



Civic Centre, 10 Watson Terrace
Mount Gambier SA 5290

PO Box 56
Mount Gambier SA 5290

Telephone 08 87212555
Facsimile 08 87249791
city@mountgambier.sa.gov.au

mountgambier.sa.gov.au

**I hereby give notice that a Regional Sport and Recreation Centre
Committee Meeting will be held on:**

Date: Tuesday, 10 September 2019
Time: 5.30 p.m.
Location: Council Chamber
Civic Centre
10 Watson Terrace
Mount Gambier

AGENDA

Regional Sport and Recreation Centre Committee Meeting 10 September 2019

Andrew Meddle
Chief Executive Officer

6 September 2019

Order Of Business

1	Acknowledgement of Country	3
2	Apology(ies).....	3
3	Confirmation of Minutes.....	3
4	Questions without Notice.....	3
5	Reports.....	4
5.1	Proposed Meeting Dates for the Regional Sport and Recreation Centre Committee for 2019/20 - Report No. AR19/47392	4
5.2	Terms of Reference of the Regional Sport and Recreation Centre Committee - Report No. AR19/47390	7
5.3	Community and Recreation Hub - Project Update – Report No. AR19/47843	16
6	Urgent Motions without Notice	20
7	Confidential Items.....	21
8	Meeting Close	22



1 ACKNOWLEDGEMENT OF COUNTRY

WE ACKNOWLEDGE THE BOANDIK PEOPLES AS THE TRADITIONAL CUSTODIANS OF THE LAND WHERE WE MEET TODAY. WE RESPECT THEIR SPIRITUAL RELATIONSHIP WITH THE LAND AND RECOGNISE THE DEEP FEELINGS OF ATTACHMENT OUR INDIGENOUS PEOPLES HAVE WITH THIS LAND.

2 APOLOGY(IES)

That the apology(ies) from Cr Christian Greco and Cr Frank Morello be received.

3 CONFIRMATION OF MINUTES

Regional Sport and Recreation Centre Committee Meeting - 1 July 2019

RECOMMENDATION

That the minutes of the Regional Sport and Recreation Centre Committee meeting held on 1 July 2019 be confirmed as an accurate record of the proceedings of the meeting.

4 QUESTIONS WITHOUT NOTICE



5 REPORTS

5.1 PROPOSED MEETING DATES FOR THE REGIONAL SPORT AND RECREATION CENTRE COMMITTEE FOR 2019/20 - REPORT NO. AR19/47392

Meeting: Regional Sport and Recreation Centre Committee
CM9 Reference: AF18/175
Author: Andrew Meddle, Chief Executive Officer
Authoriser: Andrew Meddle, Chief Executive Officer

REPORT RECOMMENDATION

1. That Regional Sport and Recreation Centre Committee Report No. AR19/47392 titled 'Proposed Meeting Dates for the Regional Sport and Recreation Centre Committee for 2019/20' as presented on 10 September 2019 be noted.
2. That its meeting schedule for 2019/20, be as set out in Attachment 1 to this report.



BACKGROUND

At the Council meeting on 20th August 2019, Council resolved a new committee structure. The resolution, in part, stated:

“(c) *Regional Sport and Recreation Centre Committee:*

(i) *Agreement of the amended Terms of Reference*

(ii) *Meetings of the Committee be held the 2nd Tuesday of the month unless otherwise determined by the Committee.”*

CONCLUSION

Based upon the resolution of Council around meeting dates, a proposed schedule is set out in **Attachment 1** to this report, for the remainder of this municipal year. As such, it is recommended that the dates in Attachment 1 be agreed, so that they may be diarised for Elected Members.

ATTACHMENTS

1. Meeting Dates - Regional Sport and Recreation Centre Committee [↓](#)



REGIONAL SPORT AND RECREATION CENTRE COMMITTEE

Meeting dates for the remainder of the 2019/20 municipal year.

Council resolution of 20th August 2019 stated that meeting would take place on the second Tuesday in the relevant month. This has been taken to except public holidays.

Tuesday, 10th September 2019
Tuesday, 12th November 2019
Tuesday, 10th December 2019
Tuesday, 14th January 2020
Tuesday, 11th February 2020
Tuesday, 10th March 2020
Tuesday, 14th April 2020
Tuesday, 12th May 2020
Tuesday, 9th June 2020

]N.b. There is no scheduled meeting for October as this clashes with the People and Place Committee due to a public holiday].



