officer for Work Order.	Complete
Central	Stores/Supplies	Request purchasing assistance for some items, to cut costs	N/A - process in place	MC's can purchase items through Stores - liaise with Facilities Officer for Work Order.	Complete
Central	Stores/Supplies	Streamline the purchase process for accessing Council Stores ie: Set up an account so that Management Committees can deal directly with Stores Admin so not having to go via Facilities Officers.	Kathy will check with stores if there's an alternate solution.	Swim Sport Fitness manages these budgets, and needs to create the Work Orders for committee members to quote when procuring goods at Council Stores.	Complete
Central	Volunteers	Back up plan with Shoalhaven City Council for when Management Committee fails or ceases to exist – hard to get new volunteers and current volunteers aren't getting any younger.		Council supports the MCs as much as possible to maintain a friendly and inclusive approach, to encourage new and retain existing volunteers. Council has established management models for all the facilities and is ready to take on the operational management when necessary, although it is preferred to maintain local volunteer management committees which generally provide more personalised service and extra care in the management of facilities.	Complete
Central	Volunteers	Can MCs access Centrelink Volunteer program for help around the facility.		Not available for SCC due to Centrelink requirements, however Correctional Services may be able to assist - please liaise with FO.	Complete
Central	Volunteers	Digital App for Maintenance & odd jobs – sign on or off or QR Code.	BB - Request update from WHS Unit develop software for MCs	Great idea! ... WHS team are investigating and we will update you as we are advised.	Complete
South	Community Information Hubs (CIH)	Request the Management Committees be included with CCB and RFS as priority users of the satellite phone	Add the MCs to priority users list	Agreed.	Complete
South	Volunteers	Committees finding it hard to get new volunteers - request Council assistance - please promote management committees. In Manyana for eg. there are already 4 or 5 community groups seeking volunteers so market is flooded. Eg. promote in 'In Your Neighbourhood' newsletter	Include MCs in Community Connect events - recently held at UCC - liaise with SCC City Connections Promote in IYN newsletter	Facilities Officers will increase promotion of committees upon request, as follows: Invite MCs to Community Connect events - eg. recently held at UCC; Promote in IYN newsletter; Request SSF & SCC comms promote via Facebook posts & other opportunities; Develop screens for the Community Information Hubs.	Complete
South	Volunteers	Could promote MC's to high schools and potentially engage students with work experience/mentoring - something for their resumes	Request comment/assistance from Community Connections and Human Resources teams		In progress

AREA	TOPIC	FEEDBACK	PROPOSED ACTION	COUNCIL RESPONSE	STATUS
South	Volunteers	Maintaining MCs provides a community service, a social activation for community members - many volunteers are looking more for a social engagement than to undertake significant duties.	Investigate opportunities	Investigate developing alternative model such User Group Committee to provide alternative to MC - potentially to act as a liaison committee for communications with Council, have no financial delegation and not undertake works on site, thus removing financial reporting, WHS and potentially booking responsibilities.	In progress
South	Volunteers	Many volunteers want to do physical labour projects, not do paperwork - we need a radical new approach	Noted	SSF streamline WHS process as much as possible & provide additional training - ongoing and actions identified in 2023 WHS Audit that will be rolled out in 2024. WHS team is investigating software for MC volunteers.	Complete
South	Volunteers	Request Councillors to promote MCs	Investigate opportunities		In progress
South	WHS	Why do volunteers need to ensure contractors have safety procedures - doesn't BNG do that?	BB - query to WHS	Volunteers are required to ensure contractors have Safe Work Method Procedures in place and are conducting a Site-specific Risk Assessment. This needs to be managed by someone on site prior to commencement of works.	Complete
South	Recovery/Resilience	Please share outcomes of the Recovery Into Resilience Program with the committees.	Email to MC members	Emailed to MC members	Complete
South	Recovery/Resilience	Please share info from KV bushfire community preparedness plans with committees	Email to MC members	Emailed to MC members	Complete

SB24.3 Update on Actions - May 2024

HPERM Ref: D24/145324

Department: Recreation Projects - Planning & Delivery
Approver: Jane Lewis, Director - City Lifestyles

Attachments: 1. Action Sheets Report to 17 April 2024 [↓](#)

Reason for Report

This purpose of this report is to provide the Shoalhaven Sports Board with a progress report on actions completed since the previous Board meeting.

