



Minutes of Croquet Victoria Council Meeting
held at Victorian Croquet Centre, 65 Nobel Banks Drive Cairnlea 3023
Monday 16 October 2017

1 Attendance

1.1 Present:

1.1.1 VCA Directors:

Jim Clement (President), Kate Patrick (Vice-President, Western Metro Croquet & Malletsports Director), Mike Cohn (Immediate Past-President), Sarina Ceva-al-Hewitt (Secretary), Jim Saunders (Treasurer, Geelong Director), Lynne Roberts (CoM Member), Lorraine Gutcher (CoM Member, Gippsland Director), Brian Reither (Ballarat and District), Brian Foley (Bayside), Patrick Hartley (Eastern Metro), Kenn Boal (Goulburn Valley), Janet Richardson (Murray Valley), Lois Kirk (Northern District), Maurice Ceva-al-Hewitt (North Eastern), Janet Leckie-Brunton (South East Metro), Barb McKean (South Western), Fay Pearson (Wimmera).

1.1.2 Observers:

Margaret Kelson, Ken Amooore, Ian Potter, Eileen Gough.

1.1.3 Administrator:

Sandra Kastanaras.

1.2 Apologies:

James Lynch (CoM Member), Trish Watts (CoM Member), Denise McMillan (Director Wimmera).

2 Opening

The President opened the Meeting at 10.30 am and welcomed Margaret Kelson, Ian Potter, Ken Amooore and Eileen Gough.

3 Minutes of Previous Council Meeting

Resolved on the motion of Maurice Ceva-al-Hewitt and Lorraine Gutcher 'that the Minutes of the VCA Council Meeting held 21 August 2017 be accepted as a true and accurate record'.

4 Financial Report

Attached as Annex A

Resolved on the motion of Jim Saunders and Kenn Boal 'that the Financial Report be accepted'.

4.1 Business Arising from Financial Report:

The Treasurer spoke to matters discussed at the JBWere Review Meeting held on 25 September 2017 between JBWere representatives and Croquet Victoria IAG members (David Ross, Alan Notley and Terry O'Callaghan) and himself (Ex-Officio).

The Treasurer advised of the Croquet Victoria instructions to JBWere Investment Manager re the management of the Croquet Victoria Investment Portfolio, including a 4% above CPI return on investments, preserving the indexed value of the portfolio and the spread of investments across a range of options, domestically and internationally. Kate Patrick queried the future meeting schedule for the IAG and was advised that the next meeting is scheduled for January 2018.

Kate Patrick sought clarification for the discrepancy between the income and expenditure related to the Dept of Ageing line item in the Financial Profit & Loss. In reply the Secretary indicated that fewer clubs than anticipated had participated in the 2017 Seniors Festival and some grant funding may need to be returned.

5 Consent Items

5.1 Correspondence:

Attached as Annex B

5.2 Reports:

5.2.1 Secretary's Report:

Attached as Annex C

5.2.2 CoM Minutes: Minutes of 19 September 2017 Meeting were distributed 22

September 2017.

- 5.2.3 M & P Report:** Attached as Annex D
- 5.2.4 DHHS Mandatory Board Quota Working Group Bi-Monthly Report:** Attached as Annex E
- 5.2.5 Growing Croquet Infrastructure Planning Project Working Party Report:** Attached as Annex F
- 5.2.6 Court Director's Report:** Attached as Annex G
- 5.2.7 Sub Committee Minutes Received:**
- M & P:** 12 September 2017 and 25 September 2017
- IAG:** 25 September 2017

Resolved on the motion of Brian Foley and Janet Leckie-Brunton 'that Consent Items be accepted'.

6 Business Arising from Consent Items

6.1 Correspondence:

Eaglehawk Community Croquet Club:

Brian Reither requested an update on the possible affiliation of Eaglehawk with Croquet Victoria. The Secretary reported that she would be attending an meeting with Goulburn Valley Croquet Association to explore the possibility of the affiliation of Eaglehawk with Goulburn Valley.

6.2 Reports:

6.2.1 Secretary's Report:

VCC Footings Stabilisation:

Kate Patrick:

- suggested that a Consultant Engineer be engaged to ascertain the urgency of this procedure and asked if any structural reports existed.

Structural Reports to be located.

Action Secretary

Jim Saunders stated that repairs are scheduled on an urgency basis.

Maurice Cevaal-Hewitt considered that it would be unwise to do the roof repairs until the building is stabilised.

The Meeting agreed to wait until second quote for stabilisation of footings was received before considering further action.

6.2.2 CoM Minutes:

Nil

6.2.3 M & P Report:

Posters:

Mike Cohn queried the content of the posters previously given to Regional Directors to distribute to clubs in their regions, stating that the inclusion of elite players was sending the wrong message. It should have been aimed at recruiting more social players to croquet. Kate Patrick replied that the posters were printed at the suggestion of a VCA club to celebrate the recent achievements of Victorian players, and advised that clubs could order additional copies if desired. Eileen Gough and Fay Pearson spoke in support of the concept.

Publicity Officer for Victorian AC Championships:

The option to employ a short-term publicity consultant for the Victorian Association Croquet Championships would be deleted.

6.2.4 DHHS Mandatory Board Quota Working Group Bi-Monthly Report:

Kate Patrick spoke to the Report noting that at club level the executive are mostly women but this is not so at the State level.

6.2.5 Growing Croquet Infrastructure Planning Project Working Party Report:

Kate Patrick advised that a consultant would be engaged to review facilities across the State, this would involve meeting with Regional representatives.

6.2.6 Court Director's Report:

Jim Saunders spoke to the Light Tower Report noting the following:

- light towers have now passed their $\frac{1}{2}$ life
- light towers were installed prior to walkways being put in place, thus the bases are below ground level
- base plates and bolts need to be protected from moisture and silt and a concrete collar is to be constructed at each tower to provide such protection
- suggestion that maintenance should be carried out whilst centre courts were being renovated and would involve raising the bases of the light towers
- drainage around base of light towers to be discussed with consultant
- two poles may need replacing
- efforts are being made to locate original permits for light tower construction
- Council decision to approve expenditure for work listed above

Kate Patrick requested that another quote be obtained.

The Meeting agreed to engage CommLec Services Pty Ltd carry out maintenance to, and/or replacement of light towers.

Kate Patrick and Sarina Cevaal-Hewitt requested that their objection to lack of second quote be recorded in the Minutes.

