

# BVSC S355 Sportsgrounds Meeting Notes

**Date:** 19 August 2019

**Meeting Chair:** Mitchell Nadin

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

**Present:** Kim Martyn (Berrambool Sporting Complex), James Murray (Colombo Park Bemboka), Adam Donaldson (Eden Barclay Street Sports Complex), Ray Ryan (Candelo John Gordon Recreation Reserve), Justin Welsford (Bega Sporting Complex), Mike Sheppard (Eden George Brown Memorial Sportsground), Glen Baker (Pambula Beach Sports Complex), Paddy McAlpin (Pambula Beach Sports Complex). Mitchell Nadin (Councillor), Anthony McMahon (Director BVSC Assets & Operations), John Grady (BVSC Leisure & Recreation Manager) and Sue Findlay (BVSC Sport & Recreation Officer).

**Observers:** Venke Mannes (Colombo Park Bemboka)

**Quorum:** ☒ Yes ☐ No

Agenda Item	Objective (What)	Action (How)	Responsibility (Who)	Timeframe (When)	Status
<b>1.Apologies</b>	Tony Allen (Councillor), Greg Barrett (Wolumla Recreation Ground), Michael Trenerry (Dickinson Oval) and Blake Rosseland (Wolumla Recreation Ground).	N/A	N/A	N/A	Closed
	Volunteer nomination form received from Venka Mannes at 19 August S355 committee meeting Sue Findlay to contact Cymmon Parker re volunteer nomination form for Lawrence Park. <a href="#">(Completed Nov 2019)</a>	Sportsground site committee – volunteer application forms to be completed <a href="#">Jan 2020 Council report</a>	Cymmon Parker	ASAP	Closed
<b>2. Overview of actions (Open from 20 May meeting)</b>	Oval maintenance program tender delayed to August 2019. (Program expected to get underway late September. Site committees to be notified once program is finalised.  Plant equipment information requested May meeting. Sue to recirculate for sites to complete <a href="#">(Emailed 20/08/2019)</a> <a href="#">(Service call for mower at Bemboka organised 20/08/2019)</a>	N/A	N/A	N/A	Closed
<b>3. Confirmation of minutes 28/11/2019</b>	Confirmation of 20 May 2019 minutes: Motion: James Murray Seconded: Kim Martyn (Unanimous confirmation)	N/A	N/A	N/A	Closed
<b>4 Standing Business Workplace Health &amp; Safety</b>	Sprinkler heights and condition dangerous. <a href="#">20/08/2019 – Confirmed audit of sportsgrounds sprinkler systems commencing this week and repairs to be completed by end of September 2019.Completed and repairs have commenced. Nov 2019</a>	Audit and repair of sprinklers	Recreation Asset Officer	October 2019	Closed

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<b>Operations and Maintenance Projects</b> Oval Maintech	<p>John Grady: Oval maintenance program tender will go out August 2019.</p> <p><a href="#">Completed – Pambula Merimbula Golf Course program coordinators for the next year.</a></p> <p>Notification to be given to site committee re maintenance program for the next season – discussion on future primo applications, irrigation schedule, future maintenance works, timing and communication with site committees.</p> <p><a href="#">(Emailed next program of works 23/09/2019)</a></p>	Tender process for ovals maintenance programs	Recreation Asset Officer	August – 2019	Closed
Rabbits	<p>Rabbits starting to be an issue again at various sites. Ed Crothers has investigated controls and methods and recommendations will be reported soon.<a href="#">Trial at Short Point</a></p> <p>If require soil for divot repairs please let Sue Findlay know ordering soil and arrange for tax invoice to be made out to BVSC, which site the soil is for and email attention to Sue Findlay and as per the purchasing guidelines.</p>	Recommended Actions	Recreation Asset Officer	October 2019	Open
		Order soil for divot repairs as required	Site committee/ user groups	As required	Closed
Waste Audit	<p>Discussion on lack of bins at various sites.</p> <p>Council requests number of waste bins currently at sites and required bins for site to be provided at next S355 Meeting.</p> <p>Need for report of non-sport waste levels at sites and management of this waste (e.g. locks on bins).</p> <p>Sue Findlay discussed that trialling at Bega George Griffin Memorial Oval recycling bins (yellow lid) and FOGO bin. Would be good to introduce recycling bins to all sites. Use scouts or other groups for recycled sorting. Have contacted waste department who can supply signage/stickers to educate public of what goes in different waste bins.</p>	Agenda item for Nov S355 Meeting	Site Committies  Sport and Recreation Officer	November 2019	Open
<b>Finance and Accounts</b> Financial reports	Sue Findlay 2018/19 financial report for each of the sportsgrounds handed out. Please contact Sport & Rec Officer (Sue) if you wish to discuss. (“actual Val” column is expenditure).	N/A	Sport and Recreation Officer	N/A	Closed