Recommendation (Item to be determined under delegated authority)

That:

1. The Shoalhaven Sports Board accept and receive the Update on Actions report for information.
2. The following actions are considered complete and removed from the action table:
 - a. SB23.18 Shoalhaven Sports Board Update on Actions - November 2023 - Report Received
 - b. SB23.13 Business Arising from Previous Minutes
 - c. SB23.10 Shoalhaven Sports Board - Current Projects Update (City Lifestyles)

Options

1. Adopt the recommendations as written.

Implications: The following actions are considered complete and will be removed from the Action Table (SB23.10):

- d. Receive the Current Projects Update (City Lifestyles) report for information.
- e. Receive a report back at the next meeting to provide an update of the Berry Showground Master Plan.
- f. Receive advice once the Federal Government releases further information on the funding for women's sport.
- g. Receive notification once the Bay & Basin Leisure Centre Project is on public exhibition.

Background

The purpose of this report is to update the Shoalhaven Sports Board on outstanding actions from previous meetings.

Subject to the Board concurring that satisfactory progress has been made to complete the items on the May 2024 Action Sheet Report (ref. SB23.10), the Board is requested to adopt the Recommendation above.

Attachment 1 provides information regarding the status of actions and resolutions made at previous meetings, including items which are still in progress.

Shoalhaven Sports Board Uncompleted as at 17 April 2024 Completed: 29 November 2023 to 17 April 2024			Action Sheets Report
Meeting Date: 29/11/2023	Item No: SB23.20	Officer: Coker, Clinton	Completed:
Title: Workshop - Fees and Charges Presentation - Report Back in 2024			
RESOLVED (By consent) The Shoalhaven Sports Board accept the presentation and request Council staff to provide an updated report with findings to the Board for consideration at the next meeting. CARRIED		Notes: 14 Dec 2023 11:25am Goodman, Rylee This item has been assigned to Paul Donnelly for action. 18 Dec 2023 10:22am Goodman, Rylee - Reallocation Report/item to be added to agenda for next meeting in July 2024.	
Meeting Date: 29/11/2023	Item No: SB23.19	Officer: Donnelly, Paul	Completed:
Title: Workshop - Terms of Reference - Arrange Informal Workshop 2024 - Report Back Survey Results & Proposed Changes ToR			
RESOLVED (By consent) That the Shoalhaven Sports Board: 1. Hold an informal workshop in January 2024 to discuss the proposed change to the Board's Terms of Reference and provide feedback to Council. 2. Receive a report back to the next meeting in relation to the survey results for the proposed changes to the Terms of Reference and provide feedback to Council. CARRIED		Notes: 14 Dec 2023 11:33am Goodman, Rylee This item has been assigned to Paul Donnelly for action - please consult with Claire regarding workshop arrangement. 11 Jan 2024 4:45pm Donnelly, Paul 1. Noted. Progression of Shoalhaven Sports Board business on hold, pending the resolution of operational matters. 2. Noted. Progression of Shoalhaven Sports Board business on hold, pending the resolution of operational matters.	
Meeting Date: 22/01/2024	Item No: SB23.16	Officer: Coker, Clinton	Completed:
Title: Sports Grants Program 2023 / 24 - Funding Determinations - Endorses Applications - Milton Ulladulla District Tennis Association - Shoalhaven District Football Association - Shoalhaven Hockey Incorporated - Shoalhaven Dog Training Club			
RESOLVED* (Clr Wells / Clr White) MIN24.13 That Council as recommended by the Shoalhaven Sports Board: 1. Endorse the following four applications for the 2023/24 Sports Grants Program:		Notes: 17 Apr 2024 10:46am Coker, Clinton 1. Endorse the following four applications for the 2023/24 Sports Grants Program:	

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<ul style="list-style-type: none"> a. Milton Ulladulla District Tennis Association – Synthetic grass resurfacing of two tennis courts - \$50,000. b. Shoalhaven District Football Association – Improve pathway network – \$6,617. c. Shoalhaven Hockey Incorporated – Wall rebuild – \$35,666.67. d. Shoalhaven Dog Training Club – Kitchen refurbishment - \$6,906. <p>FOR: Clr Findley, Clr D'Ath, Clr Boyd, Clr Norris, Clr Kotlash, Clr Copley, Clr Ell, Clr Christen, Clr White, Clr Wells, Clr Watson, Clr Kitchener and Clr Gray</p> <p>AGAINST: Nil</p> <p>CARRIED</p>	<ul style="list-style-type: none"> a. Milton Ulladulla District Tennis Association – Synthetic grass resurfacing of two tennis courts - \$50,000. Contractor engaged. Project completion expected by end May 2024. b. Shoalhaven District Football Association – Improve pathway network – \$6,617. Awaiting invoice payment from club, expected completion end June 2024. c. Shoalhaven Hockey Incorporated – Wall rebuild – \$35,666.67. Project complete. d. Shoalhaven Dog Training Club – Kitchen refurbishment - \$6,906. Awaiting invoice payment from club, expected completion end June 2024.
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Completed