Resolved on the motion of Brian Reither and Brian Foley 'that Council approve the transfer of \$20,000, plus cost of two light towers if required, from the VCC Building to Courts Budget allocation'.

6.2.5 Regional Reports:

Murray Valley: Verbal report by Janet Richardson. **Attached as Annex H**
Northern Districts: Verbal report by Lois Kirk. **Attached as Annex I**
SEMCA: Verbal report by Janet Leckie-Brunton.

7 VCC

7.1 Venue Management Services:

Mike Cohn reported that VMS had now appointed a new contact person and that no functions had been scheduled at VCC to date.

7.2 VCC Roof Repairs/Cracks in wall:

Refer Secretary's Report

7.3 Repairs to concrete footpath:

Refer Secretary's Report.

7.4 Catering at VCC for croquet events:

Catering at the recent ACA Association Croquet President's 8s was reported as very satisfactory. Sandra Kastanaras, Lubi Bosevska, Lorraine Gutcher and Jim Clement would be liaise to develop a menu to meet future demands.

Action President/Administrator/Lubi Bosevska/Lorraine Gutcher

8 VCA

8.1 Golf Croquet Regional Championships Event Regulations:

Resolved on the motion of Brian Reither and Lorraine Gutcher 'that the Golf Croquet Regional Championships Event Regulations as presented and amended be adopted'.

Amendments:

Eligibility

First paragraph: '...in each of the handicap blocks (currently 0-5, 6-8 and 9-12)' be

amended to '... in each of the handicap blocks (currently -6-5, 6-8 and 9-20)'.

Third paragraph:'However, if an entry's handicap changes subsequent to qualification & nomination and within 21 days of the VCA Golf Croquet Regionals, ...'.delete previously inserted '7 days'.

Referees

'Each Region is to supply at least one accredited referee for the duration of the event' be amended to

'As a condition of entry, each Region is to supply at least one accredited referee for the duration of the event.'

8.2 Active April:

Resolved on the motion of Kate Patrick and Maurice Cevaal-Hewitt 'that Croquet Victoria participate in 2018 Premier's Active April as an Industry Partner'.

8.3 Strategic Plan Implementation:

Kate Patrick requested those Regional Directors who previously had not provided an update of how their regions are tracking against key points of the Strategic Plan to please do so.

The Report from the State Director of Golf Croquet Referees to be listed as an Agenda Item for November Committee of Management Meeting. **Action Secretary**

8.4 Electronic Communications Policy:

Resolved on the motion of Mike Cohn and Maurice Cevaal-Hewitt 'that the Electronic Communication Policy as presented be adopted'.

8.5 Photo Release Forms:

M & P are awaiting legal opinion on the differing versions of Photo Release Forms.

8.6 Club Strategic Planning Workshops:

Geelong Region advised that the Governance Workshop is planned for their Region - either late November 2017 or February 2018.

Western Metro Region advised that the Workshop planned for their Region on Recruitment and supporting new members has been deferred until a later date.

8.7 Victorian Croquet Association Child Safety Standards:

Resolved on the motion of Kate Patrick and Kenn Boal 'that the Victorian Croquet Association Child Safety Policy as presented be adopted'.

Secretary to contact clubs located in Victoria to ascertain if they have a Club Child Safety Policy in place. **Action Secretary**

8.8 Action List :

Serial 51: The President to contact Dominic Cato to invite discussion for future collaboration. **Action President**

9 ACA

9.1 ACA Report:

The President as Croquet Victoria Delegate to the ACA SGM reported on the adopted amendments to the ACA Constitution.

The President reported that at the Delegates Forum following the SGM the topic of Differential Membership was raised. Tony McArthur to convene an ACA Working Group (Jim Clement to be Croquet Victoria's representative on this Working Group) to explore 'Should we have two levels of membership - competitive and social?'

The President indicated he may survey Croquet Victoria clubs prior to providing input to this Working Group.

Mike Cohn advised that a questionnaire was being distributed by University students and requested Directors to complete the survey.

10 Close: 12.40 pm

11 Next Meetings: CoM 10.30 am Tuesday 21 November 2017
Council 10.30 am Monday 11 December 2017 (Christmas Cake & drinks)

Attachments: Annex A Financial Report
Annex B Correspondence
Annex C Secretary's Report
Annex D Marketing & Publicity Report
Annex E DHHS Mandatory Board Quota Working Group Bi-Monthly Report
Annex F Growing Croquet Infrastructure Planning Project Working Party Report
Annex G Court Directors Report
Annex H Murray Valley Regional Report
Annex I Northern Districts Regional Report

FINANCE REPORT, SEPTEMBER, 2017

VCA Finances

- The Balance Sheet and Profit and Loss Statement as at 30 September, 2017 are attached.
- The budgeted VCA trading loss for the year ending 31 March, 2018 is \$187,475

VCA Bank Accounts

- The bank account balances at month end are as per the Balance Sheet.

Total bank accounts	31 August	\$152,539
Total bank accounts	30 September	\$136,819
- This indicates a decrease in cash held of \$15, 720
- The J B Were portfolio holds in

Cash	\$203,434	(last month \$46,918)
Total Fixed Interest	\$697,751	(last month \$900,291)
- There are no imminent cash concerns.

J B Were Investment Portfolio

- J B Were reports indicate the portfolio has a market value of \$3,844,006 at 30 September, 2017, including unsettled transactions, compared to \$3,807,129 the previous month.
- The change from last month's report indicates an increase in the market value of the portfolio of \$36,876 (last month the portfolio valuation increased by \$25,646).

