

BVSC S355 Sportsgrounds Meeting Notes

Date: 25 February 2019 Meeting Chair: Mitchell Nadin Meeting Notes: Sue Findlay / John Grady					
Present: Mitchell Nadin (Councillor), Sue Findlay (BVSC Sport & Recreation Officer), John Grady (BVSC Leisure & Recreation Manager), Mike Sheppard (Eden George Brown Memorial Sportsground), Kim Martyn (Berrambool Sporting Complex), Glen Baker (Pambula Beach Sports Complex), Paddy McAlpin (Pambula Beach Sports Complex, James Murray (Colombo Park Bemboka) and Justin Welsford (Bega Sporting Complex).					
Agenda Item	Objective (What)	Action (How)	Responsibility (Who)	Timeframe (When)	Status
1.Apologies	Tony Allen (Councillor), Anthony McMahon (Director BVSC Assets & Operations), Greg Barrett (Wolumla Recreation Ground), Ray Ryan (Candelo John Gordon Recreation Reserve), Michael Trenerry (Dickinson Oval), Adam Donaldson (Eden Barclay Street Sports Complex), Blake Rosseland (Wolumla Recreation Ground).	N/A	N/A	N/A	Closed
	Resignation of John Dedman (Bega Sporting Complex) from S355 & site committee. Justin Welsford to represent Bega Sporting Complex (nomination to be reported to April Council meeting)	N/A	N/A	N/A	Closed
General discussion - questions	<p>Kim Martin asked regarding skatepark location in Merimbula. John Grady – yet to be decided, consultation required.</p> <p>Mike Sheppard – Why assistance given to Merimbula Basketball/Netball when not part of S355 committee. John Grady – Clubs submitted project proposal and presentation to Council. High level of users and members. Problems limiting use of current facilities. In principle support by Council. Council resolved amendment made to Pambula Sporting Complex to include Ford Park as courts ‘campus’. Ford Park Courts are BVSC asset. Clubs lobbied direct for grant funding.</p>	N/A	N/A	N/A	Closed
2. Overview of actions (still open from 28 November meeting)	<p>Request to review attendance of S355 committee members at February meeting.</p> <p>Still quite a few apologies. Suggest site Committees to nominate alternate person for S355 committee to increase attendance.</p> <p>Nomination form to be included in next meeting invitation</p> <p>Question regarding Pambula use of water still high yet using Irrigation Management Plan guidelines for the last year. Council resolution was</p>	<p>Second person to be nominated to S355 Committee</p> <p>Email nomination form to committees for second S355 member – Emailed 06/05/2019</p>	<p>Site Committees</p> <p>Sports & Recreation Officer</p> <p>Sport & Recreation</p>	<p>2019</p> <p>2019</p> <p>2019</p>	<p>Open</p> <p>Closed</p>

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	<p>to investigate with site committees that have high water charges reasoning for high charge/usage and future action</p> <p>Kim Martyn: Berrambool Alarm pad issues with setting off by moths, not being set. Cannot get police to attend, so alarm noise all night. Suggestion by Mike Sheppard of shutters/grills on windows</p> <p>20/03/2019 Kim Martyn: much better since stressed importance to clubs to lock windows etc so no insects setting off alarms.</p>	<p>Investigation of Pambula Beach, Lawrence Park & Eden George Brown Memorial Oval water usage. BVSC letter to site committees.</p> <p>Report to council regarding use of alarm key pad, determination of risk, need cost and other options.</p>	<p>Officer/Leisure & Recreation Manager</p> <p>Kim Martyn</p>	<p>Emailed 20/05/2019</p> <p>20/05/2019</p>	<p>Closed</p> <p>Closed</p>
3. Confirmation of minutes 28/11/2019	<p>Confirmation of 28 November 2018 minutes: Motion: Kim Martyn Seconded: Mike Sheppard (Unanimous confirmation)</p>	N/A	N/A	N/A	Closed
4 Standing Business Workplace Health & Safety	<p>Discussion last meeting regarding volunteer training (<i>Volunteer inductions to be commenced after FMP finalised to confirm tasks volunteer training required.</i>)</p> <p><i>Volunteer training has been delayed due to fees and charges meeting required from Council resolution. Tasks have been reviewed and word version sent out once SWOP's have been added.</i></p>	<p>Volunteer inductions / yearly training</p> <p>Email word version FMP for committee to review</p>	Sport & Recreation Officer / Leisure & Recreation Manager	<p>2019</p> <p>June 2019</p>	<p>Open</p> <p>Open</p>
Operations and Maintenance Projects	<p>Ed Crothers is undertaking oval programs</p> <p>Mike Sheppard – update on black beetle eradication required</p> <p>Bemboka Colombo Park had primo application after mowing last week</p>	<p>Annual program for ovals to be supplied to committees</p> <p>N/A</p>	<p>Recreation Assets Officer</p> <p>N/A</p>	<p>August 2019</p> <p>N/A</p>	<p>Open</p> <p>Closed</p>
Finance and Accounts	<p>Report for 2018/19 financial report (year to date) for each of the sportsgrounds handed out. Please contact Sport & Rec Officer (Sue) if you wish to discuss. (3rd column “actual Val” figures to view)</p>	N/A	N/A	N/A	Closed

