

## **N O T E S**

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Committee        **Recreation Centre Management Committee**  
Meeting Held    **Tuesday, 28 May 2013 at 5.03pm**  
Location        **Encounter Room, Civic Centre, 1 Bay Road, Victor Harbor**

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### **Discussion – no quorum**

#### **1.    PRESENT**

Cr C Sedunary  
Mr Brian Waye – Victor Harbor Social Dancing Association Inc Representative  
Mr Ross Ford – Victor Harbor City Band Representative  
Ms Fiona Haynes – Great Southern Basketball Association Representative

#### In Attendance:

Ms Kate Jessep – Director Corporate and Community Services  
Mrs Lea Williams – Administration Officer  
Mr R Steeles - Caretaker/Cleaner  
Ms Marie Hogg – WHS Officer

#### **2.    APOLOGIES**

Cr Karen Dutton;  
Mr Alan Field – Victor Harbor City Band Representative

#### **3.    BUSINESS ARISING FROM THE MINUTES**

##### **3.1.    Correspondence OUT – 6.3 Hire of Victor Harbor Recreation Centre**

Question was asked whether the hire form for casual users covers the requirement for the responsibility to supervise the toilets and not allowing vandalism?

Answer: Yes the hire form does contain information regarding hirers responsibilities regarding supervision and vandalism.

##### **3.2.    Centre Promotion – EventSA Website**

Action CRC 13/0004 That a one year advertisement be placed and the effectiveness of this advertising in securing additional bookings be monitored.

The advertisement has been placed on the Events SA website at a cost of \$44 dollars and the recreation centre is the featured venue.

##### **3.3.    WHS Safety Inspection**

Matters addressed as a result of the WHS Safety Inspection include:

- Exit Sign has been moved at the main entrance
- Exit light in the gym repaired

- New power point installed in the canteen
- Exhaust fans in the canteen and toilets repaired
- Two hot water services disabled and removed from cleaning cupboard along with other items.
- Chemical storage and MSDS update – further progressed.
- Smoke detectors purchased and yet to be installed.

Discussion re: safety, hazard identification, risk assessment, requirements for all activities in the Recreation Centre. All users (except those that are solely volunteer organisations) must provide evidence of complying with the requirement to ensure a safe environment and safe systems of work. All lessees of the Recreation Centre must follow Councils' reasonable instruction. Gymnastics, the Victor Harbor High School and the user of the boxing room are all employers (Person Conducting a Business or Undertaking PCBU's) and are equally obliged to comply with the Work Health Safety WHS legislation of safe environment and safe systems of work because they manage and have control over that work place.

'Reasonable' instructions out of the recent inspection of the Recreation Centre include: removal of all fire equipment from any locked area, address of reasonably foreseeable risk posed by the wire cable, rope and other sporting equipment in the basketball stadium, address liability associated with the portable stage.

**Action:** Council's Director Corporate and Community Services and Risk and Work Health Safety Officer to investigate as soon as possible and take appropriate action to improve Work Health Safety compliance.

Discussion: Parking outside Western exit door blocking emergency access.

**Action:** Director of Corporate and Community Services to request depot staff to paint yellow no parking lines outside Western exit door. See resolution from a couple of years ago re: parking line requirements.

**4. CORRESPONDENCE (IN)**

Nil

**5. CORRESPONDENCE (OUT)**

Nil

**6. BOOKINGS REPORT**

**6.1. May/June/July 2013**

New booking since the agenda was published: \$4,500 for GP room over a one month period.

**7. FINANCE**

**7.1. Finance Report as at 7 May 2013**

No questions.

**8. CARETAKER'S REPORT****8.1. Caretakers Report to 9 May 2013**

Discussed caretaker's report and update. Discussed gymnastics request for approval to leave equipment out over the school holidays and leaving the door open and children spreading chalk everywhere. See item 10.2.

**9. GENERAL BUSINESS****9.1. Eastern Pathway between Centre and School**

Since the last meeting the number of students using the eastern pathway as a lunch and meeting area has increased drastically. At times the public have no access due to students covering the enter walkway and not moving for access.

A condition of not replacing the boundary fence was this area would remain 'out of bounds' for students and be monitored by staff.

Attached is a copy of the minute dated 8 December 2009 noting a commitment from the Victor Harbor High School develop a landscaping plan for this area to delineate the boundary.

**Action:** Director Corporate and Community Services to write to the school and request that the school boundary fence be reinstated.

**9.2. Storage of Equipment**

At the conclusion of each booking in the recreation centre no equipment is to be left unsupervised as a duty of care to other users.

Activity organisers/facilitators are responsible to ensure equipment is supervised at all times except when locked away.

**Action:** Director of Corporate and Community Services to write to all user groups of the Recreation Centre and remind them of their responsibility to ensure equipment is supervised at all times except when locked away. No group will be allowed to leave equipment out unsupervised.

**9.3. Capital Works**

Replacement of the old sections of the roof are scheduled in Council's Capital Works Program for the 2013/14 financial year. If this is approved in the Council budget, it will most likely be scheduled for late January to minimise interruption to users and in anticipation of dry weather at that time of year. All users will be notified accordingly by Council.

**10. NEXT MEETING**

13 August 2013 at 5.30pm

**11. CLOSURE**

5.47 pm

11. CLOSURE

5.47 pm

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Date : \_\_\_\_\_

Chairperson : \_\_\_\_\_