VCA Matters

The VCA Administrator reports that

- Insurance invoices will be issued in December
- Adjustments to club affiliation fees will be invoiced in December

Jim Saunders
Honorary Treasurer
5 October, 2017

**Appendix 1 to
Annex A to
Croquet Victoria Council Meeting Minutes
16 October 2017**

Victorian Croquet Association Inc. <i>65 Nobel Banks Drive CAIRNLEA VIC 3023</i> Profit & Loss [Budget Analysis] April 2017 through September 2017			
	Selected Period	Budgeted	Last Year
INCOME			
VCA AFFILIATIONS	\$90,594.52	\$93,560.00	\$86,016.77
ACA	\$61,408.15	\$78,000.00	\$60,920.49
MERCHANDISE/PENNANT	\$1,634.54	\$3,375.00	\$1,753.60
TOURNAMENTS	\$5,050.03	\$13,740.00	\$4,610.93
MSV	\$3,996.38	\$5,000.00	\$4,459.98
CATERING/BAR	\$9,927.41	\$500.00	\$9,974.08
PREMISES/COURTS/RENT	\$16,895.45	\$50,200.00	\$18,753.23
SRV GRANT - SVRS	\$6,000.00	\$0.00	\$12,000.00
DEPARTMENT OF AGING	\$5,300.00	\$0.00	\$5,300.00
INTEREST BANK/JB WERE	\$72,194.87	\$147,800.00	\$79,186.30
Total INCOME	\$273,001.35	\$392,175.00	\$282,975.38
EXPENSES			
ACA	\$62,838.62	\$78,000.00	\$62,681.82
ADMINISTRATION VCA	\$29,250.47	\$52,640.00	\$25,483.67
COMMITTEES	\$1,751.62	\$16,760.00	\$746.25
MSV	\$1,948.58	\$5,000.00	\$2,141.04
COUNCIL/COM travel	\$3,593.17	\$6,000.00	\$2,198.74
SRV GRANT - SVSR	\$499.82	\$12,000.00	\$949.26
DEPARTMENT OF AGING	\$4,000.00	\$2,000.00	\$5,341.08
UNDER 21S SCHOLARSHIP	\$0.00	\$5,000.00	
TOURNAMENTS	\$2,450.03	\$11,700.00	
VCA CENTENARY	\$0.00	\$2,650.00	\$6,745.08
MERCHANDISE/PENNANT	\$431.70	\$4,550.00	\$1,137.17
WAGES	\$56,998.85	\$111,900.00	\$53,279.63
VCC BUILDING	\$49,546.74	\$171,000.00	\$55,752.47
CATERING/BAR	\$9,756.48	\$6,950.00	\$3,841.56
VCC COURTS	\$28,305.79	\$98,650.00	\$30,039.87
STATE TEAMS G & A	\$5,018.07	\$9,000.00	\$6,781.82
CROQUET EQUIPMENT	\$409.09	\$500.00	\$163.64
Total EXPENSES	\$256,799.03	\$594,300.00	\$257,283.10
 Net Profit/(Loss)	 \$16,202.32	 (\$202,125.00)	 \$25,692.28

Victorian Croquet Association Inc.

65 Nobel Banks Drive
CAIRNLEA VIC 3023

**Appendix 2 to
Annex A to
Croquet Victoria Council Meeting Minutes
16 October 2017**

BALANCE SHEET

Assets

Current Assets		
Bank Accounts		
Bendigo	\$28,579.07	
CBA	\$92,626.97	
CBA Online Saver	\$15,613.41	
Total Bank Accounts	<u>\$136,819.45</u>	
Total Current Assets		<u>\$136,819.45</u>
Withholding Credits		
Accounts Receivable	\$5,005.20	
Total Withholding Credits	<u></u>	<u>\$5,005.20</u>
Other Current Assets		
JBWERE - Investment A/c		\$3,494,005.96
Fixed Assets		
Cairnlea - Land/Building	\$5,290,354.22	
Plant & Equipment		
Plant and Equipment	\$194,207.08	
Accumulated Depreciation	<u>-\$116,287.48</u>	
Total Plant & Equipment	<u>\$77,919.60</u>	
Total Fixed Assets		<u>\$5,368,273.82</u>
Total Assets		<u>\$9,004,104.43</u>

Liabilities

Current Liabilities		
Accounts Payable	\$1,528.77	
Total Current Liabilities	<u></u>	<u>\$1,528.77</u>
Player Insurance		<u>-\$305.45</u>
Tax Payable		
GST Collected	\$73,845.45	
GST Paid	<u>-\$60,026.71</u>	
Payroll Liabilities	\$5,453.78	
Superannuation Liabilities	<u>\$655.88</u>	
Total Tax Payable		<u>\$19,928.40</u>
Total Liabilities		<u>\$21,151.72</u>

Net Assets		<u>\$8,982,952.71</u>
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Equity

Reserves		
General Reserve	\$7,703,572.44	
Asset Revaluation Reserve	\$225,967.50	
Retained Earnings	\$1,037,210.45	
Current Earnings	<u>\$16,202.32</u>	
Total Equity		<u>\$8,982,952.71</u>

**Annex B to
Croquet Victoria Council Meeting Minutes
16 October 2017**

Correspondence List

5.1	In:	
	Email:	
	22 Aug 2017	Urathane Solutions- advice of receiving photos
	23 Aug 2017	CommLec Services Light Tower Inspection Report (via Jim Saunders).
	24 Aug 2017	Fiona Jones - reply to request for Mandatory Board additional information
	31 Aug 2017	JBWere - Authorised signatories updated
	6 Sep 2017	Mainmark - quote being prepared
		ACA - SGM Briefing papers
	7 Sep 2017	DHHS - Advice of project funding deposit to VCA Bank Account
	8 Sept 2017	Croquet SA - re briefing paper to ACA SGM on Multiple Membership Levels
		ACA Acting Administrator Graeme Thomas - endorsing Croquet SA's comments on briefing paper
	12 Sept 2017	Urathane Solutions - inspection of VCC being arranged
		Wangaratta Croquet Club - request for letter of support
	14 Sept 2017	Bright Croquet Club - request for Club Child Safety Policy
	19 Sept 2017	Mainmark - provision of quote to stabilise VCC footings
	20 Sept 2017	ACA Meeting Minutes and revised Constitution
	22 Sept 2017	Drysdale Croquet Club - appreciation for Child Safety Policy samples
	2 Oct 2017	Sport & Recreation Victoria - 2018 Active April Campaign
	3 Oct 2017	Commlec Services Pty Ltd - Light tower Inspection Report
		DHHS - Ben O'Brien- invitation to SVSR Forum
	11 Oct 2017	Eaglehawk Community Croquet Club - Request to affiliate with Goulburn Valley
	Various	ebulletins, nominations to Sub-Committees etc, ACA SGM Briefing papers
	Hardcopy:	
	Out:	
	Email:	
	21 Aug 2017	DHHS - SVR scanned copies of Grant Funding Agreement
		JBWere- scanned copy of Signature update form
	22 Aug 2017	Mainmark - timeframe for delivery of quote-footing stabilisation
	23 Aug 2017	Lander & Rogers - clarification of constitution clause
		Fiona Jones - VicSport consultant- re additional information Mandatory Board Quotas
	1 Sept 2017	Colonial Landscapes - timeframe for delivery of quote- footpaths
	6 Sept 2017	Urathane Solutions - follow up to request for quote
		Mainmark Australia - follow up to request for quote
	13 Sept 2017	Wangaratta City Council - updated grant application support letter
	15 Sept 2017	Equestrian Victoria - request for copy of Infrastructure Project Brief
	18 Sept 2017	Lacrosse Victoria - request for copy of Infrastructure Project Brief
	21 Sept 2017	VCA clubs located in Victoria - Copy of Brunswick Child Safety Policy, phone number of Sorrento Croquet Club
	11 Oct 2017	Goulburn Valley - request for VCA Secretary to address Regional Meeting
	Various	Letters of Appreciation (WCF Shield Team)
	Hardcopy:	DHHS - Grant Funding Agreement signed

