

S355 General Sportsground Committee Meeting

24 February 2015



Meeting Notes

HELD AT BVSC Chambers

Present

Cr. Michael Britten (Chair)	Peter Fazey – Dickinson Oval	Gail Cummins – Pambula Sporting Complex
Cr. Tony Allen	Garry Arkin – Bega Rec.	Russell Fitzpatrick – Pambula Sporting Complex
Anthony Basford (BVSC) Group Manager Community, Relations & Leisure	Kim Martyn – Berrambool	Peter Russell – Eden Barclay St.
John Grady (BVSC) Manager, Leisure Services	Alan Simpson – Berrambool	Tully Symonds – Eden Barclay St.
Zip Summerell – Wolumla Rec.	Mike Shepherd –Eden GBO	Gregory Barrett – Wolumla Rec.

1. Apologies

Gerard Nash – Dickinson Oval

2. Introductions

General welcome from the Chair.

Introductions around the table.

3. Committee Overview and Guidelines

Update from Anthony Basford

- Provided an overview and context to the S355 General Sportsground Committee and relationship within Council's operating structure.
- Acknowledged history and community involvement with sporting facilities and reference to provision and needs within Council's Community Strategic Plan.
- Acknowledge and reference to other relevant documents:
 - S355 General Sportsground Committee Guidelines
 - Sportsground (Site) Committee Guidelines
 - Sportsground (Site) Committee Operations Manual
 - Code of Conduct – NSW local Government Standard instrument
- Overview of headings within (S2.3) of the S355 General Sportsground Committee Guidelines and reference to the key aspects of facility management being Operations, Budgeting, Service levels and Reporting, Income Fees and User Charges. An aim will be to have a meeting based on each of these aspects each year.

- Overview of S355 Committee Roles and Responsibilities. Reference to the Committee being able to make recommendations to be reported to Council (as opposed to being a direct division making body on behalf of Council).
- Scope to establish working groups if need be to provide specialist knowledge or focus on individual sportsground management issues and operational tasks.
- Opportunities for collective knowledge to work in with professional staff to feed into Council processes and work to achieve best outcome across the Shire.

Comments from Chair – Cr. Britten (Mayor)

- Strategic Fit - relate to Council CSP objectives. Liveable, sustainable, accessible, leading.
- Reference to Council strategic and long term planning instruments namely the Long Term Financial Plan, Asset Management Plans and Master planning.
- S355 Committee is representative of all sportsgrounds and users across the Shire, noting that local and smaller facilities do not have representation on the S355 committee.
- Committee relationship with Council and staff. Reinforced overview of Committee delegations, reporting recommendation functions and processes. Code of conduct and responsibilities. The committee has the capability to make recommendations to Council.
- Funding allocations. The committees' involvement in sports facility funding is not to directly allocate funds or to prioritise / favour particular projects over others. The committees' role is to have input into the development of consistent methods of prioritising needs and demands to see equity in provision and consistent service levels across the shire.
- Noted it was early days for the new committee and there maybe need to hold additional meetings in the form of working groups being mindful of addressing key aspect of sports facility management identified in S2.3 S355 General Sportsground Committee Guidelines. This is possibly the preferred option noting the committees input to provision and service levels as opposed to funding.

4. Discussion – Issues and Opportunities (JG)

Update from John Grady

- Overview and acknowledgement that there are some issues that have been raised around management and operations at facilities. Some of these are common which leads to opportunities for consistency in approach to work through issues.
- Scope to look for opportunities to better utilise the differing resources available to both Council and the different community committees. These can also be developed from a base of working to deliver consistency in service levels across sites.

Requested input from the committee

The following queries were raised:

- Communication with council and consistency (tenure) of Council staff.
- Advice on Council policy on glass at venues.
- Policing of Council policy on smoking at venues (difficult to enforce).
- Advice on Council policy on use of 'Community Service' resource (parole board).
- Recouping of GST paid.

- Future of George Brown Oval Committee after 30 June 2015.
- Use of asset management plans in scheduling renewal works for example Barclay St Pavilion.
- Developing fuller understanding of S355 committee function and input beyond identifying and prioritising capital projects.
- Discussion on how to propose projects to Council.
- Recognise benefit of need for facility master planning (Wolumla).
- Invoice payment needs to be more timely.
- Discussion and recognition of benefit of planning for 'district' level sporting facilities.
- Discussion and recognition of need for broader recreation strategic planning.
- Need to better define areas of responsibility (reference to facility management plans).
- Need for overview and better understanding of 'Planning' documents such as RAMP, FMP, Master Plans, Committee Guidelines, etc.
- Event coordination with events on neighbouring sites for example parking at Bermagui.
- Comments on Council input in mowing at Berrambool.
- Discussion on better using available resources and development of consistent service levels across district fields for example mowing.
- Issues on general operating accounts. Delays in payment, no petty cash, no float, individuals have to pay for some minor purchases from own pocket.

