

BVSC S355 Sportsgrounds Meeting Notes

Date: 20 August 2018	Meeting Chair: Mitchell Nadin	Meeting Notes: Sue Findlay / John Grady
Present: Sue Findlay (BVSC Sport & Recreation Officer), John Grady (BVSC Leisure & Recreation Manager), Mitchell Nadin (Councillor), Mike Sheppard (Eden - George Brown Memorial Sportsground), Kim Martyn (Berrambool Sporting Complex), Paddy McAlpin (Pambula Beach Sports Complex), Michael Trenerry (Dickinson Oval), Adam Donaldson (Eden - Barclay Street Sports Complex), Blake Rosseland (Wolumla Recreation Ground), James Murray (Colombo Park Bemboka), Greg Coman (Lawrence Park Tathra). Apologies: Tony Allen (Councillor), Anthony McMahon (Director BVSC Assets & Operations), Glen Baker (Pambula Beach Sports Complex), Greg Barrett (Wolumla Recreation Ground), John Dedman (Bega Sporting Complex), Ray Ryan (Candelo John Gordon Recreation Reserve).		

Agenda Item	Objective (What)	Action (How)	Responsibility (Who)	Timeframe (When)	Status														
1.Apologies	Tony Allen (Councillor), Anthony McMahon (Director BVSC Assets & Operations), Glen Baker (Pambula Beach Sports Complex), Greg Barrett (Wolumla Recreation Ground), John Dedman (Bega Sporting Complex), Ray Ryan (Candelo John Gordon Recreation Reserve).	N/A	N/A	N/A	Closed														
	Resignation of Adrian Day (Bega Sporting Complex) from S355 & site committee.	N/A	N/A	N/A	Closed														
2. Overview of actions 28/05/2018	<div>Supply breakdown of capital works for 2017/18 (Requested 26/02/2018 meeting).</div> <table><tr><th>Sportsgrounds Capital 2017-18</th><th>\$</th></tr><tr><td>Bega Sporting Complex - Sports Building Design</td><td>\$50,000</td></tr><tr><td>Pambula Sporting Complex Master Plan - Site Survey</td><td>\$31,654</td></tr><tr><td>Pambula Sporting Complex Pony Club Shed</td><td>\$20,000</td></tr><tr><td>Colombo Park Electricity Upgrade</td><td>\$3,300</td></tr><tr><td>Moveable Grandstands Sports Shire</td><td>\$119,897</td></tr><tr><td>Pambula Sporting Complex - Drainage Renewal</td><td>\$22,804</td></tr></table> <div>All other items actioned from 28 May 2018 meeting</div>	Sportsgrounds Capital 2017-18	\$	Bega Sporting Complex - Sports Building Design	\$50,000	Pambula Sporting Complex Master Plan - Site Survey	\$31,654	Pambula Sporting Complex Pony Club Shed	\$20,000	Colombo Park Electricity Upgrade	\$3,300	Moveable Grandstands Sports Shire	\$119,897	Pambula Sporting Complex - Drainage Renewal	\$22,804	Breakdown of capital works expenditure 2017/18	Leisure & Recreation Manager	N/A	Closed
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3. Confirmation of minutes 28/05/2018	Confirmation of 28 May 2018 minutes: Motion: Mitchell Nadin Seconded: James Murray (Unanimous confirmation)	N/A	N/A	N/A	Closed														

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5. New Business 2018/19 Local Sports Clubs group fees & charges.	<p>Local Sports Clubs options provided for fees & charges adoption are:</p> <ul style="list-style-type: none"> • Hourly fee structure for local sports clubs • Member based fee structure for local sports clubs • Maintenance fee payment e.g. electricity costs <p>Discussion included:</p> <ul style="list-style-type: none"> • NSW Government \$100 fee per player (junior) for next two years • Most registrations on line can use as reference to member numbers • Can be raised by fundraising such as entrance fees, canteen takings, sponsorship, raffles or added to membership subscriptions. • Considered junior if under 18 years of age • Lumen Christi considered under casual use fee structure which will be discussed & determined by Council and Pambula Site Committee. <p>Motion moved by Mike Sheppard and seconded by Kim Martyn that:</p> <p><i>"2018-19 user group fees trial an individual rate for each registered player - \$20 / season for an adult and \$10 / season for a junior (under 18 years of age) with the clubs to be invoiced"</i></p> <p>Abstained from vote : Paddy McAlpin & Adam Donaldson Confirmation by other S355 committee members present.</p>	<p>Motion for 2018/19 user group fees and charges to be presented at Council meeting on 19 September 2018 for adoption</p>	<p>Leisure & Recreation Manager</p>	<p>September 2018</p>	<p>Open</p>
4 Standing Business Workplace Health & Safety and Facility Management Plans	<p>John Grady: Informed group the Facility Management Plan (FMP) review in September/October. Completion of Bemboka, Bega, Candelo & Tathra and review of other sites.</p> <p>Volunteer inductions to be commence after FMP finalised to confirm tasks volunteer training required. Have northern & southern group training (two sessions).</p>	<p>Email word version FMP for committee to review Volunteer inductions / yearly training</p>	<p>Sport & Recreation Officer Sport & Recreation Officer</p>	<p>August 2018 September - ongoing</p>	<p>Open Open</p>
Operations and Maintenance Projects	<p>John Grady: discussion of renewals for next year. SCCR 2 projects are priority works. BVSC 2018/19 capital towards these projects. Barclay Street Sporting Complex, Lawrence Park & Wolumla Recreation Ground – funding \$930,000 (state government), \$326,000 (BVSC). Ongoing maintenance organised by Ed Crothers include verti- drain program as well as fertiliser and pesticide programs.</p>	<p>N/A</p>	<p>N/A Recreation Asset Officer</p>	<p>N/A Ongoing</p>	<p>Closed Closed</p>