Secretary's Report

VCC:

Roof repairs: Boschen Roofing were advised on 23 July 2017 that their quote for repairs to address VCC roof leaks was accepted. In most recent phone conversation Boschen indicated that they would be contacting our Administrator to arrange dates for repairs.

Stabilisations of footings: Mainmark have submitted a quote for this complex undertaking. (Attached).
Urathene Solutions have indicated that they will be inspecting the site in the near future.

Uneven Concrete paths: Whilst Colonial Landscaping have confirmed that they will be submitting a quote to remove the perimeter concrete paths and replace with topsoil, to date this has not been received.

VCA:

VCA History: One free copy will be delivered to each club via their Regional Director. Individual members can order a personal copy for \$20.00.

Club Child Safety Policy: The Brunswick Child Safety Policy has been forwarded to each VCA club located in Victoria and the contact details of the Sorrento Club member willing to take questions from other VCA clubs about their approach to Child Safety at their club.

Eaglehawk Community Croquet Club Meeting: Along with Jim Clement I attended a meeting with representatives of Eaglehawk Community Croquet Club on Monday 2 October 2017 at Eaglehawk. The Eaglehawk Community Croquet Club members in attendance indicated that they wish to explore options for re-affiliating with Croquet Victoria and would contact Croquet Victoria after their next Club Meeting with their preferred option to do so.

Photo Release forms: Further action re photo release templates is with the Marketing & Publicity Sub-Committee.

Electronic Communications Policy: See Agenda Item 8.4.

VCA Facebook: Tournaments as listed on the VCA website are now being posted to our Facebook page.

Regional Reports to Council: Please find set out below the revised schedule for the Regional Reports to Council.

December 2017: NEDCA, SWCA and WMCMA
February 2018: Wimmera



**Annex D to
Croquet Victoria Council Meeting Minutes
16 October 2017**

Marketing and Publicity Sub-committee Report

The Marketing and Publicity sub-committee has met three times since the last Council meeting.

We have reviewed our progress against our objectives to 2017, developed a program of activity for the next few months, and identified some immediate actions.

A. MONTHLY PLAN FOR PROMOTING CROQUET

October: Seniors Festival

Photos and stories in Facebook

Ask clubs to notify any news stories to news@croquetvic.asn.au

Active April to go to Council

Send out poster to clubs

(If sponsored) Involve IGA Victoria in Mens and Womens AC Singles championships

November: merchandise for Christmas

Send out catalogue of what's available with order form

Publish catalogue on Facebook and webpage

(Subject to Council endorsement) Encourage clubs to get on board with *Active April* - looking at statewide campaign.

December: Vic AC championships

Potentially employ a short-term publicity consultant

Encourage clubs to publicise Christmas events with their local paper and notify anything published to news@croquetvic.asn.au

January: GC championships

Government House

Australia Day function Cairnlea

GC championships

Stories about these

Announce project and consultant reviewing croquet facilities across Victoria.

February

Stories about lead up to Eire Cup

Lead up to *Active April* for clubs / regions involved.

B. IMMEDIATE ACTION

1. Growing Croquet: agreed to provide all clubs with updates re the Growing Croquet material, and offer return visits to regional association meetings.
2. Publicity resources:
 - Poster celebrating recent Victorian achievements. The subcommittee developed a design for A3 and A4 posters to be provided to clubs. Initial cost of \$295 (excluding GSG) is within MandP budget. This will provide

2 copies of each poster for every club. Additional copies to be available on order.

Permission has been obtained from all participants pictured and from photographers.

- Check leaflet stocks and reprint if necessary
- 3. Malletsports: We have requested a regular column. Editor has been asked to include links to the Facebook page.
- 4. News items.
Remind clubs to send news and local press items to news@croquetvic.asn.au
- 5. Croquet Facility Guide
 - Talk to MAV
- 6. Facebook
 - Encourage more personal stories on Facebook
 - Include tournaments as events on Facebook
- 7. Photo permission pro formas:
 - Check permission options with solicitor
 - Finalise permission options at next subcommittee meeting.
- 9. Merchandise
List of items has been refined to: tote bags, drink bottles, insulated lunchboxes, hot and cold pack, USB sticks, pens, mousepads, keyring with light, cooling neck tie, broad brimmed hats. Quotes are being sought on these items with logo.
We have also sourced ball markers which could be bulk purchased for clubs to buy.
- 8. Other action
 - Consult Sarah O'Brien re our proposed plans
 - Contact Australian Story again re Fletchers
 - Contact Tim Murphy re downloadable scores for AAP

Kate Patrick
Convenor, Marketing and Publicity subcommittee

FOR INFORMATION

DHHS Mandatory Board Quota Bi-Monthly Report

Background

As previously advised, the Department of Health & Human Services, which includes Sport & Recreation Victoria, has advised that from 1st July 2019, sporting organisations will require a 40% female membership of boards to be able to access SRV and VicHealth grants.

At the June Council Meeting it was resolved to appoint a three member (at least one woman and one man) Working Group to examine all aspects of the DHHS requirements for Mandatory Board Quotas and make recommendations to Council on how to achieve these requirements. The August Council Meeting appointed Kate Patrick and Sarina Cevaál-Hewitt to the Working Group. Jim Clement as Croquet Victoria President is a member of the group ex officio.

Progress report

To date we have:

- reviewed the current ratio of women/men at the different levels of governance in Croquet Victoria
- reviewed historical data on the ratio of women/men at State level

The data show that the membership of Croquet Victoria is predominately female, and office bearers at club and regional level are predominately female, but this is not repeated at Appointed Officer and Council level.