Action Options for improvements to the general operating accounts to be investigated by Council and report back to the Committee.

- Controls and Issues with flooding at Berrambool .

Action Council to provide information on estuary management processes to the Committee.

Action

Key items to work on:

- methods to make payments for general operational works ;
- finalising facility management plans including service levels and responsibilities;
- developing consistent service levels;
- optimising / utilising available resources;
- WH&S management;
- funding of capital improvements;
- implementation of working groups to address key items above.

5. Discussion – Committee Objectives (JG/AB)

Discussion on development of key themes and opportunities discussed above.

Action Council staff will draft a Vision Statement and 4 – 6 objectives for the Committee's consideration at the next meeting.

6. Standing Business

Discuss issues generally beyond general operational issues.

Operational issues can be reported on the day or in general course of action. Opportunity to develop consistency in general practice.

6.1 Code of Conduct for Committees

Reminder of obligations and responsibilities for committee members to accord with Code of conduct (ref AB discussion earlier).

6.2 Workplace Health & Safety

- Opportunity to raise and discuss issues.
- Consistency in programs and service level delivery is directly related to providing safe and fit for purpose facilities.
- Council will work with the Committee to develop systems and practices to manage WH&S (eg volunteer inductions, SWMS grounds maintenance activities, general site condition and safety audits).

6.3 Reporting and Information

Consistent reports and information helps greatly in planning and demonstrating need around project proposals and also developing suitable maintenance programs. In the future staff will develop simple forms requesting information from committees and sports clubs to demonstrate use of facilities in regard to typical summer and winter use, one-off events, club memberships, etc.

6.4 Finance and funding

Committee members were provided with reports for expenditure of respective facilities year to date. In future, quarterly statements will be provided prior to each quarterly meeting.

Operations and maintenance

Staff are beginning to work on programs to deliver improved consistency in service levels across similar sites. Doing so, along with defining responsibilities, will help with identifying the real value of operating sporting facilities. It will also be very useful in defining the worth of volunteer efforts.

6.5 Capital projects

- Main Project - Dickinson Oval Pavilion. Completion due late April 2015.
- Evans Park, Kalaru – Earth work and seeding completed in November 2014.
- Establishing Regional Facility Master planning - In December 2014 the Minister for Sport and Recreation, Stuart Ayres, met with the Mayor, Cr. Allen and members of the community at Bega Rec Ground. During the meeting there was discussion regarding grant funding opportunities to support development of facilities at Bega Rec Ground. During that discussion the Minister pointed to the value that good strategic planning has in making the most of opportunities that come in the development of regional sporting facilities. In response to this advice, Council staff has put together a request for tender document for experienced and qualified consultants to undertake Regional Sporting Facility Master Planning in the shire. The request for tender places a strong emphasis on consultation with facility users and also extending to the broader community.

- **Action** – Undertake public tender process and engage the preferred consultant.

6.6 Future Projects

Project Proposal Forms – Staff are encouraging community groups to use Council’s project proposal form when suggesting or developing project proposals. This form is currently being updated.

Future works are firmly based on asset renewals identified in adopted asset management plans. It will be important to be able to clearly display and balance the merits of each project so they can be considered and prioritised against others. Doing this will deliver the greatest benefit and value to the broader community. This can be a difficult task bearing in mind historical uses, existing facilities, changes in community needs, available resources, increasing demands around service standards and legislation. Projects that proceed will need to best utilise community funding and resources.

There are four key parts of the initial project planning which help with projects being considered and prioritised against existing programmed works and also other proposals Council will receive from the community in the future. They are:

- **Need - A clear demonstration of need** – Do the existing facility/s cater for the majority of potential users? Is there a gap in provision or service levels? Have other options been considered to cater for the need? Are there similar facilities nearby? Are the facilities aging and due for renewal (Asset Management Plan) Is the proposed project the best option to deliver good value?
- **Consultation - Effect on neighbours and other users of the surrounding area** - What affect will this have on neighbours and other users of the area. Is there scope for flow on effects (accessibility, environmental)? Have positive outcomes been enhanced and promoted?
- **Resourcing - Costing and Funding** – What is the basis of the costing provided. (i.e. industry based rate (i.e. m2); site / project specific quote etc.) What staff and professional skills are needed to deliver to project? What is an achievable program for delivery?
- **Adding Value** – Can the project be linked to other gaps in provision of facilities or services? Can value be added by increasing the useability of the proposal? Does the project link to other programmed asset renewal?
- **Action** Complete the review of the project proposal form and provided information to the committee regarding how to make applications for capital projects.

7. Closure

The meeting was declared closed at 7:30pm.

8. Next meeting

The next meeting is to be held on 1 June 2015.