

BVSC S355 Sportsgrounds Meeting Notes

Date: 23 November 2020

Meeting Chair: Mitchell Nadin

Meeting Notes: Sue Findlay / John Grady

Present: Venke Mannes (Colombo Park Bemboka observer), Blake Rosseland (Wolumla Recreation Ground), John Grady (BVSC Leisure & Recreation Manager) and Sue Findlay (BVSC Sport & Recreation Officer). Zoom: Paddy McAlpin (Pambula Beach Sports Complex), Justin Welsford (Bega Sporting Complex), Mitchell Nadin (Councillor) and Adam Donaldson (Eden Barclay Street Sports Complex).

Observers: Nil

Quorum: ☐ Yes ☒ No 6/13

Agenda Item	Objective (What)	Action (How)	Responsibility (Who)	Timeframe (When)	Status
1.Apologies	Glen Baker (Pambula Beach Sports Complex), Ray Ryan (Candelo John Gordon Recreation Reserve), Kelly Jubb (Dickinson Oval), Francis Matters (Dickinson Oval), Cymmon Parker (Lawrence Park Tathra), Shannon Grass (Lawrence Park Tathra), Anthony McMahon (Director BVSC Assets & Operations)and Tony Allen (Councillor).	N/A	N/A	N/A	Closed
2. Overview of actions (Open 31 August 2020) Plant equipment audit	See under WH&S Heading	N/A	N/A	N/A	Closed
Bin (Waste) Audit	All bin banks installed, and extra bins delivered, except Wolumla which will completed by 2/12/2020) All bin banks installed, and audit completed		Sport & Recreation Officer	November 2020	Closed
Draft Sportsground/ Sporting Facilities Advertising Procedure	Current advertising audit completed within 1 year of August 2020	Completion of advertising signage audit 2021	Site Committees	August 2021	Open
3. Confirmation of minutes For 31/08/2020	Confirmation of 31 August 2021 minutes: Motion: Mitchell Nadin Seconded: Justin Welsford	N/A	N/A	N/A	Closed

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4. Standing Business Workplace Health & Safety	<p>MN: Anti-social behaviour at Berrambool – broken glass.</p> <p>JG: Plant audit resulted in BVSC proposing smaller mowers. Audit conducted to determine if equipment on site required and appropriate. Deemed larger mowers a high risk to volunteers and ensuring accessibility of equipment by people with correct training.</p> <p>Wolumla and Pambula’s concerns regarding replacement of larger mowers with cub cadet. Obtaining quotes Feb 2021/ Wolumla new mower delivered 18/02/2021</p> <p>BR: Larger mower (Massey Ferguson) taken when shed taken down for upgrade for storage. Worried cub cadet will not be good enough to do all areas and will need more services. While larger mower stored at Council the mowing has not been to an acceptable standard by Council. The surrounds have not been done including car parking area, near entrance, around seating etc not whipper snipped and oval surface uneven mow.</p> <p>PM: worried if Izuki taken from Pambula, cub cadet will not do as good a job and take longer to do surrounds.</p> <p>JW: Watched mowing team mow verge, surrounds and then mow on grounds. Worried about contamination of weeds etc.</p> <p>VM: mowing of ground fine but embankment on far western side not mown last time.</p> <p>Emailed Vegetation Manager 27/11/2020</p>	<p>Work with sites regarding changing mowers</p> <p>Report mowing issues to Vegetation Coordinator. Audit to be conducted of Wolumla & Bega. Monitor future mowing to check quality of mowing</p>	<p>Sport & Recreation Officer</p> <p>Sport & Recreation Officer/ Vegetation Coordinator</p>	<p>ASAP</p> <p>Ongoing</p>	<p>Closed</p> <p>Closed</p>
	<p>Operations and Maintenance Projects Oval Maintenance</p> <p>Contractors mowing Candelo and Bemboka over summer season, PMGC mowing Pambula Sporting Complex, BGC mowing Dickinson Oval, all other grounds Councils mowing team.</p> <p>JG: Oval maintenance schedules underway.</p> <p>Floodlight pole replacement at Bemboka Colombo Park underway, using poles replaced at Berrambool AFL/Cricket oval.</p>	N/A	N/A	N/A	Closed
<p>Finance and Accounts Financial reports</p>	<p>2019/20 July – July to Nov report for each of the sportsgrounds handed out to Venka (Bemboka Colombo Park) and Blake (Wolumla Rec Ground). Others to be emailed. Expenses shown but no income</p>	<p>Email financial reports July – November 2020</p>	<p>Sport and Recreation Officer</p>	<p>ASAP</p>	<p>Closed</p>