Before we can recommend a procedure to meet the required quota in future we need to better understand the above situation ie why women are not nominating for governance positions at State level.

To understand this better we propose to

- seek comment from members via Malletsports
- contact and possibly survey current and past members of Council (including CoM) and current regional officer bearers
- invite clubs to provide comment

We are also seeking a third member to join the working party. We will highlight this in the Malletsports article.

FOR INFORMATION

Sarina Cevaál-Hewitt and Kate Patrick
Working Group members

Growing Croquet Facilities infrastructure planning project

BACKGROUND

As reported to the April meeting of Council, Sport and Recreation Victoria have awarded Croquet Victoria a grant of \$40,000 to support the recruitment of a sports planning consultant to develop a ten year plan for a hierarchy of croquet facilities across the area of Croquet Victoria. Paperwork for the grant has now been formally signed off and we are due to provide SRV with a Project Management Plan and a Project Brief.

Essentially the Project Management Plan involves spelling out detail and dates for the phases of the project. The Project Brief specifies what is required for the purpose of consultancies tendering for the project.

Herewith for Council's information is the draft Project Brief, including the background statement, key tasks, and expected timeline. This document is currently with Sport and Recreation for feedback so the final version may be a little different.

Key tasks for the project include the designation of clubs or locations as potential regional centres, and specification as to what work is needed to upgrade or extend existing facilities and/or develop new facilities.

The timeline includes considerable provision for consultation with clubs and regions. The aim is to have wide consultation before a draft plan is developed, and then to circulate the draft plan for consultation before it comes back to Council at the end of next year for approval.

All Regions have a meeting scheduled in the first consultation period, between March and June, and all Regions except Murray Valley have meetings scheduled during the second consultation period July/September. It is envisaged that special arrangements will be made for Murray Valley and its clubs to be consulted.

FOR INFORMATION

Kate Patrick and Wayne Worlidge
GCF Working Party

14 October 2017

EXTRACTS FROM DRAFT PROJECT BRIEF

Growing Croquet Facilities infrastructure planning project

1. BACKGROUND

Croquet in Victoria has a long history, with the earliest clubs dating back to the 1860s. The sport was traditionally played by women, and about two-thirds of today's members are women, but it has become a unisex sport, with men predominating among the higher ranked players.

The State Sporting Association responsible for croquet across Victoria and southern NSW is Croquet Victoria (CV), a small not-for-profit association. The CV Council manages the sport via an association of 13 regional associations which in turn are associations of clubs. A map and a list of regions and clubs with links to their webpages is available on the VCA website at croquetvic.asn.au/clubs.php.

Of the 90 clubs affiliated to Croquet Victoria, 20 (just under a quarter) are in the metropolitan area and the remaining 70 are spread around Victoria and southern NSW. Most are long established, with many having already celebrated their centenaries; a few have been established in recent years, particularly in the area around Albury-Wodonga. However, many clubs have closed over the past twenty years; others are at risk, with only a few members. There are also some croquet clubs and facilities that are not affiliated with CV.

Current membership of CV totals 2723, which is slightly less than in 2016; membership numbers have not kept pace with the increase in the population in Victoria. About half the members are active in competition, and the elite players are remarkably successful at national and international level, but it is proving difficult to recruit younger players, particularly to Association Croquet which is the traditional (and longer) form of the game.

2. PLANNING FOR THE FUTURE

The vision underpinning the current CV Strategic Plan (2015 to 2020) is for the Victorian croquet community to be active, engaged and growing. The plan aims to foster good governance; build membership, with a focus on recruiting younger players; update the public image of croquet; and develop capability across the organisation.

The strategies in the plan are designed to tackle the Issues facing croquet today, including:

- **patchy provision**

Croquet Victoria has a world-class croquet centre at Cairnlea, but there is currently no master plan for the development of a hierarchy of facilities across the state. Croquet clubs have historically developed via local initiatives.

Croquet Victoria has collected information on affiliated croquet clubs in terms of membership, state of courts and pavilions, and access to lights, as at October 2016. Many clubs are small with an ageing membership. Some have facilities which have been allowed to run down or which are too small to make viable. Many areas of Victoria do not have access to croquet facilities.

- **patchy alliances**

There is a need to establish with local government how croquet can contribute to a comprehensive community provision of sport and recreation opportunities, and to develop collaborative plans incorporating croquet in local sports facilities.

Currently support from local government is variable. Some clubs have excellent lawns and premises which they maintain by their own efforts, but for other clubs this is a difficult task.

The 2015 - 2020 CV Strategic Plan envisages liaison at a state level with relevant state and local government, sporting organisations and other potential stakeholders.

- **need for collaborative planning**

In relation to existing facilities, aims in the CV Strategic Plan include the provision of support for clubs in developing strategic plans, setting target membership numbers and liaising effectively with relevant organisations in their area.

While CV does not currently have a plan for developing new facilities, it has prepared and circulated a *Croquet Facility Guide* (April 2017) for the use of local government and local groups seeking to develop or upgrade a croquet facility.

3. THIS PROJECT

Croquet Victoria is seeking to engage a Consultant to implement a state-wide facility review and develop a long term strategy and action plan for the development of facilities and recruitment.

In this project we want to

- Identify opportunities for new/upgraded facilities
- Identify and connect with potential partners
- Develop a ten-year plan for a sustainable hierarchy of croquet facilities across Victoria

The review will

- consider
 - the current state of facilities including location, ownership, amenities and quality of courts
 - potential for diverse forms of participation
 - the usage of existing facilities and any opportunities for optimising usage
 - local and state government infrastructure and sports development requirements, and how croquet might contribute to them
 - key priorities to ensure facilities cater for growth, are compliant and playable
- check the requirements set out in the *Croquet Facility Guide* with key stakeholders, and propose amendments as required
- develop a scheme for a hierarchy of facilities including regional, district and local facilities, with a rationale and minimum standards to assist all parties in planning and development (LGAs, Associations/Clubs, CV, SRV and other potential partners).
- test the scheme in discussion with key stakeholders, particularly in areas identified for new or redeveloped facilities.
- develop a plan for recruitment to ensure new and redeveloped facilities are effectively used and sustainable.

The resulting **strategy plan** will act as a universal advocacy document providing Croquet Victoria, government, community stakeholders and potential investors with:

- future development and redevelopment priorities based on evidence
- an advocacy platform for funding and support
- a long term plan for recruiting potential players to the sport
- an engagement strategy for potential delivery partners.

