

BVSC S355 Sportsgrounds Meeting Notes

Date: 25 November 2019

Meeting Chair: Tony Allen

Meeting Notes: Sue Findlay / John Grady

Present: Kim Martyn (Berrambool Sporting Complex), James Murray (Colombo Park Bemboka), Justin Welsford (Bega Sporting Complex), Mike Sheppard (Eden George Brown Memorial Sportsground), Tony Allen (Councillor), John Grady (BVSC Leisure & Recreation Manager) and Sue Findlay (BVSC Sport & Recreation Officer).

Observers: Venke Mannes (Colombo Park Bemboka), Cymmon Parker (Lawrence Park Tathra), Chris Dwyer (Lawrence Park Tathra Cricket Club)

Quorum: ☐ Yes ☒ No (5/12)

Agenda Item	Objective (What)	Action (How)	Responsibility (Who)	Timeframe (When)	Status
1.Apologies	Michael Trenerry (Dickinson Oval), Blake Rosseland (Wolumla Recreation Ground), Adam Donaldson (Eden Barclay Street Sports Complex), Ray Ryan (Candelo John Gordon Recreation Reserve), Glen Baker (Pambula Beach Sports Complex), Paddy McAlpin (Pambula Beach Sports Complex), Mitchell Nadin (Councillor) and Anthony McMahon (Director BVSC Assets & Operations),	N/A	N/A	N/A	Closed
	Michael Trennery resigning from site committee Dickinson Oval Bermagui. Motion raised by Tony Allen to send a thank you letter. Motion: Justin Welsford, Seconded: Mike Sheppard	Thank you letter to be forwarded to Michael Trennery	Sport & Recreation Officer	December 2019	Open
2. Overview of actions (Open from 19 August 2019 meeting)	Waste Bin Audit – requested site committees to supply details of bins at site and what require in the future. Discussed recycled (yellow lidded bins) and FOGO bins (not available service for Bemboka Colombo Park yet). Most users agreed that yellow lidded bins not appropriate for day to day use as landfill items put into bins. Mike Sheppard suggested recycling bins/ FOGO used for game days. James Murray: Don't want yellow bins at Bemboka and requested change three yellow lid bins to red lid bins. Sue Findlay to liaise with sites to get bin numbers and future requirements including yellow lidded and FOGO bins. Sports clubs are collecting cans and bottles (return and earn). Sue Findlay to supply signage for bins (Tathra confirmed want signage)	Bin audit to be completed	Sport & Recreation Officer & Site Committees	2020	Open
		Signage for bins from Waste Department	Sport & Recreation Officer	January 2020	Closed

BVSC S355 Sportsgrounds Meeting Notes

	<p>Rabbit trail program.</p> <p>John Grady discussed trial at Short Point that will establish if program was successful. Number of different methods being investigated, and report being developed for future plan (Calicivirus, Pindone, 1080, shooting).</p> <p>Confirmation from Tathra and Bemboka that rabbits becoming a problem. Aware issue at Eden Barclay Street and Dickinson Park Bermagui.</p> <p>Committees/users advised to continue current proactive of using sand/soil to fill divots before use.</p>	Report on recommended actions being developed	Recreation Asset Officer	ASAP	Open
	<p>Water charges – letter from Tathra Lawrence Park required and then report to Council for direction. Justin Welsford – approx. 2015/16 Lawrence Park irrigation set on practice field at back of oval for hours each night for some time.</p>	To be added to Tathra water usage charge letter	Lawrence Park site committee	ASAP	Open
	<p>Mike Sheppard – discussion regarding S355 having more input into what future capital works projects are selected. Discussion on halls & cemetery S355 committee model and adopting approach to future works, recommended funding portion to S355 committee, tours of sportsgrounds, list of proposals to discuss at S355 meeting developed by user groups.</p> <p>Councillor Allan gave an overview of pools SRV with general overview, discussion and rating funding.</p>	Projects identified in FMP's to be forwarded to committee for discussion	Sport & Recreation Officer and Manager Leisure & Recreation	June 2020 meeting	Open
<p>3. Confirmation of minutes 28/11/2019</p>	<p>Confirmation of 19 August 2019 minutes:</p> <p>Motion: Mike Sheppard</p> <p>Seconded: James Murray</p> <p>(Unanimous confirmation)</p>	N/A	N/A	N/A	Closed
<p>4 Standing Business Workplace Health & Safety</p>	<p>Volunteer induction training WHS – arranged for February 2020 (S355 committee meeting replaced with induction).</p>	User groups to be invited to WHS Induction training on 24/02/2020	Sport & Recreation Officer	January 2020	Open

