

BVSC S355 Sportsgrounds Meeting Notes

Date: 26/02/2018	Meeting Chair: Tony Allen	Meeting Notes: Sue Findlay / John Turville
Present: John Turville (BVSC Leisure & Natural Assets Coordinator), Sue Findlay (BVSC Sport & Recreation Officer), Tony Allen (Councillor), Peter Fazey (Dickinson Oval), Mike Sheppard (Eden - George Brown Memorial Sportsground), Kim Martyn (Berrambool Sporting Complex), Glen Baker (Pambula Beach Sports Complex), John Dedman (Bega Sporting Complex)		
Apologies: Mitchell Nadin (Councillor), Adrian Day (Bega Sporting Complex), Paddy McAlpin (Pambula Beach Sports Complex), Michael Trenerry (Dickinson Oval), Adam Donaldson (Eden - Barclay Street Sports Complex).		

Agenda Item	Objective (What)	Action (How)	Responsibility (Who)	Timeframe (When)	Status
1.Apologies	See above. <i>Accepted Glen Baker.</i>	N/A	N/A	N/A	Closed
2. Overview of Actions 4 December 2017	More notice required for cleanup day if conducting in September	Noted	Sport & Recreation Officer	N/A	Closed
	Sportsground Advertising Procedure feedback from Glen Baker regarding no gaps at bottom of signage .	To investigate and amend	Sport & Recreation Officer	May 2018	Open
3. Confirmation of Minutes 4 December 2017	Amend motion of special variation from December 2017 meeting as per below : <i>Moved: Peter Fazey, Seconded: Mike Sheppard</i> To : <i>Moved: Mike Sheppard, Seconded: Peter Fazey</i>	Amend	Sport & Recreation Officer	March 2018	Closed
	Confirmation of December 2017 minutes: Motion: Mike Sheppard Seconded: Peter Fazey	N/A	N/A	N/A	Closed
4 New Business a) South East Sports Governance Training	Adrian Day accepted invitation, no other nominations. Adrian Day nomination to attend governance training accepted: <i>Motion: Glen Baker</i> <i>Seconded: John Turville</i> Update: John Turville attended. John will provide overview of course content at next S355 meeting. Adrian Day apologies - could not attend training.	N/A	N/A	N/A	Closed
b) Irrigation of sportsgrounds	Costs for water/ irrigation increasing. Proposal for BVSC Mowing Team Leader to set irrigation systems and to control & repair system. He, or another Council representative, to liaise with a key (nominated) representative from each site committee. Eden George Brown Memorial Sportsground receive advice from Don Wilson (Golf Club) re irrigation. May 2018 meeting irrigation/water usage financials to be provided.	Irrigation/ water usage financials Nominate site representative	Sport & Recreation Officer Site Committees	May 2018 May 2018	Open Open

BVSC S355 Sportsgrounds Meeting Notes

c) Facility Management Plans	Changes to be made to FMP relating to changes of budget allocation to tasks July 2018. Please email Sports and Recreation Officer of any change in capacity of site committees to do tasks.	Update of FMP	Committee Sport & Recreation Officer	July 2018	Open
d) Leisure & Rec Team restructure update	Sport and Recreation Officer position (S355 liaison) will be confirmed by 16 March 2018. John Turville explained the Recreation and Natural Assets Team structure and that there was no change to how BVSC operates.	Committee Noted	N/A	N/A	Closed
e) Reduction in mowing	Frequency of mowing to reduce – winter schedule to be implemented	Committee Noted	N/A	N/A	Closed
f) User fees for 2018/2019	Variety of opinions to whether fees and charges should be applied and discussion on questions raised to committee (S355 Sportsground discussion paper February 2018). Request that committee reconvene after the S355 committee representatives meet with their respective site committees. Meeting arranged for 21 st March 2018 to discuss further. Discussion of options moving forward. Refer to last page for list of questions.	Meeting 21 st March 2018 to decide fees and charges for 2018-2019 / ongoing	Committee and Recreation & Natural Assets team	21 st March 2018	Open
g) Local site representatives request to attend S355 Meetings	Raised request for local site representatives which includes Candelo – John Gordon Recreational Reserve, Bemboka – Colombo Park and Tathra – Lawrence Park. Mike Sheppard: Moved Peter Fazey: Seconded Unanimous vote to invite local site representatives to S355 General Sportsground Committee Meetings from next scheduled meeting (28 th May 2018)	Formal process for inclusion of representatives of local Committees	Sport & Recreation Officer and Leisure & Recreation Manager	Ongoing	Closed
5. Standing Business a) Workplace Health and Safety	Signage gaps at side and bottom at Pambula Beach Sports Complex no issue as distance from oval. Action mentioned above under #2 (overview of actions December 2017).	See action 2	N/A	N/A	Closed
	Berrambool electricity surges when lights in more than one clubroom goes on and cannot use canteen when other clubrooms in use. Electricity power surge when heaters turned on, if any other appliance in use	Obtain quotes / action	Kim Martyn and Sport & Recreation Officer	April 2018	Open
	Berrambool building has timber and bricks breaking away. Check if this was referenced in 2016 asset condition report.	Check 2016 asset condition report	Sport & Recreation Officer	April 2018	Open

