

# BVSC S355 Sportsgrounds Meeting Notes

**Date:** 20 May 2019

**Meeting Chair:** Mitchell Nadin

**Meeting Notes:** Sue Findlay / John Grady

**Present:** Kim Martyn (Berrambool Sporting Complex), James Murray (Colombo Park Bemboka), Adam Donaldson (Eden Barclay Street Sports Complex), Mitchell Nadin (Councillor), Tony Allen (Councillor), John Grady (BVSC Leisure & Recreation Manager) and Sue Findlay (BVSC Sport & Recreation Officer).

**Observers:** Venke Mannes (Colombo Park Bemboka), Kirsty Faulkner (Lawrence Park Tathra)

**Quorum:** ☐ Yes ☒ No

| Agenda Item   | Objective (What)   | Action (How)  | Responsibility (Who)          | Timeframe (When) | Status |
|---|--|---|-------------------------------|------------------|--------|
| <b>1.Apologies</b>  | Anthony McMahon (Director BVSC Assets & Operations), Greg Barrett (Wolumla Recreation Ground), Ray Ryan (Candelo John Gordon Recreation Reserve), Michael Trenerry (Dickinson Oval), Adam Donaldson (Eden Barclay Street Sports Complex), Blake Rosseland (Wolumla Recreation Ground), Justin Welsford (Bega Sporting Complex), Mike Sheppard (Eden George Brown Memorial Sportsground), Glen Baker (Pambula Beach Sports Complex) and Paddy McAlpin (Pambula Beach Sports Complex). | N/A   | N/A                           | N/A              | Closed |
|   | Prospective new S355 Committee members welcomed – Venke Mannes (Colombo Park) and Kirsty Faulkner (Lawrence Park). Volunteer & Committee application form to be completed and then presented to Council for endorsement.<br><a href="#">Kirsty notified Council on 14/09/2019 finishing on Lawrence Park Committee – Sue Findlay to contact Cymmon Parker re nomination form</a>   | Sportsground site committee – Volunteer application forms to be completed | Vanka Mannes & Cymmon Parker? | ASAP             | Open   |
| <b>2. Overview of actions (Open from 25 February meeting)</b> | Volunteer training, Ovals programs, FMP, Councillor Workshop Masterplans to be discussed in agenda.<br>Water usage letter to Pambula Sports Complex, Lawrence Park & George Brown Memorial emailed 20/05/2019<br>Site Committee Guidelines added to sportsgrounds page of BVSC website on 01/05/2019   | N/A   | N/A                           | N/A              | Closed |
| <b>3. Confirmation of minutes 28/11/2019</b>                  | Confirmation of 25 February 2019 minutes:<br>Motion: Kim Martyn  | N/A   | N/A                           | N/A              | Closed |

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|  | Seconded: James Murray<br>(Unanimous confirmation)  |  |   |                         |        |
| <b>4 Standing Business</b><br><b>Workplace Health &amp; Safety</b> | Volunteer training/ Induction to be arranged after review of FMPs to allow for additions to FMPs to be included in induction.<br>John Grady: BVSC inductions based on facility maintenance tasks undertaken by volunteers. FMP will identify if facility maintenance task or user club operations task.   | Volunteer inductions / yearly training   | Sport & Recreation Officer / Leisure & Recreation Manager | 2019                    | Open   |
| <b>Operations and Maintenance Projects</b><br>Oval maintenance     | John Grady: Oval maintenance program tender will go out June 2019. <a href="#">(delayed to August/September)</a> This is suggested to be a two-year contract for different tasks such as aeration (different methods), fertilising, soil testing etc. Tender will be presented as different regions e.g. south, north, central. This allows for tender's bids for all sites or some sites. To confirm costings and have a contract in place will create better consistency and scale. | Tender process for ovals maintenance programs  | Recreation Asset Officer                                  | August – September 2019 | Open   |
| Sewer service callouts   | James Murray: Colombo Park OSM not working on weekend. Rang BVSC afterhours which was of no assistance. Rang company number on unit for repairs. <a href="#">Sue Findlay supplied details regarding maintenance of OSM – 15/09/2019</a>   | Confirmation of OSM contact details (company details)<br>Report afterhours experience. | Sport and Recreation Officer                              | ASAP                    | Closed |
| Bega Netball Courts works  | Mitchell Nadin raised item that courts not available for us.<br>John Grady – Intent was only two courts posts repaired at once. Contractor discussed with single user not knowing there was another booking, so commenced works on all the posts at once. Misunderstanding and all notified including contractor. Works on all posts completed 6/5/2019.  | N/A  | N/A   | N/A                     | Closed |
| <b>Finance and Accounts</b>  | Sue Findlay: Report for 2018/19 financial report (year to date) for each of the sportsgrounds handed out. Please contact Sport & Rec Officer (Sue) if you wish to discuss. ("actual Val" column is expenditure)<br>John Grady conversation with Kim Martyn regarding lighting costs on financials. <a href="#">2018/19 financial supplied at S355 meeting 19/08/2019.</a>   | Confirm lighting at Berrambool included to date (or invoice to follow)                 | Sport and Recreation Officer                              | ASAP                    | Closed |