BVSC S355 Sportsgrounds Meeting Notes

	Irrigation Audit completed, and parts have been ordered. Steve Pickup to begin with Pambula later this week. Sue Findlay will liaise with Steve to ensure works done when grounds not in use. Justin Welsford requested copy of irrigation repair requirements. Emailed to user groups on 17/12/2019	Send out irrigation audit repairs to Site Committees	Sport & Recreation Officer	December 2019	Closed
Operations and Maintenance Projects Oval Maintenance	Oval maintenance program commenced at most irrigated sites, including fertilising, soil amendments and aeration. Sites such as Eden Barclay Street waiting for some rain to instigate program. James Murray commented on how well program has been done.	N/A	Recreation Asset Officer	N/A	Closed
Finance and Accounts Financial reports	Sue Findlay: 2019/20 July – Nov 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
Facility Management Plans	The FMPs updated to include SWOPS and have been forwarded to committees to review. Comments required to confirm all facility management tasks undertaken at sportsground by volunteers/ committee members included in Attachment A are correct, as well as correct service frequency, service delivery and estimated costs. Since last addressed capacity may have changed regarding tasks conducted by committees. Please don’t hesitate to contact Sue Findlay if need to discuss/meet to review.	Draft FMPS back to council for alterations/additions by 10 December 2019. Presented at January Council meeting for endorsement	Site Committees	10 December 2019	Closed
Capital Works	John Grady discussion of LGA capital works spreadsheet of top 12 future capital works projects (sent to site committees after last S355 meeting).	N/A	N/A	N/A	Closed
Updates	Floodlighting upgrades to commence at Tathra, Berrambool and Barclay Street. Pavilion upgrade at Barclay Street Eden. Sports Masterplans projects at Merimbula Basketball/Netball Courts, Bega Sporting Complex and Pambula Beach Sports Complex. Projects briefs being finalised to forward to NSW Office of Sport. Election commitment projects.	N/A	N/A	N/A	Closed

BVSC S355 Sportsgrounds Meeting Notes

6. New Business / General Business Booking forms	Reminder sportsgrounds booking form lodgement by seasonal user groups. Have had some instances of not aware of bookings and maintenance/mowing programs have been scheduled	User groups to complete sportsgrounds booking form	Site Committees / user groups	Ongoing	Closed
Cricket Club registrations	Request for Cricket registration numbers for all Cricket Clubs and sportsgrounds booking form seasonal to be lodged by Wolumla Cricket Club and Tathra Cricket Club	Cricket registered players & Sportsground booking applications lodged at Council	Cricket Clubs	December 2019	Open
Sportsground / Sporting Facilities Advertising Procedure	<p>Draft Sportsground / Sporting Facilities Advertising Procedure was reviewed in 2018 but not finalised and forwarded to site committees last week for final review. Intention is to;</p> <ul style="list-style-type: none"> • Define ownership and maintenance • Manage to avoid DA requirements • Guidance on size/fixtures etc. <p>Confirmed application form is included for new signage and this is to ensure see signage meets procedural requirements.</p> <p>Question raised regarding advertising to frontage. Sue Findlay explained signage facing inwards of oval ok but if planning to do advertising signage outward facing eternal fencing to site may require a Development application. Can email Sue with details and can confirm with planning department if DA is required.</p> <p>Sue Findlay raised motion 'to adopt the sportsground /sporting facilities advertising procedure '</p> <p>Motion was carried unanimously however quorum not reached so interim implementation of procedure.</p>	Interim adoption of procedure and added to S355 Committee meeting as agenda item.	Sport & Recreation Officer	December 2019	Closed
Plant Audit	<p>Sue Findlay / John Grady raised suggestion of collecting all equipment owned by Council and other plant equipment would like to dispose of and replace these with smaller ride on mower, push mower and whipper snipper. Could have</p> <ul style="list-style-type: none"> • set equipment at site; or • have a trailer at Council depots with equipment that can request to use. 	Arrange collection of old equipment and distribution of new plant equipment. Confirmation of what plant equipment required at each site.	Sport & Recreation Officer and Site Committees	January 2020	Open

