

BVSC S355 Sportsgrounds Meeting Notes

Date: 24 February 2020

Meeting Chair: Mike Sheppard

Meeting Notes: Sue Findlay / John Grady

Present: James Murray (Colombo Park Bemboka), Mike Sheppard (Eden George Brown Memorial Sportsground), Blake Rosseland (Wolumla Recreation Ground), Adam Donaldson (Eden Barclay Street Sports Complex Venke Mannes (Colombo Park Bemboka, John Grady (BVSC Leisure & Recreation Manager) and Sue Findlay (BVSC Sport & Recreation Officer).

Observers: Nil

Quorum: ☐ Yes ☒ No (5/12)

Agenda Item	Objective (What)	Action (How)	Responsibility (Who)	Timeframe (When)	Status
1.Apologies	Ray Ryan (Candelo John Gordon Recreation Reserve), Glen Baker (Pambula Beach Sports Complex), Paddy McAlpin (Pambula Beach Sports Complex), Kim Martyn (Berrambool Sporting Complex), Justin Welsford (Bega Sporting Complex), Kelly Jubb (Dickinson Oval), Francis Matters (Dickinson Oval) Cymmon Parker (Lawrence Park Tathra), Shannon Grass (Lawrence Park Tathra Cricket Club) Tony Allen (Councillor), Mitchell Nadin (Councillor) and Anthony McMahon (Director BVSC Assets & Operations)	N/A	N/A	N/A	Closed
2.Bushfire	Discussion on evacuation centres and what makes a site an official evac centre and why formalisation of sites. Some sites well suited e.g. Barclay Street location and floodlights but downfalls include limited facilities such as toilets, showers etc. Damage to sites under heavy use as evacuation centres such as Bemboka Colombo Park Carpark surface. Questions raised regarding fees and charges reduction due to reduction in registrations. As fees are calculated on registration numbers if the numbers are reduced then the fees & charges will also be less.	Information to Facility Management Plans (FMPs) e.g. Site facilities and utilities which will be mapped in the future.	Sport and Recreation officer	2020	Open

BVSC S355 Sportsgrounds Meeting Notes

3. Overview of actions (Open from 25 November 2020 meeting) Plant equipment audit	Arrange collection of unused old plant and equipment. Discussion with site committees re what surrounds tasks will be done by committees and tasks to be added to FMP re small surround mowing. E.g. Wolumla whipper snip around fence after BVSC mowing team. If no maintenance done by committees/user groups and not planning to change in the future, no requirement of replacement plant equipment. Intention is to supply equipment needed for tasks to be completed by volunteers,	Liaise with site committees to arrange what to be collected and date to collect. Discuss and arrange with site committee's replacement plant equipment	Sport and Recreation Officer Sport and Recreation Officer	March – June 2020 March – June 2020	Open Open
	Inductions Decision made to do inductions on site. Committees asked to liaise with Sue regarding date and time. Focus on SWOPs training but WH&S included. Possible arrangement with cemeteries volunteers to be included Sue confirmed that Hall Committees not to be included as the hall inductions as have different format and roles/information.	Induction dates to be organised at Eden, Pambula/Baraboo, Wolumla, Bemboka, Bega/ Tathra, Candelo and Bermagui	Sport and Recreation Officer	March – June 2020	Open
Bin (Waste) Audit	To commence when finalised with Cleanaway. Sites such as Eden George Brown and Wolumla skip bins change to waste bins. Would like to introduce FOGO bin to sites if suitable.	Liaise/confirm with site committees current waste bin numbers and future requirements.	Sport and Recreation Officer	March – June 2020	Open
Draft Sportsground/ Sporting Facilities Advertising Procedure	Quorum not reached – postponed to next S355 meeting	S355 meeting adoption of procedure	Sport and Recreation Officer	15 June 2020	Open
4. Confirmation of minutes 24/02/2020	Confirmation of 25 November 2019 minutes: Motion: Mike Sheppard Seconded: James Murray (Unanimous confirmation)	N/A	N/A	N/A	Closed
5 Standing Business Workplace Health & Safety	Induction program mentioned above	N/A	N/A	N/A	Closed
	Water meter covers – protection from kids playing on	Investigate covers	Sport and Recreation Officer	June 2020	Open

BVSC S355 Sportsgrounds Meeting Notes

Operations and Maintenance Projects Oval Maintenance	Pambula and Bermagui Golf Clubs conducting works on oval surfaces. Trial with contractors mowing three sites for possible use over Christmas/ January in the future	N/A	N/A	N/A	Closed
Finance and Accounts Financial reports	2019/20 July – February financial report for each of the sportsgrounds handed out. Please contact Sport & Rec Officer (Sue) if you wish to discuss. (“actual Val” column is expenditure).	N/A	Sport and Recreation Officer	N/A	Closed
Facility Management Plans	Risk matrix changes, site facility information and task addition (mentioned item 2) to be added as well as site facility information with future additions including possible role of facilities in emergency management. Risk matrix updated Draft FMP’s to go to August 2020 Council meeting for adoption.	Additions to FMP’s	Sport and Recreation Officer	March – June 2020	Open
6. New Business / General Business Capital Works	Floodlighting upgrades commenced at Berrambool, to commence at Tathra Lawrence Park and Barclay Street. Pavilion upgrade at Barclay Street Eden – some inclusions regarding facilities to be added (Considering evacuation centre requirements – subject to additional funding) Application for Club Grants funding submitted for Barclay Street soccer clubroom alterations. Masterplans projects at Merimbula Basketball/Netball, Bega Sporting Complex and Pambula Beach Sports Complex draft funding deeds under review. Expected to be finalised in the coming weeks.	N/A	N/A	N/A	Closed
Seasonal Booking forms	Seasonal booking forms to be lodged asap with training hours. Registration numbers and draws can be submitted when available	Seasonal sportsgrounds booking applications	Seasonal user groups	10 March 2020	Closed
Cricket Club registrations	Request for Cricket registration numbers from Bermagui Cricket Club and Lawrence park. Sportsgrounds booking form seasonal to be lodged by Wolumla Cricket Club Registration numbers supplied March 2020	Cricket registered players & Sportsground booking applications lodged at Council	Cricket Clubs	February 2020	Closed
Cricket pitch covering	Grand final of cricket 21 March and AFL starts 4 April. Please contact Sue if require any assistance.	Cover pitches	User Groups	March 2020	Closed

BVSC S355 Sportsgrounds Meeting Notes

	Wolumla covering pitch Wednesday 26/02/2020				
Leave	Sue Findlay on leave from 01/804/2020 – 03/06/2020. Replacement will be available on 6499 2222, Sues mobile and email sportsgrounds@begavalley.nsw.gov.au	N/A	N/A	N/A	Closed
Next meeting	<u>Meeting dates for 2020 S355 Meetings</u> 15 June 2020 Balawarn meeting rooms 1 & 2 31 August 2020 Balawarn meeting rooms 1 & 2 23 November 2020 Balawarn meeting rooms 1 & 2	N/A	N/A	N/A	Closed

Meeting Close: 6:45pm

Next Meeting: Monday 15 June 2020