5.2 TERMS OF REFERENCE OF THE REGIONAL SPORT AND RECREATION CENTRE COMMITTEE - REPORT NO. AR19/47390

Meeting: Regional Sport and Recreation Centre Committee
CM9 Reference: AF18/175
Author: Andrew Meddle, Chief Executive Officer
Authoriser: Andrew Meddle, Chief Executive Officer

REPORT RECOMMENDATION

1. That Regional Sport and Recreation Centre Committee Report No. AR19/47390 titled 'Terms of Reference of the Regional Sport and Recreation Centre Committee' as presented on 10 September 2019 be noted.
2. That the following changes be made to the Terms of Reference for the Regional Sport and Recreation Centre Committee:
 - a)...
3. That this is / is not a prescribed Committee for the purposes of payments as required by the SA Remuneration Tribunal.



BACKGROUND

At the Council meeting on 20th August 2019, where it was resolved to form the new committee structure, it was requested that the Terms of Reference be reviewed by the Committees at their first meetings. Accordingly the Terms of Reference may be found as **Attachment 1** to this report.

CONCLUSION

The Terms of Reference allow the Committee to formally reconsider them at any meeting and that any changes recommended by this Committee will be the subject of future Council endorsement before they come into effect.

ATTACHMENTS

1. Terms of Reference - Regional Sport and Recreation Centre Committee [↓](#)





Regional Sport and Recreation Centre Committee

TERMS OF REFERENCE

A Committee of Council Established
pursuant to the provisions of Section 41
of the Local Government Act 1999.

Terms of Reference for the conduct of the business of the Regional Sport and Recreation Centre Committee were approved and adopted by the City of Mount Gambier at its meeting held on 20th August 2019.



Regional Sport and Recreation Centre Committee

The Regional Sport and Recreation Centre Committee has been established to:

- provide advice to assist Council in decision making on matters associated with the grant application and development of the Regional Sport and Recreation Centre;
- conduct and/or assist with stakeholder and community engagement;
- assist with advocacy that supports Council's resolved position on the Regional Sport and Recreation Centre;
- to provide strategic advice regarding the design and operationalisation of the Regional Sport and Recreation Centre; and
- to make recommendations to Council on the future name of the Regional Sport and Recreation Centre.



Regional Sport and Recreation Centre Committee

CONTENTS

1.	Name	1.
2.	Interpretation	1.
	Definitions	1.
	Notices	1.
3.	Establishment	1.
4.	Objectives	2.
5.	Membership	2.
6.	Quorum	2.
7.	Meetings of the Committee	2.
8.	Procedures at Meetings	2.
9.	Liability of the Committee	3.
10.	Delegation	3.
11.	Sub-Committees	3.
12.	Minutes of the Committee	3.
13.	Amendments to Terms of Reference	4.
14.	Interpretation of Terms of Reference	4.
15.	Winding Up	4.



1 NAME

- 1.1 The name of the Council Committee shall be the Regional Sport and Recreation Centre Committee (in these Terms of Reference referred to as “the Committee”).

2 INTERPRETATION

- 2.1 For the purpose of these Terms of Reference, unless inconsistent with the subject matter or context:
- 2.1.1 “Act” means the Local Government Act 1999 and includes all Regulations and Schedules.
- 2.1.2 “Committee” means the Committee of Council established pursuant to clause 3.
- 2.1.3 “Committee Member” means the persons appointed by the Council to the Committee pursuant to clause 5.
- 2.1.4 “Commencement Date” means the date on which the Committee is established and becomes operative pursuant to clause 3.
- 2.1.5 “Council” means the City of Mount Gambier that established the Committee and to which the Committee reports.
- 2.1.6 “Presiding Member of the Committee of Council” means the person appointed to that position pursuant to clause 5.
- 2.1.7 “Observers” means those persons attending any meeting of the Committee of Council, but not having a vote on any matter to be determined by the Committee and not having been appointed as Committee Members.
- 2.1.8 “Sub-Committee” means a sub-committee established in accordance with the Act.
- 2.2 Any words, phrases or terms used in these Terms of Reference that are defined in the Act shall have the same meaning as are given in the Act.
- 2.3 A reference in these Terms of Reference to a “singular” includes a reference to the “plural” and a reference to a “plural” includes a reference to the “singular”.
- 2.4 These Terms of Reference shall be interpreted in line with the provisions of the Act.
- 2.5 Notices
- 2.5.1 All communication to be given to the Committee shall be addressed to:
- Regional Sport and Recreation Centre Committee
PO Box 56
MOUNT GAMBIER SA 5290
Email: city@mountgambier.sa.gov.au