BVSC S355 Sportsgrounds Meeting Notes

	<p>Second option would mean council is maintaining equipment, is available for use and not sitting on site in a shed.</p> <p>Group preferred first option of having basic equipment pack on site to use. This is directly correlated to the FMP in capacity of committee members and user group volunteers, and tasks to be undertaken.</p> <p>Bemboka & Bega S355 members requested go ahead of changing over equipment, in Bega's case no equipment on site currently.</p>				
Mowing Schedule	<p>James Murray requested mowing schedule. Mowing schedule for Summer 2019/20 completed. This is a guide i.e. if/when we get rain over next few months schedule may change.</p> <p>Emailed to S355 committee members 17/12/2019</p> <p>Justin Welsford – where Cricket scheduled can mowing be later in the week – last week mowed on Wednesday but rep game on Sunday</p> <p>Sue Findlay confirmed no Cricket matches recorded for GG oval last week, so mowing arranged for earlier in the week and representative games to be provided as requested previously -26/11/2019</p> <p>James Murray mowing was not done last week before Archery competition.</p> <p>Sue Findlay apologies and confirmed summer mowing schedule in place reflects use at site - 26/11/2019</p>	<p>Disseminate summer mowing schedule</p> <p>Cricket representative game dates to be forwarded to Council</p>	<p>Sport & Recreation Officer</p> <p>Justin Welsford</p>	<p>ASAP</p> <p>Before next rep game</p>	<p>Closed</p> <p>Open</p>
Irrigation	<p>Mike Sheppard raised issue that very dry and water consumption for irrigation.</p> <p>John Grady: no water restrictions at BV so can keep to irrigation schedule. Noted grounds have had maintenance programs to assist in maintaining and soil amendments. If appears issues with irrigation schedule, please contact Sue Findlay / Ed Crothers.</p>	N/A`	N/A	N/A	Closed
Booking forms	<p>James Murray raised different forms for different site use (i.e. sportsground booking applications/ public land use applications). Requested online forms.</p> <p>John Grady – Sue Findlay investigating online booking systems currently for Council wide use.</p>	Review of online booking systems	Sport & Recreation Officer	TBA	Closed

BVSC S355 Sportsgrounds Meeting Notes

Master Plan updates	Justin Welsford requested update on Bega Masterplan. John Grady have been working with the Office of Sport on Merimbula Ford Park Basketball/Netball upgrade. Will be lodging information for other masterplans in the next few weeks.	N/A	N/A	N/A	Closed
Next meeting	<u>Meeting dates for 2020 S355 Meetings</u> 24 February 2020 Biamanga Room 15 June 2020 Balawarn meeting rooms 1 & 2 31 August 2020 Balawarn meeting rooms 1 & 2 23 November 2020 Balawarn meeting rooms 1 & 2	N/A	N/A	N/A	Closed

Meeting Close: 6:50pm

Next Meeting: Monday 24 February 2020