4. KEY TASKS AND TIMELINE

Stage	Focus	Timeframe
1 Background and facility review assessment	1. Initial planning 2. Analysis of existing data	2018 Jan/Feb
2. Market research, inventory development and facility information review	1. Analysis of state and local government plans and priorities	Feb / March
	2. Consultation	March/ June

Stage	Focus	Timeframe
3. Strategic development directions, including identifying priorities for future development	<ol style="list-style-type: none"> 1. Strategic framework for 2020-2030 with a proposed hierarchy of facilities 2. Priorities, strategies and rationales for different regions, taking into account potential partnerships: <ul style="list-style-type: none"> ○ New developments ○ Refurbished developments (eg resurfacing / lighting) ○ Expansion developments (eg expanding a two court facility into a four court facility) 3. Recommendations and a plan for ensuring good management and sustainability, including recruitment strategies 4. Review and update of the <i>CV Croquet Facility Guide</i>. 	March/June
4. Consultation on draft documents	1. Review draft proposals and documents with key stakeholders including Regional Associations.	July / Sept
	2. Finalise the <i>CV Strategic Facilities Plan</i> . Finalise the <i>CV Croquet Facility Guide</i>	Oct

5. EXPECTED OUTCOMES / OUTPUTS

This project has three major outcomes / outputs:

1. Finalised *CV Strategic Facilities Plan*
2. Finalised *CV Croquet Facility Guide*
3. *Management models for regional facilities*

The following outputs must be delivered by the Consultant and signed off by the Project Manager on behalf of the GCF WG, acting as the Project Steering Committee:

1. Overall project plan, including communication and engagement plan
2. Issues/Opportunities Paper by CV Zone.
3. Draft *CV Strategic Facilities Plan*, including individual zone strategies
4. Draft update to *CV Croquet Facility Guide*, including management models for regional facilities
5. Final *CV Strategic Facilities Plan*, including the individual zone strategies
6. Final *CV Croquet Facility Guide*

All documents to be available in MS Word format and electronically on a USB.

6. DELIVERABLES and TIMELINES

It is anticipated that the project will commence in mid-January 2018 and that all deliverables will be completed and delivered within nine months of commencement or at a date mutually agreed between the Consultant and the Project Manager.

Deliverable	Due date
Invite tenders	13 October 2017
Deadline for tender submission	17 November 2017
Shortlist and interview if required	14 December 2017
Appointment of Consultant	18 December 2017

Deliverable	Due date
Initial clarifying meeting between CV and Consultant	16 Jan 2018
Presentation by Consultant of overall Project Plan including Stakeholder Communication and Engagement Plan	5 Mar 2018
Issues and opportunities paper presented to GCF Working Group	7 May 2018
Presentation to GCF Reference Group of draft: <ul style="list-style-type: none"> Updated <i>Croquet Facility Guide</i> CV Strategic Facilities Plan 	18 June 2018
Presentation to GCF Reference Group of updated <ul style="list-style-type: none"> <i>Croquet Facility Guide</i> Croquet Victoria Strategic Facilities Plan 	October 2018
Submission to CV Council for final approval	17 Dec 2018

7. PROJECT MANAGEMENT

The project will be managed on a day to day basis by the CV Growing Croquet Facilities Working Group (GCF WG) (Kate Patrick, chair, and Wayne Worlidge, secretary, together with Kirsty Reidy and Ben O'Brien as SRV representatives). It is envisaged that a reference group will be established including the Working Group members and a partner from the Consulting Company, a representative of Local Government, and a nominee from another sport that has undertaken a similar project.

The GCF WG will be supported by the CV Committee of Management and Council.

The Project Manager will convene meetings of the GCF WG and the GCF Project Reference Group (in Melbourne) as and when required, including as indicated by the key deliverable dates. The Consultant may be required to attend these meetings and will be advised by the Project Manager in advance.

The Consultant is required to present findings / deliverables to the Project Reference Group as outlined above. It is expected that regular informal conversations will be held between the Consultant and Project Manager to track the progress of the project.

The Consultant will be required to sign a contract.

Organisations may consider forming a consortium to combine resources, expertise and knowledge to undertake this project.

8. PAYMENTS

The budget for the project is \$40,000, inclusive of GST.

Payments will be made upon successful completion of deliverables and receipt of invoice.

Activity	Payment
1 Appointment of successful Consultant	20% payment
2 Successful completion of draft <i>CV Strategic Facilities Plan</i>	20% payment
3 Successful completion of the updated draft <i>CV Croquet Facility Guide</i>	20% payment
4 Successful completion of final <i>CV Strategic Facilities Plan</i> and <i>CV Croquet Facility Guide</i>	40% payment

9. CONFLICTS OF INTEREST

Applicants must declare any matter or issue which may be perceived to be or may lead to a conflict of interest regarding their proposal or participation in the supply of the goods or services described. Applicants must describe a strategy so that any conflict of interest will be avoided or appropriately managed.

10. SUBMISSION OF TENDER

Consultants interested in undertaking this project should submit a proposal addressing the following items:

- Methodology: Describe how the Consultant would provide the services as set out
- Stakeholder consultation brief: Summarise strategies for consulting with stakeholders
- Proposed fee
- Personnel to be assigned to the project
- Availability of personnel: Provide an assurance that the personnel nominated in the submission would be available to be assigned to the project and would remain available for the duration of the services.
- Referees: List 2 or 3 clients for whom the Consultant(s) has recently carried out similar consultancies, together with a contact for reference in each instance.

Proposals should incorporate the attached response schedules duly completed and endorsed.

11. EVALUATION OF PROPOSALS

Experience relevant to the project and a demonstrated capacity to successfully undertake and complete the project within timelines and budget is essential. The names of two referees must be provided.

Shortlisted bidders may be invited for interview as requested (see section 6 for dates)

12. EVALUATION CRITERIA

The following criteria will be used for the evaluation of tenders and to determine the successful bidder:

Criterion	Weighting
1. Demonstrated experience in successfully completing similar projects.	40%
2. Understanding of the project aims and key tasks.	20%
3. Demonstrated ability to complete projects within given timelines and budget.	20%

13. EVALUATION PROCESS

An initial evaluation may be used to shortlist proposals. Following short listing, one or more applicants may be interviewed for clarification or further information. All applicants will be advised of the final outcome of the selection process in writing.

14. PRICING

All prices shall remain valid for acceptance for at least 90 days from the date of submission of offers. Quotes more than \$40,000 (excl. GST) will not be considered.