3 ESTABLISHMENT

- 3.1 The Regional Sport and Recreation Centre Committee is established under Section 41 of the Local Government Act 1999.
- 3.2 The Committee will be established and become operative from the time a resolution of the Council is passed.
- 3.3 The Committee is established by the Council to provide considered advice to assist decision making on matters associated with the development of a Regional Sport and Recreation Centre.



4 OBJECTIVES

- 4.1 The Regional Sport and Recreation Centre Committee has been established to:
- provide advice to assist Council in decision making on matters associated with the grant application and development of the Regional Sport and Recreation Centre;
 - conduct and/or assist with stakeholder and community engagement;
 - assist with advocacy that supports Council's resolved position on the Regional Sport and Recreation Centre;
 - to provide strategic advice regarding the design and operationalisation of the Regional Sport and Recreation Centre; and
 - to make recommendations to Council on the future name of the Regional Sport and Recreation Centre.

5 MEMBERSHIP

- 5.1 Membership of the Committee will comprise eight Councillors.
- 5.2 The Mayor has Ex-Officio membership on this Committee.
- 5.3 The Committee has the right to co-opt individual members who have special expertise to assist the Committee under its objective. Such co-opted members have the right to attend meetings and participate in discussion but will have no voting rights on the Committee.
- 5.4 Council will appoint a Presiding Member.
- 5.5 Council reserves the right not to appoint any nominee, to remove and replace any co-opted member.

6 QUORUM

- 6.1 At all Meetings of the Committee a quorum must be present.
- 6.2 A quorum will be determined by dividing by 2 the number of Members formally appointed to the Committee ignoring any fraction and adding 1 (excluding Mayor as ex-officio).

7 MEETINGS OF THE COMMITTEE

- 7.1 The Committee shall hold ordinary meetings at least bi-monthly.
- 7.2 No business shall be transacted at any meeting of the Committee unless a quorum of Members is present.
- 7.3 The Presiding Member, when physically present, shall preside at all meetings of the Committee and at any other time the Committee shall appoint an Acting Presiding Member who shall preside at that meeting.
- 7.4 Each Member of the Committee including the Presiding Member present at any meeting of the Committee must vote on any matter requiring determination and all decisions shall be decided on a simple majority of votes cast.
- 7.5 Each Member of the Committee including the Presiding Member present at any meeting of the Committee shall have one deliberate vote only.

8 PROCEDURES AT MEETINGS

- 8.1 The procedure to be observed in relation to the conduct of meetings of the Committee is in accordance with Local Government (Procedures at Meetings) Regulations 2013.



- 8.2 In accordance with s89 of the Act, insofar as a procedure is not prescribed by regulation, it shall be as determined by the Council, and insofar as a procedure is not determined by the Council, it shall be as determined by the Committee itself.

9 LIABILITY OF THE COMMITTEE

- 9.1 A liability incurred by the Committee rests against Council.
- 9.2 No liability attaches to a Member of the Committee for an honest act or omission by that Member of the Committee in the performance or discharge, or purported performance or discharge, of the Member's or the Committee's functions or duties.
- 9.3 All members of the committee are bound by the Council Member Code of Conduct as published in accordance with Section 63 of the Act.

10 DELEGATION

- 10.1 The Committee has no delegation to act with all recommendations of the Committee (and of any Sub-Committees established by the Committee) to be considered by final Council for final decision and resolution.

11 SUB-COMMITTEES

- 11.1 The Committee may establish a Sub-Committee to assist it in a matter directly related to the Committees objectives.
- 11.2 When establishing a Sub-Committee the Committee must set out the Terms of Reference for the subcommittee.
- 11.3 The Committee may appoint to a Sub-Committee Council Members who are not members of the Committee, Council Officers and members of the public with skills or expertise in a field relevant to the matters which the Sub-committee is established to assist with.
- 11.4 A Sub-Committee established in accordance with this clause will report to the Committee and will have the same meeting notice, minute keeping and procedural obligations as the Committee as defined in the Act.
- 11.5 If a Sub-Committee Member is absent from 2 or more consecutive meetings of the Sub-Committee without an apology accepted by the Committee and Council then that Sub-Committee Members position shall be considered vacant.
- 11.6 If a Sub-Committee established under this Clause 14 fails to achieve quorum on 2 consecutive occasions then the Sub-Committee will be considered to be in recess and the Chief Executive Officer is to present a report to the Committee for consideration.

