

# BVSC S355 Sportsgrounds Meeting Notes

**Date:** 04 December 2017 5:00PM

**Meeting Chair:** John Dedman

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

**Present:** Justin Welsford (BVSC Communications Officer), Sue Findlay (BVSC Sports & Recreation Officer), Glen Baker (Pambula Beach Sporting Complex), Mike Sheppard (George Brown Memorial Oval), Adam Donaldson (Barclay Street Complex), Peter Fazey (Dickinson Oval), John Dedman (Bega Recreation Ground), John Grady (BVSC Leisure & Recreation Manager)

**Apologies:** Kim Martyn (Berrambool Sporting Complex), Mick Trenerry (Dickinson Oval), Cr Tony Allen.

Agenda Item	Objective (What)	Action (How)	Responsibility (Who)	Timeframe (When)	Status
<b>1.Apologies</b>	See above. Introduction of Committee Members to Sue Findlay (Temp Sports & Recreation Officer). John Dedman to chair meeting in absence of Councillors.	N/A	N/A	N/A	Closed
<b>2.Confirmation of Minutes July 2017 Meeting</b>	M Sheppard raised special variation and use of funds for recreation assets from July meeting. Motion submitted to Council. Motion is: <i>"That this Committee (the General Sportsground Committee) ask Council to reword the application to IPART seeking approval to raise and spend its Special Rate Variation to X dollars towards the development and maintenance of Sportsgrounds facilities (fields and buildings) only"</i> <i>NOTE: fields to include both outdoor (e.g. football, cricket, court) and indoor (court/practice nets) facilities."</i> Moved: Peter Fazey Seconded: Mike Sheppard	Submission to next council meeting in February 2018	Leisure & Recreation Manager	February 2018	Open
<b>3.Overview of Actions July 2017 Meeting</b>	Request for explanation of sportsground fees and assets. J Welsford clarified 25% user contribution process. User fee review for 2018/19 discussion of options with discussion of assets in asset management plan and list of renewal program. Unanimous by all members to review.	Review of 2018-19 fees and asset management plan	Leisure & Recreation Manager to disseminate information & Committee to review	Feb/March 2018	Open
	J Grady: season clean up of sportsgrounds conducted in September went without a hitch and will look at future program.	Annual cleanup investigation	Leisure & Recreation Manager	Annual	Open
<b>4. New Business User Fees</b>	Further discussion from above. J Grady: Council adopted the current fees for 2017/18. Current fees and charges method is the same as 2016/17 which was developed by the S355 Sportsgrounds committee at the time.	Further discussion for following year charges	Leisure & Recreation Manager & committees	Sept 2018	Open

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	<p>Discussion on power bills and increases in costs.</p> <p>G Baker raised question “should there be rebates for solar panels at Pambula Beach Sporting Complex?”</p>	<p>Investigation into power costs</p> <p>Confirm if rebate available</p>	<p>Leisure &amp; Recreation Manager and Sports &amp; Recreation Officer</p> <p>Sports &amp; Recreation Officer</p>	<p>February 2018</p> <p>January 2018</p>	<p>Open</p> <p>Open</p>
<b>Sportsground Bookings</b>	J Grady reminder to please encourage use of booking forms for summer sports and recap of importance to ensure bookings, maintenance and mowing schedule correct.	Booking forms used for all casual & seasonal bookings	Committees and Sports & Recreation Officer	Ongoing	Ongoing
	<p>Discussion on the advantages of using online booking forms and systems.</p> <p><i>Motion: That BVSC procede with development of booking forms.</i></p> <p><i>Moved: Mike Sheppard</i></p> <p><i>Seconded: Adam Donaldson</i></p> <p><i>Unanimous by all Committee members present to proceed.</i></p>	Proceed with development of booking forms	Leisure & Recreation Manager	Report to Council February 2018	Open
<b>Sporting Complex Master Plan</b>	<p>Overview of Bega and Pambula Complex Master Plan. Expression of interest lodged for Sport Infrastructure Funds grant.</p> <p>Concept development under way for Bega Indoor Sport Building.</p>	Grant applications	Leisure & Recreation Manager	Pending EOI outcome.	Open
<b>Facility Management Plans</b>	<p>Review early 2018.</p> <p>All adopted FMPs on BVSC website</p> <p>Consistant approach to FMPs and request that committees send any changes suggested to FMP’s (i.e. has volunteer capacity changed? Can send through any changes now).</p>	<p>Review of FMP’s</p> <p>Email to be forwarded 2018</p>	Leisure & Recreation Manager and Sports & Recreation Officer	2018	Open
<b>Oval Renovations Spring 2017</b>	<p>Discusson on use of primo on some grounds – currently used on some grounds.</p> <p>Parramatta grass on grounds (especially Barclay Street)</p> <p>Completion of broadleaf, corking, fertilising etc.</p> <p>Confirmation if coring was done at Barclay Street.</p>	Program to be developed/reviewed	Leisure & Recreation Manager and Recreation & Natural Assets Coordinator	2017/18	Ongoing
	<p>A Donaldson raised rabbit issue at Barclay Street Sporting Complex.</p> <p>Staff advised coordinated approach across neighbouring sites is required. Information to be sought by BVSC staff.</p> <p>Soil stock piles can be stored on site for devoting pre use by users.</p>	<p>Action/ information from Vegetation Management Officer to assist.</p> <p>Soil to be ordered &amp; invoice sent to council</p>	<p>Sports &amp; Recreation Officer</p> <p>Committee</p>	<p>December 2017</p> <p>December 2017</p>	<p>Open</p> <p>Open</p>