<Terms and conditions>

...

16. LODGEMENT

All submissions should be submitted by email and addressed to:

Kate Patrick

Vice President, Croquet Victoria

e: vicepresident@croquetvic.asn.au

Submissions must be received by 1 pm on Friday 17 November 2017.

Late submissions will not be accepted.

Queries can be directed to:

Kate Patrick

Vice President, Croquet Victoria

e: vicepresident@croquetvic.asn.au

m: 0403 108 215

s: katepatrickoz

Lights Report, October, 2017

Council will recall that maintenance was carried out on the court lights in 2014 to check the efficacy of base plate bolts and mountings and to install inspection hatches at the base of each pole. Mounting bolts were checked and tightened as necessary and grouting was applied to all pole bases. The cost was \$7,208 + GST.

In June this year, for OH&S purposes, VCA's lighting consultants carried out an inspection of the lights. Their report stated that

- there was corrosion on pole base areas, in two cases quite serious
- silt and mud build up around pole bases, and
- some lock down nuts should be tightened or replaced as necessary

The fundamental cause of these problems is that the towers were installed with the base plates at or below ground level thus allowing moisture, mud and silt to collect around the pole bases.

Jim Clement and I met with the consultant on site recently to discuss needs and priorities. We were advised that the lights had now reached their half life and VCA should prepare for their replacement within the next ten years or so.

The location of the original drawings, permits, etc at Cairnlea has proved difficult so

- Brimbank Council is being asked to check its archives
- Another opinion is being sought as to the extent of the corrosion around the base of the two worst poles, and
- A professional opinion is being sought as to the suitability of the existing pole bases to eventually carry new poles at some stage in the future.

Subject to these investigations being satisfactory it is proposed to drop the poles and raise the bases to above ground so that, when pole replacement becomes necessary, adequate bases will be in place.

This work would best be undertaken at the end of November, 2017, concurrent with the major maintenance program planned for Courts 1-4. The cost, which is not yet available, is likely to be in the order of \$17,000. This has not been budgeted and would require Council approval to proceed.

Jim Saunders
Courts Director
6 October , 2017



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Wednesday, 23 August 2017

Att: Mr J. Saunders

**VICTORIAN CROQUET CENTRE
Cairnlea. Vic**

**RE: VICTORIAN CROQUET CENTRE LIGHT TOWER BASES - INSPECTION
REPORT**

Dear Jim

The following is the light tower inspection report, which was carried out on June 30th 2017. All existing light towers were inspected for any visual items of concern. Below is the report with relevant photos, items of concern and recommendations.

REPORT DETAILS:

POLE 1

- 46mm Hold Down Nuts, 2 require tightening.
- Base plate area covered in mud/silt.
- Signs of corrosion around base plate area.

POLE 2

- Extensive corrosion to lower pole base plate area, nuts and bolts. Further cleaning and action required. Layers of flaking rust.

POLE 3

- Rusting and corrosion to all pole base area, Hold down bolts/nuts and base plate.

POLE 4

- Minimal corrosion to base plate, nuts and bolts. Best condition of eight poles.
Silt/dirt on pole base plate

POLE 5

- Silt/mud in shroud covering base plate. Corrosion to all bolts, nuts, base plate and lower pole areas.

POLE 6

- Silt/mud in shroud covering base plate. Corrosion to all bolts, nuts, base plate and lower pole areas.

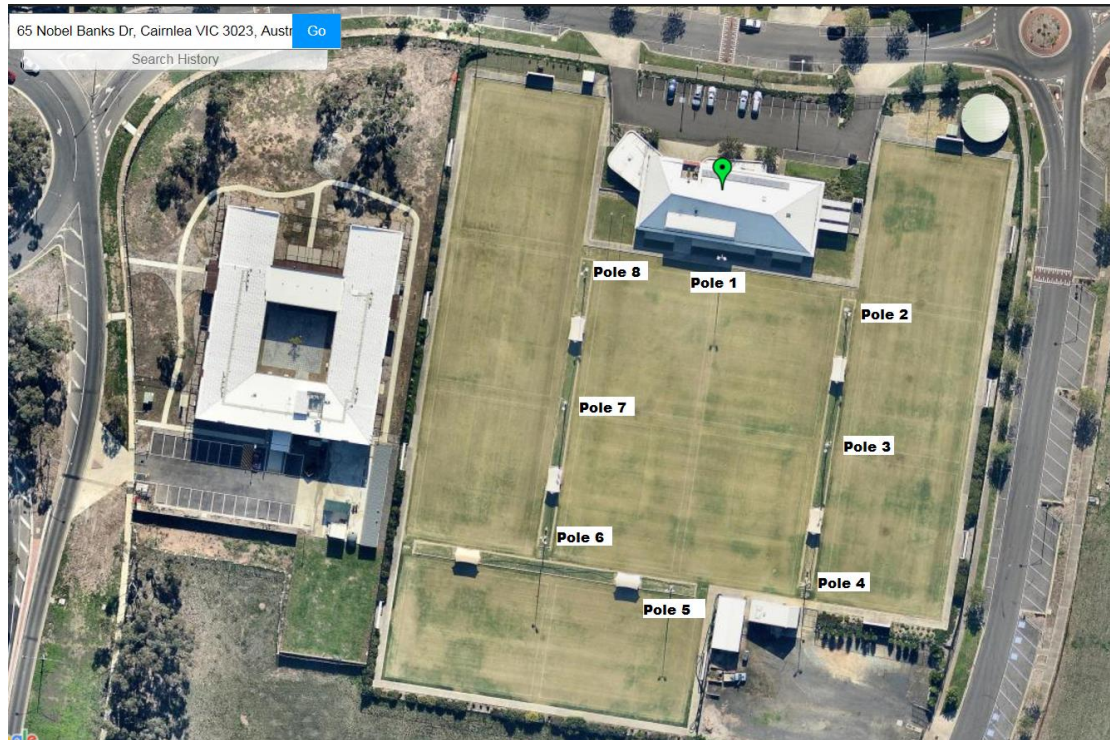
POLE 7

- Silt/mud – minor corrosion to lower pole base plate area, nuts and bolts. Pole is not straight, requires minor straightening adjustment.

POLE 8

- Silt/mud – extensive rust/corrosion - flaking rust to base plate, nuts and bolts. Worst visible damage of all poles.