12 MINUTES OF THE COMMITTEE

- 12.1 The CEO or his appointee must cause minutes to be kept of the proceedings of the Committee.
- 12.2 Minutes of the Committee shall be available to all Members of the Committee, Council and the public.
- 12.3 The Minutes of the proceedings of a meeting are to comply with the requirements of the Act.
- 12.4 Minutes of the Committee Meeting shall be submitted for confirmation at the next meeting of the Committee and if confirmed, shall be signed by the Presiding Member or other person presiding at the subsequent meeting.



12.5 Minutes of the Committee Meeting and any recommendations (including the minutes and recommendations of any Sub-Committee established by the Committee) shall be submitted to Council and shall be of no effect until endorsed as a resolution of Council.

13 AMENDMENTS TO TERMS OF REFERENCE

13.1 It will be lawful for the Council by resolution to revoke, vary or add to any of the provisions of these Terms of Reference at its own discretion within the parameters of the Act and any other relevant legislation.

13.2 Notwithstanding 16.1 hereof before the Council resolves to revoke, vary or add to any of the provisions of these Terms of Reference it may, but will be under no obligation, to obtain the opinion of the Committee.

14 INTERPRETATION OF TERMS OF REFERENCE

14.1 Should there be any dispute as to the definition and/or interpretation of these Terms of Reference, or any part thereof or any irregularities whatsoever that are unable to be resolved by the Presiding Member then the Council shall determine the dispute and the decision of the Council shall be final and binding.

15 WINDING UP

15.1 The Council may cease the operation of the Committee and the Committee may make such recommendation to the Council on the completion of its function.

13th August 2019



5.3 COMMUNITY AND RECREATION HUB - PROJECT UPDATE – REPORT NO. AR19/47843

Committee:	Regional Sport and Recreation Centre Committee
Meeting Date:	10 September 2019
Report No.:	AR19/47843
CM9 Reference:	AF18/175
Author:	Heidi Gajic, Community Development and Engagement Officer
Authoriser:	Andrew Meddle, Chief Executive Officer
Summary:	A brief summary of the progress of significant items in the Community and Recreation Hub development.
Community Plan Reference:	Goal 1: Our People Goal 2: Our Location Goal 3: Our Diverse Economy Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage

REPORT RECOMMENDATION

1. That Regional Sport and Recreation Centre Committee Report No. AR19/47843 titled 'Community and Recreation Hub - Project Update' as presented on 10 September 2019 be noted.



BACKGROUND

A project update will be presented at each meeting of the Regional Sport and Recreation Centre Committee summarising the progress of significant items in the development of the Community and Recreation Hub.

DISCUSSION

The following table provides a Project Update for the period until 5th September 2019:

Item	Actions	Status / Outcomes
Architects Visits	27 August 2019 Material and finishes	Architects presented the recommended materials and finishes for floor surfaces, tiles, wall finishes, cabinetry and acoustic treatments etc. The recommended colour palette: <ul style="list-style-type: none"> • represents and reflects our natural environment; • celebrates and showcases the region – Timber and limestone; and • colour scheme is neutral to ensure that the facility will not date.
	9 September 2019 Furniture, Fixtures and Equipment	Upcoming
Stakeholder Engagement	Establish ongoing engagement with stakeholders including residents, businesses and organisations within the immediate surrounds of the new Community and Recreation Hub area. Provide a direct contact at Council to answer queries during the construction and opening of the facility, informing them of potential changes to the area that may impact them.	A project update was published on <i>Have Your Say</i> and distributed to surrounding businesses and residents.
	Work with tenants that may be impacted by the Community and Recreation Hub development.	Follow up discussions have been completed.
	Engage with stakeholders, users and sporting bodies to identify uses, function and requirements to be considered in the detailed design and the operation of the Community and Recreation Hub.	Continued engagement with state sporting bodies including Swimming SA, Netball SA, Basketball SA, Basketball VIC, Volleyball SA, Futsal SA and Badminton SA. Continued engagement with local sporting organisations.