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| <b>Facility Management Plans</b>               | Sue Findlay/ John Grady: Review tasks in FMPs has been completed (e.g. of Lawrence Park handed out). Further categories included to have planned maintenance, facility planned maintenance and Club/User Operations. This will assist to determine if Council, Committee or User group responsible and for Safe Working Operating Procedure (SWOPs) to introduced at volunteer induction training.<br>All FMP's being reviewed and sent out to committees in June 2019. If these can be reviewed by Committees and back to Council in July 2019 can present all FMP to Council meeting for endorsement. (Emailed 16 August to sitte committees for review by 1 October 2019).            | Forward Draft FMPS after SWOPS added for review. Word format for track changes.       | Sport & Recreation Officer    | June - July 2019 | Open   |
| <b>5 New Business<br/>BVSC Plant Equipment</b> | Sue Findlay to send out email to committee members this week regarding BVSC plant equipment at sites. Audit sheet will include Council/ Committee owned, description of unit and needed/not needed request for site committees to complete and return. Question what about kitchen equipment etc? Audit is for movable maintenance/ plant equipment.<br><a href="#">Responses received from Bemboka &amp; Wolumla 19/08/2019</a>   | Audit sheet for completion of BVSC Plant Equipment                                    | Site Committees               | June 2019        | Open   |
| <b>Bega and Pambula Masterplans</b>            | John Grady: Early June Councillors and Council staff have a workshop to discuss changes to the Bega and Pambula Masterplans to determine if amendments warrant the masterplans being represented at Council for adoption of amendments.  | Workshop  | Councillors and Council Staff | June 2019        | Open   |
| <b>2019/20 Fees and Charges Update</b>         | John Grady: from the 2019/20 fees & charges forum held in March one additional recommendation which is to add a charge of hard court of \$5 per registered player.<br>Public exhibition of 2019/20 fees and charges closed.<br>Cllr Allen – how much feedback from 2019/20 exhibition?<br>John Grady – not aware of any and if had consistent feedback would have been advised for review and comment.<br><a href="#">Confirmed 21/05/2019 no submissions from 2019/20 fees and charges on exhibition.</a><br>Cllr Allen: general discussion re other options – water fund?<br>Main thing to look for even /fair system.<br>Noted general acceptance of 2019/20 model if no submissions. | Confirmation of submissions for 2019/20 sportsgrounds fees and charges on exhibition. | Sport and Recreation Officer  | 21/05/2019       | Closed |

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|                     | Noted need for point of time request for member numbers for invoicing. Relevant to user/season.  |  |                 |     |        |
| 6. General Business | James Murray requested confirmation that DA to be submitted for Tennis Courts/Club at Bemboka. Community Project Proposal to be submitted initially.   | Submission of Community Project proposal | Community group | N/A | Open   |
|                     | James Murray requested update on dump point completion at Bemboka Colombo Park. Conversation to be taken off line.   | N/A                                      | N/A             | N/A | Closed |
|                     | Kirsty Faulkner requested update on floodlights upgrade at Lawrence Park Tathra.<br>John Grady confirmed in negotiations with contractor and memo being drafted with recommendations. Current quotes based on LED. Long term benefits but higher upfront costs, so need to account/justify higher installation costs in recommendations. | N/A                                      | N/A             | N/A | Closed |

**Meeting Close:** 6.45pm

**Next Meeting:** Monday 19 August 2019