Meeting Date: 29/11/2023	Item No: SB23.18	Officer: Andriske, Claire	Completed: 19/12/2023
Title: Shoalhaven Sports Board Update on Actions - November 2023 - Report Received			
<p>RESOLVED (By consent)</p> <p>That:</p> <ul style="list-style-type: none"> 1. The Shoalhaven Sports Board accept and receive the Update on Actions report for information. 2. The following actions are considered complete and removed from the action table: <ul style="list-style-type: none"> a. SB23.4 Sports Grants Program 2022 / 2023 - Unallocated Funding - Transfer to Shoalhaven Swim Sport Fitness - Minor Improvement Program - Sportsground seasonal maintenance. b. SB23.9 Shoalhaven Sports Board Update of Actions - September 2023. 		<p>Notes:</p> <p>14 Dec 2023 11:32am Goodman, Rylee This item has been assigned to Claire Andriske for action.</p> <p>19 Dec 2023 3:47pm Andriske, Claire - Completion Completed by Andriske, Claire (action officer) on 19 December 2023 at 3:47:47 PM - SB23.14 to remain open</p>	

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<ul style="list-style-type: none"> c. SB23.11 Additional Item - Invitation to Shoalhaven Sports Board Meeting - CEO Illawarra Academy of Sport - Salvatore Carmusciano. d. SB23.12 Shoalhaven Sports Board - Additional Item - Sporting Events - Report request from Tourism Section. e. SB23.14 Additional Item - Shoalhaven Disability Expo - Shoalhaven Indoor Sports Centre. <p>CARRIED</p>	
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Meeting Date: 20/09/2023	Item No: SB23.13	Officer: Stevenson, Alyssa	Completed: 17/04/2024
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Title: Business Arising from Previous Minutes

<p>RESOLVED (By consent)</p> <p>That the Shoalhaven Sports Board:</p> <ul style="list-style-type: none"> 1. Receive advice on the Shoalhaven High School not allowing district athletics carnival to be held from January 2024. 2. Receive advice once the workshop date has been scheduled and announced. <p>CARRIED</p>	<p>Notes:</p> <p>14 Nov 2023 2:17pm Norwood, Kevin</p> <ul style="list-style-type: none"> 1. Complete. The Department of Education (Assets Department) was contacted in September 2023 seeking further clarification on access to the athletics track. Once this advice has been received, it will be distributed to Shoalhaven Sports Board members for information. 2. Completed. Scheduled for the Shoalhaven Sports Board meeting to be held 29 November 2023. <p>17 Apr 2024 4:43pm Stevenson, Alyssa</p> <ul style="list-style-type: none"> 1. Complete. Athletic groups now have access to the facility for district athletic carnivals. 2. Complete. Staff have contacted AFL NSW and Cricket NSW who advised their program has been scheduled for three years. Council staff have been liaising with AFL and Cricket to incorporate Shoalhaven facilities into their program. Council’s Shoalhaven Swim Sport Fitness Department have also been liaising with Council’s Tourism Department to attract larger events to the Shoalhaven.
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Meeting Date: 20/09/2023	Item No: SB23.10	Officer: Urbaniak, Matthew	Completed: 12/12/2023
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Title: Shoalhaven Sports Board - Current Projects Update (City Lifestyles)

<p>RESOLVED (By consent)</p> <p>That the Shoalhaven Sports Board:</p> <ol style="list-style-type: none"> 1. Receive the Current Projects Update (City Lifestyles) report for information. 2. Receive a report back at the next meeting to provide an update of the Berry Showground Master Plan. 3. Receive advice once the Federal Government releases further information on the funding for women’s sport. 4. Receive notification once the Bay & Basin Leisure Centre Project is on public exhibition. <p>CARRIED</p>	<p>Notes:</p> <p>14 Nov 2023 2:38pm Urbaniak, Matthew</p> <p>1. Complete., 2. Complete; See – Shoalhaven Sports Board - Current Projects Update (City Lifestyles) 29 November 2023, Page 16., 3. In progress., 4. Complete.</p> <p>07 Dec 2023 12:29pm Urbaniak, Matthew</p> <p>1. Complete.</p> <p>2. Complete.</p> <p>3. Minute refers to the Play Our Way grant program. Guidelines for the program are currently in development and there is an expectation that the application process will open early 2024. Council advises the Sports Board to subscribe to newsletters from the Australia Sports Commission and the NSW Office of Sport where grant information is publicly available.</p> <p>4. Complete.</p> <p>12 Dec 2023 2:09pm Urbaniak, Matthew</p> <p>1. Complete., 2. Complete, 3. Complete - See D23/510838, 4. Complete</p>
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