

BVSC S355 Sportsgrounds Meeting Notes

Date: 15 June 2020 Zoom Meeting

Meeting Chair: John Grady

Meeting Notes: Sue Findlay / John Grady

Present: Glen Baker (Pambula Beach Sports Complex), Paddy McAlpin (Pambula Beach Sports Complex), Justin Welsford (Bega Sporting Complex), Mike Sheppard (Eden George Brown Memorial Sportsground), John Grady (BVSC Leisure & Recreation Manager) and Sue Findlay (BVSC Sport & Recreation Officer).

Observers: Nil

Quorum: ☐ Yes ☒ No (4/12)

Agenda Item	Objective (What)	Action (How)	Responsibility (Who)	Timeframe (When)	Status
1.Apologies	James Murray (Colombo Park Bemboka), Venke Mannes (Colombo Park Bemboka, Ray Ryan (Candelo John Gordon Recreation Reserve), Kim Martyn (Berrambool Sporting Complex), Kelly Jubb (Dickinson Oval), Francis Matters (Dickinson Oval), Cymmon Parker (Lawrence Park Tathra), Shannon Grass (Lawrence Park Tathra Cricket Club), Blake Rosseland (Wolumla Recreation Ground), Adam Donaldson (Eden Barclay Street Sports Complex), Tony Allen (Councillor), Mitchell Nadin (Councillor) and Anthony McMahon (Director BVSC Assets & Operations)	N/A	N/A	N/A	Closed
3. Overview of actions (Open from 24 February 2020 meeting) Plant equipment audit	Audit completed. Confirmation of surrounds cleaning that can be done by committees to add to FMP's and arrange for ordering/distribution of equipment. Contact will be made in the near future to arrange for collection of unused equipment.	Liaise with site committees to arrange what to be collected and date to collect. Discuss and arrange with site committee's replacement plant equipment.	Sport and Recreation Officer Sport and Recreation Officer	June - July 2020 June - July 2020	Open Open
Inductions	Postponed until Covid-19 restrictions allow.	Induction dates to be organised at Eden, Pambula/Berrambool, Wolumla, Bemboka, Bega/Tathra, Candelo and Bermagui	Sport and Recreation Officer	TBA	Open
Bin (Waste) Audit	Bin audit completed. Replacement and fixing of some bin banks (will take approx. 6 weeks for these to be made/fixed and put on site).	Bin banks and waste bins to be delivered.	Sport and Recreation Officer	July - August 2020	Open

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Draft Sportsground/ Sporting Facilities Advertising Procedure	Quorum not reached – postponed to next S355 meeting	S355 meeting adoption of procedure	Sport and Recreation Officer	31 August 2020	Open
FMP - GPS	Addition of facility utilities to be added to the FMP's by GPS mapping, to commence June 2020	GSP facility utility additions to FMP's	Sport and Recreation Officer/ Recreation Assets Officer	24 July 2020	Open
4. Confirmation of minutes For 24/02/2020	Confirmation of 24 February 2020 minutes: Motion: Mike Sheppard Seconded: Sue Findlay (no other attendees present from Feb meeting)	N/A	N/A	N/A	Closed
5 Standing Business Workplace Health & Safety Rabbit control program	Rabbit control program (shooting) conducted Barclay Street Sporting Complex, as well as cemetery, caravan park and school with success. Multi agency program and grant funding to be sourced for future program.	N/A	N/A	N/A	Closed
Covid-19	Links to NSW Health/NSW Sport emailed 12/6/2020 AFL to commence competition from 17/7/2020 and the AFL Association has been very supportive to be able to adhere to NSW Health restrictions. NRL and Soccer not commencing competition however minor league RL may be (decision to be made on 17/6). Question regarding responsibility for ensuring Covid-19 restrictions. Responsibility rests with the associations/groups/clubs and not the responsibility of the site committees.	Confirmation of groups commencing competition and/or training with hours/times training to Sue by email.	User groups	ASAP	Open
		Observance of NSW Health restrictions	User groups/ associations/clubs	Ongoing	Closed
Operations and Maintenance Projects Oval Maintenance	RFQ – request for quotes for annual maintenance program including some mowing process underway. Justin mentioned how good the grounds such as Dickinson Park are with specialised maintenance crew. Paddy and Glen agreed grounds in good condition with Pambula Golf Club management. Justin Welsford mentioned aeration & top soil of cricket pitch – opportunity while soccer not being played.	Annual maintenance program RFQ completion	Maintenance Asset Officer	June- July 2020	Open
		Contact Ed Crothers re aeration/ top soil at GG oval	Justin Welsford	ASAP	Open

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Finance and Accounts Financial reports	2019/20 July – Full financial year report for each of the sportsgrounds to be emailed. Please contact Sport & Rec Officer (Sue) if you wish to discuss ("actual Val" column is expenditure).	Email 2019/20 financial year report	Sport and Recreation Officer	July 2020	Open
Facility Management Plans	As mentioned above GPS facility utilities to be added to FMP's As mentioned above site committees to confirm if conducting small surrounds maintenance to organise plant equipment and add task to FMP's.	N/A	N/A	N/A	Closed
6. New Business / General Business Site committee resignation	Resignation of Eden George Brown Memorial Oval site committee as of 30 June 2020. John Grady expressed his personal thanks to the site committee and especially to Mike Sheppard for support, contribution and work on the committee and S355 committee. Mike will assist with S355 committee until new volunteer found, if required.	N/A	N/A	N/A	Closed
Cricket Pitches	As AFL competition commencing 17/07/2020 covering of cricket pitches required. Organised 16/06/2020	Confirm cricket pitches covered/ organise if not	Sport and Recreation Officer	16/06/2020	Closed
Capital Works	Floodlighting upgrades completed at Berrambool, Tathra Lawrence Park and Barclay Street. Lighting standard at Lawrence Park & Barclay Street are training standard. Glen Baker mentioned AFL Pambula received funding from bushfire grants and will be putting this towards lighting project. Pavilion upgrade at Barclay Street Eden – some inclusions regarding facilities to be added (Considering evacuation centre requirements – subject to additional funding) Club Grants funding submitted for Barclay Street soccer clubroom alterations successful. Zoom meeting finished due to technical difficulties so meeting finished and emailed information below (6:00pm) Sports Master plan projects. PCGs are formed. Bega info went out this afternoon. Glen & Paddy, you'll get an email 16/06/2020 re pambula. Invites for first PCG meetings will go out in the next few days.	N/A	N/A	N/A	Closed

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Next meeting	<u>Meeting dates for 2020 S355 Meetings</u>		N/A	N/A	N/A	Closed
	31 August 2020	Balawarn meeting rooms 1 & 2				
	23 November 2020	Balawarn meeting rooms 1 & 2				

Meeting Close: 6:00pm

Next Meeting: Monday 31 August 2020