BVSC S355 Sportsgrounds Meeting Notes

	Dickinson Oval has a drain pipe with hole with a board covering pipe outlet and needs to be resolved. When overflows salt water flows onto oval.	Fix drain pipe	Recreation & Natural Assets Coordinator and Sport & Recreation Officer	April 2018	Open
b) Operations and Maintenance	<ul style="list-style-type: none"> Dickinson Oval lattice on pavilion has not been oiled for 2 years (noted) Berrambool two toilets in mens toilets need to be fixed Berrambool poison around poles and under fence does not look professional. Can team use a whipper snipper instead of herbicide? Lovegrass surrounding Bega Sporting Complex - need to be careful with equipment so as not to spread. Team to use herbicide to control and machinery hygiene to minimise spread of lovegrass.. Drain on west side of Berrambool. Kim Martyn would like this to be revisited 	Investigate and respond	Site committees and Sport & Recreation Officer	May 2018	Open
c) Finance and Accounts	<ul style="list-style-type: none"> Can S355 committee members get a breakdown of special rates variation each quarter? Glen Baker raised Lumen Christi Catholic College use Pambula Beach Sports Complex for almost nothing. Would like Council to negotiate fees with Lumen Christi. 	Investigate and respond	Sport & Recreation Officer	May 2018	Open
d) Reporting and Information	Mike Shephard - Eden Tigers Seniors Rugby League do not have a senior team at Eden - George Brown Memorial Sportsground this year. Only Eden Tigers Minor League and Eden Cricket Club over the next year. Will the Eden Tigers Minor League have to pay double to meet their existing sportsground user contributions?	Investigate and respond	Recreation & Natural Assets Coordinator and Sport & Recreation Officer	May 2018	Open
6. General Business	<ul style="list-style-type: none"> Year to date financial statements provided to site representatives 	Produce Financial reports	Sport & Recreation Officer	Ongoing	Closed

Meeting Close: 7.15pm

Next Meeting: 28 May 2018

Sportsground fees and charges questions on next page.

BVSC S355 Sportsgrounds Meeting Notes

1. Is it reasonable for sportsground users to make a contribution toward the operating and maintenance costs of the facilities they use through user fees?

Yes / No

2. Should a % cost recovery be used as an item in developing a fee structure?

Yes / No

What % is reasonable for users to contribute?

What % is reasonable for the broader community to subsidise?

3. What would be the best / fairest method of determining fees?

Hourly rate for use – (suggest Night / Day; Training / Matches)

Annual rate per active member (Charged to clubs)

% of operating cost per site allocated to users by site committee. (Existing)

Other – Give example if possible

4. A potential reduction in user fees will result in a reduction in operating budget. What services provided by Council would you prefer to see reduced to balance a reduced budget? (Number 1 – 3)

Annual weed control and fertiliser applications (total \$)

Ovals mowing services

Surrounds mowing services

Asset inspections and repairs

Water (irrigation) allowance

Electricity accounts (BVSC refer to site committees for reimbursement by the main users / beneficiaries. I.e lights winter training users)

5. Is there interest / capacity for volunteers to do more to offset reduced BVSC services?

Yes /No. If yes which tasks