

# BVSC S355 Sportsgrounds Meeting Notes

**Date:** 28 May 2018

**Meeting Chair:** Mitchell Nadin

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

**Present:** Sue Findlay (BVSC Sport & Recreation Officer), John Grady (BVSC Leisure & Recreation Manager), Anthony McMahon (Director BVSC Assets & Operations), Mitchell Nadin (Councillor), Tony Allen (Councillor), Mike Sheppard (Eden - George Brown Memorial Sportsground), Kim Martyn (Berrambool Sporting Complex), Glen Baker (Pambula Beach Sports Complex), John Dedman (Bega Sporting Complex), Adam Donaldson (Eden - Barclay Street Sports Complex), Blake Rosseland (Wolumla Recreation Ground), James Murray (Colombo Park Bemboka), Greg Coman (Lawrence Park Tathra), Ray Ryan (Candelo John Gordon Recreation Reserve).

**Apologies:** Adrian Day (Bega Sporting Complex), Paddy McAlpin (Pambula Beach Sports Complex), Michael Trenerry (Dickinson Oval), Greg Barrett (Wolumla Recreation Ground).

Agenda Item	Objective (What)	Action (How)	Responsibility (Who)	Timeframe (When)	Status
<b>1.Apologies</b>	Adrian Day (Bega Sporting Complex), Paddy McAlpin (Pambula Beach Sports Complex), Michael Trenerry (Dickinson Oval) and Greg Barrett (Wolumla Recreation Ground).	N/A	N/A	N/A	Closed
<b>2. Welcome new S355 committee members</b>	Local site representative's first meeting and welcome to James Murray (Colombo Park), Greg Coman (Lawrence Park) and Ray Ryan (Candelo John Gordon Recreational Reserve)	A/A	N/A	N/A	Closed
	Blake Rosseland replacing Zip Summerell as Wolumla Recreation Ground Representative.	N/A	N/A	N/A	Closed
	Peter Fazey has retired from the Dickinson Oval committee and is travelling around Australia. Thank you from Council and S355 Committee members for his contribution to the committee.	Letter of thanks to Peter	Sport & Recreation Officer	June 2018	Open
<b>4. Overview of actions 26/02/2018 &amp; 21/03/2018 meetings</b>	Request for quarterly breakdown of capital works hasn't been done but yearly will be supplied next meeting. Confirmed special variation funds are on capital works (Asset renewals and upgrades).	Breakdown of capital works expenditure	Leisure & Recreation Manager	20 August 2018	Open
	Tony Allen: brief overview and discussion of potential special variation for 2019/20 regarding submission for pools for renewal upgrade and operations of swimming pools. Anthony McMahon further explained that Councillors had asked staff to work on options for consideration that would require further community consultation and process before any decisions were made..	N/A	N/A	N/A	Closed
<b>User Fees</b>	John Grady: explained 2018/19 fees and charges on exhibition as of last Friday with draft structure eliminating fees for regular local sporting groups. Fees for local community organisations (including schools) and commercial & business users new fee structure of hourly use of ovals, pavilions and /or floodlights. (New model handed out). Anthony McMahon: Current community consultation process before decision				

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	<p>is made. Proposed fees and charges assume model recommendation from S355 committee. Have to take the difference in user group fees (Estimate \$45,000) from somewhere else or look at what maintenance reduces. No money elsewhere and main discussion and decision required by new financial year. Don't assume it is a done deal and make submissions while on exhibition.</p> <p>Discussion on schools paying fees. Concern raised re some schools ability to pay hourly rate fees. Noted that majority of school users currently pay user contributions determined by site committees. Schools can apply to Council for fee reimbursement and this is done by written request to the General Manager. .</p> <p>Hourly rate applies a clear, simple and consistent method administered by BVSC.</p> <p>Noted charges for community halls.</p> <p>John Grady: Report in new financial year to Council regarding user groups who haven't paid fees, including possible actions for Council to consider.</p> <p>Following good discussion noting pros and cons ....</p> <p>Resolution: <i>2018/2019 fees and charges as currently exhibited supported by S355 general sportsground committee.</i></p> <p>Moved: Mike Shephard</p> <p>Seconded: John Dedman</p> <p>(Unanimous agreement)</p>				
<b>2018/19 fees and charges advertising on exhibition</b>	<p>All user groups to be informed 2018/19 fees and charges on exhibition. Need to ensure message is clear that were previous fees and charges for sportsground usage. Noted current exhibited document gives impression that no fees and charges previously charged for 2017/18 year and that all fees are 'new'.</p>	User group notification of fees and charges on exhibition	Leisure & Recreation Manager	May 2018	Open
<b>3. Confirmation of minutes</b>	<p>Confirmation of 26 February 2018 minutes:</p> <p>Motion: Mike Sheppard</p> <p>Seconded: Kim Martyn</p> <p>(Unanimous confirmation)</p> <p>Confirmation of 21 March 2018 minutes:</p> <p>Motion: Mitchell Nadin</p> <p>Seconded: Mike Shepard.</p> <p>(Unanimous confirmation)</p>	N/A	N/A	N/A	Closed