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	<p>Smaller projects finished such as pavilion seating at various sites and irrigation audit/repairs.</p> <p>Awareness of floodlighting upgrades required at a number of sites. Shire wide audit would provide overview of issues/ prioritise options. (Not programed as yet).</p>				
Finance and Accounts	Current 2017/18 financial report for each of the sportsgrounds handed out. Please contact Sue if wish to discuss.	N/A	N/A	N/A	Closed
Reporting and information	<p>Re mention from previous meeting:</p> <p>John Grady: Overview of general benefits of consistent information gathering and reporting. An area will look to do some work in future. Importance of completing sportsground booking applications to capture users but also important to capture who is coming through the gates. Having evidence based information on how many people are using the facilities is a massive advantage when applying for grants.</p> <p>Use of traffic counters can also demonstrate how many people using facility when organised sport not occurring. Organised at Bemboka Colombo Park (July 2018) waiting on results</p>	<p>Completion of sportsgrounds booking forms (user numbers) as well as gate counts.</p> <p>Supply template to assist with use of capturing visitors to site</p> <p>Results for traffic counters at Bemboka obtained.</p>	<p>Site Committees & User groups.</p> <p>Sport & Recreation Officer</p> <p>Sport & Recreation Officer</p>	<p>Ongoing</p> <p>September 2018</p> <p>Ongoing</p>	<p>Open</p> <p>Open</p> <p>Open</p>
5 New Business continued Defibrillator grant information	<p>Defibrillator grant information forwarded to user groups.</p> <p>Confirmed defibrillators at Tathra – AFL, Bega – Soccer, Pambula AFL (has been fixed). Berrambool (has been fixed), Bemboka Soccer FSC.</p> <p>Decision that most sites the best location is in the home room clubrooms. Once this is confirmed can add information to FMPs as well as signage in canteens of defibrillator position.</p>	<p>Contact surf lifesaving clubs to see what they use.</p> <p>Confirm with Pambula, Berrambool, Bemboka & Bega if signs & wall mounts required.</p>	Sport & Recreation Officer	September 2018	Open
Irrigation Audit & process update	<p>Sue Findlay: Irrigation systems have been audited April/ May with Berrambool & Wolumla some repairs still required.</p> <p>Thank you to those who have responded to Irrigation Management Proposal contact representative. (Colombo Park, Berrambool & George Brown Oval). Can Wolumla Pambula, Tathra & Bega please respond with representative) and the management of the irrigation by BVSC will commence.</p>	Supply representative contact information	Site Committee (Wolumla and Lawrence Park Tathra)	August 2018	Open

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Uncovering of Cricket pitches	Sue Findlay: reminder to uncover pitch for cricket season. Apparently last season some only done week before (bit of a rush)	Uncover of cricket pitches.	Site committees	September	Closed
Site Committee Meeting Minutes	Sue Findlay: reminder to forward site committee meeting minutes to council. (Have received from Pambula Site Committee)	N/A	Site committees	Ongoing	Closed
7. General Business	Kim Martyn: Seating for new pavilion at Berrambool still sitting next to AFL oval. Worried it will be stolen	Follow up with project officer. Moved undercover on 24/9/2018.	Sport & Recreation Officer	August 2018	Closed
	James Murray: contractors spraying weeds using tap in women's toilets at Bemboka Colombo Park – blocking entrance to women's toilets. Can use tap at other site of picnic tables or water filling station at Kameruka Street.	Inform contractors of other sites to obtain water from. Forwarded to Biosecurity & Invasive Species Officer team	Sport & Recreation Officer	August 2018	Closed
	Greg Coman: Asked if anyone has a memorandum of understanding with Council regarding solar usage / electricity. No current process in place. Suggested contact Dan Murphy or Michael Fielder	Further discussion with John Turville and stakeholders.	Recreation & Natural Assets Coordinator	Ongoing	Closed

Meeting Close: 7.15pm

Next Meeting: Wednesday 28 November 2018