Item	Actions	Status / Outcomes
	<p>Community and Recreation Hub - Community Reference Group (CRG) – Stage 2 Specifications</p> <p>The Community Reference Group is a representative, cross section of individuals from the community that will contribute to the project by:</p> <ul style="list-style-type: none"> • Being a conduit for communications to and from stakeholder groups. • Understanding the scope and constraints of the project to provide effective input. • Providing information to the design team for key elements of the design. 	<p>CRG meetings:</p> <ul style="list-style-type: none"> • 4 July 2019 • 22 July 2019 • 4 September 2019 <p>Feedback collected to quantify community aspirations regarding access, usage and types of activities at the Community and Recreation Hub.</p>
See you at ____? Community Engagement for name of the Community and Recreation Hub	<p>Council is seeking input from the community to guide the decision for a name for the new facility.</p> <p>Up to 5 appropriate names will be selected to go to a community vote.</p>	<ul style="list-style-type: none"> • Opened 22 May 2019 • Promoted through social media, posters and in the Weekly Affairs column in the Border Watch. • Submissions: 118 • Name suggestions submitted: 135
Federal Government Regional Growth Fund Grant	Milestone Report 1	Completed
	Milestone Report 2	Due 30 October 2019
State Government Regional Growth Fund	Milestones aligned with the Federal Government Grant	Grant Deed has been executed.
	Milestone Report 1	Due 31 March 2020
Public Works Committee of the South Australian Parliament	Report in partnership with PIRSA	<ul style="list-style-type: none"> • Report has been submitted and will be reviewed at their October meeting. • No short term impact on funding agreements.
Development application	Request for development application to be assessed by the State Commission Assessment Panel (SCAP)	<ul style="list-style-type: none"> • Confirmed SCAP will assess the development application. • Planning staff are preparing necessary documentation.
Community and Recreation Hub development support positions	Project Manager	Select tender being prepared.
	Site Superintendent	Internal appointment
Tender for Construction of the Community and Recreation Hub	Step 1 - request for Expression of Interest for Demolition and Construction Works. Applicants will be assessed and shortlisted in preparation for the select tender for construction.	<p>Opened: 22 August 2019</p> <p>Closes: 20 September 2019</p>



CONCLUSION

Timelines at this stage of the implementation phase are currently on track to meet key milestones. The project is moving forward on budget.

ATTACHMENTS

Nil



6 URGENT MOTIONS WITHOUT NOTICE



7 CONFIDENTIAL ITEMS

7.1 DESIGN FINALISATION AND COMMUNICATION – REPORT NO. AR19/46526

CONSIDERATION FOR EXCLUSION OF THE PUBLIC

Pursuant to section 90(2) of the *Local Government Act 1999* the Regional Sport and Recreation Centre Committee orders that all members of the public, except Councillors B Hood, K Amoroso, M Bruins, C Greco, P Jenner, S Mezinec, F Morello and S Perryman and Council Officers J Nagy, B Cernovskis, N Serle, J Zwijnenburg, D Morgan and H Gajic be excluded from attendance at the meeting for the receipt, discussion and consideration in confidence of Agenda Item 7.1 AR19/46526 Design Finalisation and Communication.

The Regional Sport and Recreation Centre Committee is satisfied that, pursuant to section 90(3) (k) of the Act, the information to be received, discussed or considered in relation to the Agenda Item is:

- tenders for the:
 - supply of goods, or
 - the provision of services, or
 - the carrying out of works

The Regional Sport and Recreation Centre Committee is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because the information to be considered includes detailed specifications and plans associated with a tender that has yet to be publically released.

CONSIDERATION FOR KEEPING ITEMS CONFIDENTIAL

1. In accordance with Sections 91(7) and 91(9) of the *Local Government Act 1999* the Council orders that the report 7.1 AR19/46526 Design Finalisation and Communication and its attachments, the discussion and the resolution/s and minutes arising from the report, having been considered by the Council in confidence under Section 90(2) & (3) (k) be kept confidential and not available for public inspection until the tender for the construction of the Community and Recreation Hub is released.
2. Further that Council delegates the power of review revoke, but not the extension, of the confidential order to the Chief Executive Officer on a monthly basis in accordance with the provisions of Section 91(9)(c) of the *Local Government Act 1999*.

8 MEETING CLOSE