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	listed yet. Please contact Sport & Rec Officer (Sue) if you wish to discuss ("actual Val" column is expenditure). Emailed 27/11/2020				
Facility Management Plans	<p>SF: FMP report to 25/11/2020 Council meeting excluding Bemboka Colombo Park FMP which requires further consultation.</p> <p>JG: Held meeting at Bemboka Colombo Park 20 October 2020 which has had a trustee agreement in place since early 1970's Meeting to discuss future role/responsibility of trustee/Council/site committee and to determine if this is in the form of trustee/lease/licence.</p>	N/A	N/A	N/A	Closed
Capital Projects	<p>Barclay Street Sports Complex, upgrade of Barclay Street facility funding through SCCF R2 including pavilion, skatepark, playground. Soccer building upgrade through Club grants.</p> <p>Pambula upgrade – RFQ to local builders to quote on costs.</p> <p>Bega Upgrade – request for tender for design closed last week and will be presented to Council meeting 15/12/2020.</p> <p>Tathra upgrade of floodlights completed, and design/drawings for carpark at RFQ stage.</p> <p>Bermagui outdoor courts funding SCCF R, completed stakeholder consultation and Glenn Merrick the project manager.</p> <p>Merimbula Courts upgrade expected to be completed by end of March</p> <p>SAC courts – multipurpose court with shell construction underway, expecting delays of fit out as fabrication occurring in Europe and delays in making and then delays expected with delivery due to Covi-19.</p> <p>BLERF (Bushfire local economic recovery funding) applications to be submitted for Bermagui Stadium upgrade, Bemboka public amenities and shelter upgrade, and Barclay Street connectivity e.g. carpark, paths.</p>	N/A	N/A	N/A	N/A
5. New Business / General Business Online forms	SF – sportsgrounds booking applications and CPP applications now online forms. Feedback has been positive, please let Sue know of any issues. If need to add further information to the CPP application	N/A	N/A	N/A	N/A

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	before submission will automatically save for 30 days but need to access on same device				
Site committee meetings	SF: No sportsground site committee meeting minutes received by Council this year. Noted Covid-19 may have reduced meetings. Offer for Sue to attend site committee meetings. JG: Please send invitations to Sue to attend site meetings once a year if possible MN: Would also like to attend sportsgrounds site committee meetings especially Berrambool and email is mnadin@begavalley.nsw.gov.au	Meeting minutes submitted to Council and invitation forwarded to Sue & Councillor Nadin.	Site Committee	N/A	Open
S355 meetings	JG: Email submitted by J Murray after last meeting regarding meeting operations and agenda items. Happy to request feedback on meeting structure and items. AD: Requested S355 meeting start later such as 6.30pm start which may increase attendance. Eden based and don't finish work to attend meetings. Zoom has meant could attend this meeting.	Feedback regarding S355 meeting structure and agenda items.	S355 committee members	N/A	Open
Berrambool Sporting Complex carpark	MN: Berrambool carpark condition is deteriorating and guttering starting to give way. MN to raise with AJ for money from next year's budget. Other town centre users (Chamber of Commerce) using Berrambool for parking, as well as bridge being fixed which result in more use	Budget request 2021/22 financial year	Mitchell Nadin to raise with Anthony McMahon	N/A	Open
Barclay Street roadside parking	AD: Raised issue of parking at Barclay Street soccer area which is roadside parking. No lines so people park across bays as well blocking pedestrian access as no curb. As lines have to be done to Australian standards what is required to initiate this project? Discussion with engineers – survey, design and construction of wheel barriers required. Further investigation required 23/02/2021	Investigate process of line marking/ wheel stops	Sport & Recreation Officer	ASAP	Open
General Discussion	BR: Damage to Wolumla cricket pitch when mown week ago. Ed Crothers investigating damage VM: Camping at Bemboka Colombo Park to recommence 5/12/2020	Follow up damage and action	Sport & Recreation Officer	ASAP	Closed

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6.Next meeting	<u>Meeting dates for 2021 S355 Meetings</u> 22 February 2021 Balawarn Meeting Room 1 & 2/Zoom 25 May 2021 Biamanga room/ Zoom 23 August 2021 Biamanga room/ Zoom 22 November 2021 Biamanga room/ Zoom	N/A	N/A	N/A	Closed
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Meeting Close: 6:25pm

Next Meeting: Monday 22/02/2021

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