

# S355 General Sportsground Committee Meeting

31 August 2015



## Meeting Notes

HELD AT BVSC Chambers

### Present

Cr. Michael Britten (Chair)	Russell Fitzpatrick – Pambula Sporting Complex	Mike Sheppard – George Brown Oval
Alan Simpson – Berrambool	Kim Martyn – Berrambool	Gerard Nash – Dickinson Oval
Zip Summerell – Wolumla Recreation Ground	John Grady (BVSC) Manager, Leisure & Recreation	Justin Welsford (BVSC) Leisure & Recreation Coordinator
Greg O'Donnell (BVSC) Environmental Health Coordinator		

### 1. Apologies

John Dedman - Bega Recreation Ground  
Greg Barrett - Wolumla Recreation Ground  
Tully Symonds - Barclay Street  
Peter Russell - Barclay Street  
Gail Cummings - Pambula Sporting Complex

### 2. Confirmation of Minutes – June Meeting

Moved - Alan Simpson      Seconded - Kim Martyn

### 3. Update of Actions - June Meeting

*Overview of works undertaken in response to actions identified in the June 1 meeting notes:*

**Action** Council to provide delegates with the policy on advertising at sportsgrounds – see agenda item 5.

**Action** Facility Management Plan working group (consisting of Russell Fitzpatrick, Peter Fazey, Kim Martin, Mike Sheppard - nominated in absence, John Grady and substitutes if needed) to be established and meet regularly to work on a document for each facility – see agenda item 7.

**Action** Council staff and the consultants engaged by Council for the flood study to actively encourage Berrambool committee members, in particular, to take part. Kim Martyn raised his concerns that he felt that this wasn't being done to a satisfactory level citing the 1.4-metre level still being in place as proof the Berrambool users were not being listened to. Kim said the result was that at that level a third of the soccer ground was underwater rendering the facility unusable after the recent heavy rain

event, with fixtures having to be transferred elsewhere. Russell Fitzpatrick commented that flooding was an issue at Barclay Street in Eden as well.

**Further Action** John Grady to have Council staff engaged in the study to contact the Berrambool committee.

#### 4. New Smoking Laws and Sportsgrounds – Presentation by Greg O'Donnell (BVSC Environmental Health Coordinator)

Greg's presentation to the committee stressed for the focus to be on educating smokers as opposed to sportsground committee or club representatives being placed in a 'pseudo-policing' role. He distributed the Council's Outdoor Smoke Free Procedure (Procedure 3.02.2) and the NSW Health fact sheet titled "No smoking in spectator areas at public sports grounds" and displayed and made available a wide variety of signage and stickers.

**Action** With education being the expressed focus Cr. Britten suggested that Greg visit the various sites to meet with committee representatives and erect the most appropriate signage during those visits.

#### 5. Council Policy on Advertising at Sportsgrounds

Following a question raised by Peter Fazey at the June meeting surrounding Council's policy on advertising at sportsgrounds, Justin Welsford distributed a fact sheet to attendees spelling out what the current policy was. There is no current policy specifically covering sportsgrounds - this is presently covered under Council's Use of Council Land Procedure (Procedure 3.02.1). Russell Fitzpatrick expressed his concern that under this procedure all fixed advertising required a DA to be lodged. He identified that at Pambula just this year there were 14 new advertisers and said it would be very difficult situation if a new DA where to be lodged for each.

**Motion** Russell moved a motion (seconded by Alan Simpson) that: Council investigate amending DA advertising requirements to enable an exemption be made under this procedure for advertising at sportsgrounds – the motion was carried.

**Action: Council Staff** to refer this resolution to Council planning staff for further advice on possibilities and options.

#### 6. Sportsgrounds Booking Forms and Procedures

Justin Welsford spoke concerning previously distributed draft seasonal and casual booking forms. A concern was raised by Russell Fitzpatrick and Kim Martyn that many of the grounds were essentially unavailable through the winter months for casual users. Justin said that the committees were under no obligation to accommodate all applicants with each needing to be considered with a view to a number of factors like seasonal users, ground conditions, etc.

**Action** The committee agreed for the forms to be adopted and used as a trial with applications to come to Council first before being forward to the respective sportsground committees for consideration against other requests and approval. **Council Staff** to promote the use of the Bookings forms and process and ensure availability through Council's website.

#### 7. Committee Working Group – Facility Management Plans (FMP)

John Grady informed the meeting that the group had met once. That meeting revolved around a simplified table to be used to identify facilities at each site, tasks required to manage those facilities, frequency of service and service providers (i.e. Council or Committee). The working group agreed to adopt this model enabling a reduced amount of text required in the overall Facility Management Plans (FMPs).

Discussion from the group regarding the plan becoming an operational plan and having a reduced input / identification of capital projects. Advice from John G that capital works are identified in Councils Adopted Asset management plans which link to long term financial planning requirements.

Reference to Asset Management Planning and identified capital renewal projects will be included in the draft FMPs. There is also scope for committees to propose projects as per the Community Project Proposal process discussed at previous meetings.

**Action** Cr. Britten suggested that in the interests of a timely establishment of these documents that **Council Staff** populate the facility management summary sheet for each site before distributing and discussing with committee representatives to finalise them. Justin Welsford (Leisure & Recreation Coordinator) will undertake this task.

**Action:** **Council Staff** to provide an overview of Asset Management Planning and current asset inventory for each sports field site to be provided at the next meeting.

## 8. Project Updates – Sports Facility Master Planning: Bega and Pambula

A summary of the preliminary consultation outcomes from Scott Walker (Ross Planning) were distributed to attendees. John Grady informed the meeting that on the back of public feedback and their proximity to the Bega Recreation Grounds, the Keith Mitchell/Roy Howard Fields (commonly known as the Valley Fields) were to be included in the project with a community workshop to take place on Wednesday, September 9 in the Council's committee rooms. John also gave an overview of the time frames for the project, with workshops with councillors set down for mid to late October and a report to be made available for November's Council meeting.

## 9. Standing Business

9.1 Workplace Health & Safety - Nil

9.2 Operations and maintenance - A proposed plan for rehabilitation works for George Brown Oval was tabled by Mike Sheppard and triggered conversation around the state of many of the 'winter use' grounds in the Shire.

**Motion** It was moved by Russell Fitzpatrick and seconded by Mike Sheppard that:

Council staff contact Pambula/Merimbula Golf Club Superintendent Pat Wilson (who has previously given advice and equipment free of charge) to the Pambula and Berrambool sportsground committees in the view to engaging his services across the Shire.

**Action Council Staff** to explore this with the aim being to receive clear recommendations and proposal for works from those that have provided advice regarding seasonal works at sports fields in the shire in the past.

9.3 Finance and Accounts - There was a short discussion around the 'Friends Of' accounts that are to be used by the committees for small incidental expenses. The majority of the committees have now returned their details form.

**Action Council Staff** to follow up with the committees that are still yet to set up their accounts.

9.4 Reporting and information - Nil

## 10. New Business

Kim Martyn raised the fact that there was a considerable issue with people walking their dogs at Berrambool not picking up after their animals and suggested if Council were to put bags in place it may ease the problem.

**Action Council Staff** to explore the viability of taking this step in view of not attracting more people and their animals to use the sportsgrounds.

Gerard Nash asked about the purchasing of incidental items (urinal cakes was one example) and what was available within Council's existing stores.

**Action Council Staff** to request from procurement an inventory list for distribution to each sportsground committee.

**11. Meeting close**

7.11pm

**12. Next Meeting**

30 November 2015