

# Upper Coastal Sporting Facilities Working Group (UCSFWG)

## Tuesday 25 June 2019 Meeting Report

10am to 11.10pm, Lancelin Sporting Complex

### 1. Welcome

#### 1.1 Attendance

Councillor John Elgin	Shire of Gingin, Council and Presiding Member for UPSPWG
Tom Papadopoulos	Lancelin Community Sporting Club
Norm Skoglund	Lancelin Community Sporting Club
Andrea Vis	Ocean Farm Community Association
Jodie Mortadza	Shire of Gingin, Community Development and Services (CCDS) and Project Officer

#### Phone In

Marie Crane	Ledge Point Community Association and Ledge Point Country Club
Faye Paull	Ledge Point Country Club

#### 1.2 Apologies

Councillor Jan Court	Shire of Gingin, Council
Christine Freestone	Seaview Park Community Association

### 2. Public Presentation

Attendees discussed the community feedback and responses from the Upper Coastal Sporting Facilities Public Presentation held on 27 March 2019. The event had been well attended and been informative. The main queries had been around the option for engagement (consultation) with regards to the updated Master Plan and discussions around future sustainability. There was also understanding and acceptance that the proposed costings for the upgrade based on original Master Plan was not rationale and was not feasible to proceed.

### 3. User Summary

The Working Group members have been collecting user data from the various groups/clubs (etc.) that utilise facilities at the Lancelin Sporting Complex and the Ledge Point Country Club. This information will be given to the Consultant as a point of reference for contacts and initial overview of usage.

### 4. Project Brief Draft

#### 4.1 Project Brief Draft

A project brief was provided to the Working Group prior to the meeting with the opportunity to ask questions at the meeting. The project brief includes two elements being the Master Plan and a Cost benefit Analysis to support the rationale for inclusions/exclusion in the Master Plan. There were no

specific questions other than reiterating that the Working group would be involved throughout Master Plan project and that the community/stakeholders will have opportunity to be engaged in the process, as noted in the Project Brief's milestones/timeline. It was also advised that the time lime was a guide only as may be influenced by unforeseen factors. It was important that the engagement process would need to scheduled outside of the summer holiday period as locals may be out of town and less able to participate.

#### 4.2 Project Budget

Funding for the project had been requested in the Shire's 2019-20 Municipal Budget, however the Municipal Budget would not be confirmed until the end of July. As the funding is not confirmed, a consultant could not sought until the budget outcomes were finalised.

#### 4.3 Tender Scope

A Tender Scope had been drafted and was currently being reviewed by the Executive Manager Operations (EMO). The Tender Assessment questions covered Experience of the Organisation; Experience of the Key Personnel; Methodology and Pricing. One question specifically asked tender applicants if they had been contracted for similar works to a similar scale and their reports had contributed to successful funding submissions.

Prior discussions with the EMO determined that the Tender Assessment Panel would include the EMO, CCDS and a representative from the UCSF Working Group. The Working Group agreed that this person would be John Elgin, as did not live in the Upper Coastal region and therefore did not have a direct investment in any particular location. Working Group voted and all agreed.

### 5. Management of Lancelin Sporting Complex

President of the Lancelin Community Sporting Club, Tom Papadopoulos, informed the working group that he had been exploring management options for the Lancelin Sporting Complex that would support growth and sustainability. Tom had previously shared this information with the Lancelin Community Sporting Club who were also being informed of his findings and potential options.

*Update: A meeting will be planned with Tom, the executive management of the Lancelin Community Sporting Club and Shire representatives to discuss Tom's findings, potential management models and associated Shire requirements. The Complex's management model discussions will be separate from the UPSF Working Group whose role is to focus on the Master Plan, facilities upgrades community needs and associated rationale.*

### 5. Next Steps

Should the funding for the Master Plan/Cost Benefit Analysis (project) be confirmed at the end of July, the next meeting will be after a successful consultant has been contracted and initial (report) based research has been undertaken.