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Water Charges	Discussion of requirements by Pambula Beach Sports Complex for letter response to water charges. Reasons including historical sewer charges, creation new oval water charges and any main water breaks. (Received Pambula Complex response)		Pambula and Tathra Site Committees	ASAP	Open
Water charge invoices	Several sites confirmed that they are not getting water invoices. Can these sites please email <a href="mailto:sportsgrounds@begavalley.nsw.gov.au">sportsgrounds@begavalley.nsw.gov.au</a> the correct mailing address to update. (Confirmed addresses and updated – Sue Findlay to send out notices to those without mail box access)	Correct mailing address for site committee to be supplied	Site Committees	ASAP	Closed
Facility Management Plans	The FMPs updated to include SWOPS and have been forwarded to committees to review. This is the opportunity to confirm all tasks undertaken at sportsgrounds included in Attachment A as well as correct service frequency, service delivery and estimated costs.  Confirmation that some sites could not open word document of FMP. (PDF copy of FMP emailed to sites who requested copy 20/08/2019 including Councillor Nadin – 20/08/2019)  (Volunteer training/ Induction to be arranged after review of FMPs to allow for additions to FMPs to be included in induction).	Draft FMPS back to council for alterations/additions by 1 <sup>st</sup> October 2019	Site Committee	1 October 2019 10 Dec 2019	Open
		Circulate PDF copy of FMP	Sport & Recreation Officer	20/08/2019	Closed
		FMP submission to Council meeting for endorsement		Dec - Feb 2019/20	Open
Capital Works	John Grady presented capital works spreadsheet of top 12 future capital works projects (not all funded). Discussion on capital works projects. (Emailed 01/10/2019 with next meeting invitation)	Attach to minutes for dissemination	Sport & Recreation Officer	ASAP	Closed
Bega and Pambula Masterplans	Anthony McMahon – letter has been received from state government regarding funding agreement. No deed forwarded. Funding will not be available this financial year but planning stage can move forward so set to go when funds become available.	Provide update to be distributed to Pambula and Bega Sporting Complex Committees.	Manager Leisure & Recreation	N/A	Closed
Berrambool Floodlighting.	Project by NSW AFL. (BVSC support through grant application) Council staff have meet to discuss with selected contractor. Program footings late 2019. Install early 2020. Question re upgrade other lights (soccer and service capacity) Will be investigated.	Investigation of requirements and costs to upgrade / reuse lights on soccer fields	Manager Leisure & Recreation / R&N Projects Coordinator.	2020	Open

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6. General Business Site meeting minutes	Reminder to site committee meeting minutes to be forwarded to Council.	Minutes reported to Council	Site Committees	Ongoing	Closed
Grant writing	Information emailed 19/08/2019 to all user groups regarding grant application writing courses and South East Sports Academy Information.	N/A	N/A	N/A	Closed
Cricket Pitches	Reminder end of season for winter sports soon and Sue Findlay /Ed Crothers to liaise with clubs to uncover pitches. Some sites do most of works and contact Council if assistance is required (this is an example of a task in attachment A of the FMP that may require updating). (All sites have had pitches uncovered September 2019)	Arrange Cricket pitch uncovering	Sport & Recreation officer & Site Committees	ASAP	Closed
Irrigation	James Murray: Schedule 2 Irrigation Management procedure. Discuss with Scott Pettit and Ed Crothers if feel any alterations required to schedule. (Scott Pettit discussed with James Murray 28/08/2019)	Discuss with Scott Pettit & Ed Crothers	Site Committees	N/A	Closed
SRV	Mike Sheppard: SRV of over \$600,000 per year and feels committees do not have a say in works/projects at sites. Feels list of works to be completed 2020, 2021 etc should be available.		N/A	N/A	Open
Merimbula Bridge	Kim Martyn mentioned state of bridge at back of Berrambool. Anthony McMahon commented that this went to a Council meeting and is being considered in the Merimbula Car Parking Master Plan.	Repairs to bridge	Council	TBA	Open
Columbo Park Lighting Poles	James Murray request to inspect. (Inspection and report completed 11/09/2019)	Arrange inspection	Sport & Recreation officer / Rec Assets Officer	September 2019	Closed

**Meeting Close:** 7:00pm

**Next Meeting:** Monday 25 November 2019