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<b>5 Standing Business</b> <b>Workplace Health &amp; Safety and Facility Management Plans</b>	John Grady: Informed group the Facility Management Plan review in July will include standard operating procedures for the volunteers. In the process of updating volunteer inductions to be commenced in new financial year.  James Murray: suggestion of instruction for volunteers on processes when doing works.	Standard operating procedures and volunteer inductions	Sport & Recreation Officer	August 2018	Open
<b>Operations and Maintenance Projects</b>	Updated Mitchell Nadin that Berrambool sprinkler system fixed as well as Pambula Beach Sports Complex scoreboard.	N/A	N/A	N/A	Closed
<b>Finance and Accounts</b>	Current financial expenditure for each of the sportsgrounds handed out. Please contact Sue if wish to discuss.	N/A	N/A	N/A	Closed
<b>Reporting and information</b>	John Grady: Overview of general benefits of consistent information gathering and reporting. An area will look to do some work in future. Anthony McMahon: Importance of completing sportsground booking applications to capture users but also important to capture who is coming through the gates. Having evidence based information on how many people are using the facilities is a massive advantage when applying for grants.	Completion of sportsgrounds booking forms (user numbers) as well as gate counts.	Site Committees & User groups.	Ongoing	Open
	Use of traffic counters can also demonstrate how many people using facility when organised sport not occurring. Ray Ryan gave good example of benefits from Speedway Club	Investigate use of traffic counters at sportsgrounds	Sport & Recreation Officer	Ongoing	Open
<b>6.New Business</b> <b>Leisure and Rec Team restructure</b>	Sue Findlay now permanent in the sport and recreation officer (working 4 days a week – Tuesday to Friday). Ed Crowthers employed as asset officer looking after operations and management of recreational sites. Ed will be involved in the ovals maintenance program. Continue to report issues to sportsground email and Sue to coordinate with Ed.	Committee Noted	N/A	N/A	Closed
<b>Irrigation</b>	John Grady: Mowing Coordinator (Scott Pettit) and Ed Crowthers to monitor irrigation process to insure don't irrigate too much during winter months. Sue Findlay: Irrigation systems have been audited April/ May and three quarters repairs completed. Report that meter and/or controls for sprinklers turned off at Lawrence Park and Colombo Park.	Check if water meter turned off by BVSC staff	Sport & Recreation Officer	June 2018	Open

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<b>Bega Valley Community Directory</b>	Sue Findlay: handed out information for sports groups to include their contact information on the new Community Directory on Bega Valley Shire Council Website. Please encourage all community user groups to complete.	Addition of user groups information to community directory	Site committees and user groups	N/A	Closed
<b>7. General Business</b>	Blake Rosseland: explanation of light up football grants conditions with high amount of co-contribution required by Clubs/Council. Discussion on Wolumla building use of greater community funding could be changed to incorporate lighting if have experienced tradesman able to do building upgrades so materials only cost.	Noted	Wolumla Site Committee	Ongoing	Closed
	Anthony McMahon: Greater community funding/ contributions can be proposed once stronger country community funds grants are confirmed with the potential ability to stretch projects further Expect announcements to be closer to election time				
	Suggestion of asset management items for renewal in next 12m – 2 years be included in facility management plans/ report for information for clubs to use in their facility discussion / planning.	Generate report	Sport & Recreation Officer	August 2018	Open
	John Grady: Bega and Pambula Master Plan business cases have been submitted earlier this month. Waiting to hear back and will probably be aligned with election so possibly early next year. Anthony McMahon: Going full steam ahead with design for Bega Sports Building and early June option 4 should be available on exhibition.	Notification when on exhibition	Leisure & Recreation Manager	June 2018	Open
	Kim Martyn: Suggestion that defibrillators could be of great benefit at each of the sporting locations. Tathra have grant funding for defib and are investigating models to purchase. Would require checks/audits to maintain defibrillators.	Investigate cost, issues and options.	Sport and Recreation Officer	August 2018	Open

**Meeting Close:** 7.00pm

**Next Meeting:** 20 August 2018