Site Plan Pole Layout



Severe Corrosion





Typical Silt/Dirt Build-Up





Typical Lower Pole Corosion





Actions Required:

- Most Base plate areas require cleaning and an application of a rust preventative coating ie: Galvanizing anti-rust spray-paint. This may require the temporary removal of the base plate shroud to gain sufficient access to the pole base plates areas.
- Severe flaking corrosion, may require a galvanizing test to indicate the depth of the remaining galvanizing coat. **This item regarded as Semi-Urgent.**
- With regards to the silt/dirt around the pole base plates, it may be necessary to carry out additional drainage relief from the surrounds of the pole bases. This will assist with water being channeled out of the base area, and also assist with preventing silt/mud build up. Perhaps the installation of Crushed rock for drainage would be suitable.
- Lose Hold Down Nuts will require tightening, **This item regarded as Semi-Urgent.**

Notes (Inspection Report)

- All Action Items should be considered to prevent further damage to Poles and base areas.
- There has been no assessment of the structural viability of the pole footings.
- There has been no assessment of the condition of any pole or underground cabling.
- There has been no assessment of the light fittings or the headframe arrangements

Costs For Rectification Works

Below are repairs suggested for remedy works as per report details provided.

Quote 1

Raise all poles to existing ground level. This will involve the following:

1. Clean and apply an anti-corrosion paint to all rusted parts, including pole base areas, nuts and hold-down bolts. This will not apply to the severe corrosion cases.
2. Replacement of all badly corroded nuts.
3. Supply and Install an engineered custom made steel galvanised raised adaptor plate (approx 300mm high) to form a new fixed base for all (8) of the existing light towers. This also includes new Hold down galvanised nuts and bolts
4. Encase new adaptor plate within a new concrete surround. This concrete surround will be poured on top of the existing pole footing, and to the underside of the new raised adaptor plate. The existing footing will have 12mm holes drilled into the top of the footing to allow bonding of the 2 concrete surfaces. These holes will have a 12mm steel dowel inserted. The new concrete plinth will finish approx 90mm above ground level.
5. Provide a small crawler crane to lift all poles. This process will be to lift poles, clean and treat base pole area, install new adaptor plate, re-bolt poles to new adaptor plate.
6. These works will only be performed on poles that are deemed fit for service. Poles with severe corrosion will require further inspection as noted below.
7. Provide all labour as required

Cost for this item \$17120.00 + GST

Notes (Rectification Works)

- All works to be performed during normal working hrs Mon-Fri.
- We have allowed to provide track mats for the crawler crane to transit onto and around the playing surface areas. We have assumed the playing surface areas will be suitable for the 3.5 ton crawler crane.
- At this stage we have not allowed to re-aim any light fittings from the pole height increase. We do not believe it will be a significant change in alignment.
- We have serious concerns with the amount of corrosion on 2 of the light towers, as mentioned in the report. The extensive flaky corrosion will need to be checked and tested further to determine the poles viability.
- We have included re-grouting of all poles once they have been raised.
- It is difficult to assess the full condition of the existing hold down bolts, these will need to be assessed once the poles are lifted.
- No allowance at this stage for any pole replacement works. If any pole is deemed unfit for rectification works then we can provide a cost for pole replacement. Similarly for any pole footing works.

For any further information or clarification please contact the undersigned on M:
0418563024

Thank-you

Regards
COMMLEC SERVICES Pty Ltd

Leo Aiello
DIRECTOR

MVCA REPORT TO VCA COUNCIL OCTOBER 2017

There are six clubs in a very large region, from Charlton and Boort in the south [with Charlton being halfway between Melbourne and Mildura] to Swan Hill and Mildura on the Murray in the north. Red Cliffs and Wycheproof are in between. Member numbers are around 120.

There are more golf croquet players than association and better attendances at social days than tournaments. Golf croquet tournaments, at Boort and the MVCA event, this year at Swan Hill, did attract good numbers. Charlton had a successful AC tournament this year in the depths of winter but the MVCA event was cancelled yet again. Boort's tournament is next weekend – entries needed!

Pennant matches in GC between Swan Hill, Charlton and Boort and Boort and Charlton in AC continue from September to December.

In the winter to keep inter-club contact maintained, a Round-Robin, for the third year, was held in June, July and August between Boort, Charlton and Swan Hill. Northern Victorian winter days can be quite pleasant for croquet.

Each club has outside visitors, eg Red Cliffs had vision-impaired people for 10 weeks, Charlton and Boort had school children and Charlton had Access All Abilities people, as they have had for many years. Swan Hill is planning to have in November a mini evening round-robin between the 4 branches of the essential services. Invitations have been enthusiastically received and if it goes well, the staff at schools in town will be the next to be invited.

All clubs have good facilities and equipment, good courts and 2 have lights although Boort had a corella attack in winter which damaged courts and lights wiring. Boort has received a shire grant recently to do some repairs and put a roof over their outdoor area.

Growth in numbers is difficult to achieve but overall croquet maintains its presence in the MVCA region.

Janet Richardson

Director MVCA

Northern District Regional Director's Report Croquet Victoria Council Meeting 16 October 2017

There are eight croquet clubs in the Northern District. They are Bendigo, Golden Square, Quarry Hill, Maldon, Macedon Ranges, Maryborough, Castlemaine and Kyneton.

Two clubs, Macedon Ranges and Quarry Hill, now have close to 50 members, whilst other clubs are increasing as well. These two larger clubs are now negotiating with various Councils to try and arrange improved conditions and space.

All clubs have good representation for Golf Croquet, but only Quarry Hill, Macedon Ranges, Castlemaine and Golden Square field Association Croquet players (numbers are quite small). Once a month on a Sunday, Association Croquet players have a combined play day. Although Association Croquet players are in the minority, the District fields some top players (Tricia Devlin, Lois Kirk, Roger Bird).

There have been many successful Golf Croquet Pennants.

We have a number of District players who have benefited from squad training in Melbourne.

Northern District support all Tournament and Social Days fun by the various clubs, offering advice, arranging Referees as need be. A District Christmas celebration is always a busy and well attended event.

A District tournament (Festival) is the highlight of the year, where all clubs combine their expertise and equipment to run this huge event. Thank you to Bill Humphreys and Chris Eiffert for leading this challenge.

Our goals are to achieve more Referees and Coaching opportunities in the District and to raise the profile of croquet in our various communities. We have recently accredited three new Golf Croquet Referees.

Lois Kirk
Northern District Regional Director.