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<b>Sportsgrounds Water (Council report)</b>	Discussion on gathering information on water use across the grounds to report to Council.	Draft presented at next S355 meeting (February 2018)	Leisure & Recreation Manager	February 2018	Open
<b>Leisure and Recreation Team Restructure</b>	Discussion / overview of Council staff restructure and new positions/ recruitment of staff over the next few months.  J Grady thanks to Justin Welsford for work over the last few years. Committee also thanked Justin for his work.	Leisure and Rec structure issued at next committee meeting	Leisure & Recreation Manager	February 2018	Open
<b>5.Standing Business WorkPlace Health and Safety</b>	Discussion on Barclay Street Rabbits (mentioned above). No other WHS issues raised.	As above	As above	As above	As above
<b>Oeprations and Maintenance</b>	Mowing program discussed - new equipment. M Sheppard: George Brown Oval mowing good method and shows. professionally done.	Pass on feedback to mowing crew	Sports & Recreation Officer	February 2018	Closed
	J Grady: Condition audits on ovals completed in October 2017 by S Findlay and will have some items forwarded to committees to action. Here to help if any items listed not able to complete.	Condition reports of ovals forwarded to Committes to action	Sports & Recreation Officer	January 2018	Open
<b>Finance &amp; Accounts</b>	Some friends of ... accounts information supplied to council but no action on account – no money put in account for Barclay Street & Dickinson Oval.	Confirmation accounts set up and money available	Sports & Recreation Officer	February 2018	Open
	Request for year to date financial statements reported at Committee meetings.	Year to date financials reported at Committee Meetings	Leisure & Recreation Manager	February 2018 and ongoing	Ongoing
<b>Reporting and information</b>	Correspondance to be forwarded to: <a href="mailto:sportsgrounds@begavalley.nsw.gov.au">sportsgrounds@begavalley.nsw.gov.au</a> or contact Sue Findlay on 6499 2283. Please note: Sue working Tuesday – Friday to end of February 2018.	N/A	N/A	N/A	Closed
<b>6.General Business</b>	Glen Baker – Please provide information on the new southern area perimeter fence at Pambula Sporting Complex. There was no notification or project planning with the site committee.	Investigate process and advise Pambula Committee	Leisure & Recreation Manager	February 2018	Open

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	Pambula mens shed at Pambula Sporting Complex site supported by Committee. Proposal is going to next Council meeting on 13 <sup>th</sup> December 2017 (Community Project Proposal Report).	Proposal Support and updates	Leisure & Recreation Manager	February 2018	Open
	Sportsground Advertising Procedure forwarded by email 27/11/2017. If did not receive this please contact Sue Findlay. Review and comments welcome before next Committee meeting (Copy distributed with this email).	Review of Procedure Feb 2018 meeting	Sports & Recreation Officer	February 2018	Open
	Discussion on representation on local committee member at S355 Committee meeting. To discuss next quarterly meeting.	Next Committee meeting discussion	N/A	February 2018	Open

**Meeting Close:** 7.15pm

**Next Meeting:** Monday 26<sup>th</sup> February 2018