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Facility Management Plans	With next review site tasks to be updated to clarify between ‘club’ operational activities and ‘facility’ operational / maintenance activities. This will assist in BVSC defining volunteer induction requirements, information and process relating to facility operational activities.	Review of tasks in FMP	Sport & Recreation Officer	June 2019	Open
5 New Business continued Covering cricket pitches	Not much time between changeover of cricket to football season. Sue to check FMP as to task responsibility and liaise with sites to confirm who requires assistance to cover/remove pitch	Confirmation of assistance required and when works can be completed	Sport & Recreation Officer	March 2019	Closed
Booking forms for winter sport	Sue has sent out email regarding submission of sportsground booking applications with training sessions. Can submit draw and registration numbers when have been set.	Reminder to user groups to submit sportsgrounds booking applications	Sportsground site committees	March 2019	Closed
Capital Works	Mitchell Nadin - Late last week announcement that funds secured for Pambula and Bega Masterplan's and Merimbula Basketball/Netball courts. Once in a lifetime event. John Grady <ul style="list-style-type: none"> • Information to come to BVSC re-funding details, deeds etc • Masterplans adopted 2016. Scope for some review noting timeframe. If major changes (i.e. result in different facilities / user mix) will needed to be referred to Council. Councillor workshop planned to discuss • Bega Sports Building - Planning & reporting concepts to be reported to Council (Stakeholder group consultation and workshops occurred Oct 2018) • Pambula - Civil planning/ concepts for starting point • Application include 3-year timeframe for completion once funding deed signed • Any tender over \$150,000 required to go to Council Paddy McAlpin/ Glen Baker Review of Pambula Masterplan required as consultation two years ago. E.g. increase in female participation requires increase from two change rooms to four change rooms.	N/A Councillor Workshop	N/A Manager Leisure & Rec	N/A June 2019	Closed Open

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	<p>Aware spending money on facilities/civil assets but need to keep in mind ovals need to be an acceptable level.</p> <p>Floodlight tender</p> <ul style="list-style-type: none"> • Tathra, Wolumla and Eden on tender currently • Berrambool grant funding to applicant which is AFL, so council needs to work in conjunction with AFL with project as maintenance of asset is Council responsibility. Transformer issues need to be considered. <p>Mitchell Nadin</p> <ul style="list-style-type: none"> • Special variation dollars to go towards capital works / asset renewals. External funding for projects will effectively bring other scheduled asset renewals forward. • Councillors will consider a special variation report in the second half of 2019 for 2020-21 financial year. • \$200 payment from state government for active kids sporting registration can be used of winter and summer sports – club must be a registered provider. 				
2019/20 fees and charges meeting 11 March 2019	<p>Sue Findlay</p> <p>Council resolution from December 2018 meeting:</p> <ol style="list-style-type: none"> 1. <i>That Council adopt the exhibited fees and charges for Local Sports Club User Group fees/charges to be trialled as an individual rate for each registered player - \$20/season for an adult and \$10/season for a junior (under 18 years of age) for the 2018/19 year with the Clubs to be invoiced relevant amounts.</i> 2. <i>That where local Sports Clubs have increases in fees from the 2017/18 of over 50% or \$500 the amount of the fee increase be applied at 50% in 2018/19.</i> 3. <i>That the financial benefits (reduced costs and or energy rebates) from installation of the solar system by Tathra Sea Eagles at Lawrence Park be invested and utilised at that site through alternate operations and maintenance works.</i> 	N/A	N/A	N/A	Closed

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	<p>4. <i>That an investigation be undertaken of the use of Facility Management Plans (FMP) to estimate fees and charges for future years based on facility use.</i></p> <p>5. <i>That Council call a public meeting of all interested parties to discuss the matter of fees for sportsgrounds for the 2019/20.</i></p> <p>Calendar invitation has been sent to all local sporting groups, regular casual users, public and high schools, and regional users. Clarified that representation to meeting by each user group.</p>				
Site Committee Guidelines	<p>John Grady</p> <p>Site committee representation reported to Council at February 20, 2019 Council meeting. Request that all site committees forward minutes from meetings to user groups.</p> <p>Request site committee guidelines be put on website</p> <p>Request templates for site committee meeting minutes</p> <p>S355 meetings for 2019 are:</p> <ul style="list-style-type: none"> Monday 20 May 2019 Monday 19 August 2019 Monday 25 November 2019 	<p>Site committee meeting minutes forwarded to Council</p> <p>Site Committee Guidelines to be put on BVSC website</p> <p>Word version of meeting minutes/ agenda /attendance sheet to be emailed to site committees (emailed 06/05/2019)</p>	<p>Site Committees</p> <p>Sport & Recreation Officer</p> <p>Sport & Recreation Officer</p>	<p>Ongoing</p> <p>1/5/2019</p> <p>March 2019</p>	<p>Closed</p> <p>Closed</p> <p>Closed</p>
Reporting site committee members	<p>Sue Findlay</p> <ul style="list-style-type: none"> Please let me know of any changes to site committee members. Next nominations going to April Council meeting so require nomination forms by March. Reminder Sue happy to attend site committee meetings. 	<p>Provide new members of committee's nomination forms to Council</p> <p>N/A</p>	<p>Site Committees</p> <p>N/A</p>	<p>13 March 2019</p> <p>N/A</p>	<p>Closed</p> <p>N/A</p>
7. General Business	<p>James Murray</p> <p>Mowing height for soccer field has been issue at training.</p> <p>Does have different length and will pass onto mowing team/contractor.</p>	<p>Confirm mowing height of soccer field (Bemboka Colombo Park)</p>	<p>Asset Maintenance Officer</p>	<p>N/A</p>	<p>Closed</p>

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	James Murray Community group looking at reinstating Tennis club at Bemboka. Want to confirm if council owned land	Confirm owner of land – Bemboka Tennis Courts owned by BVSC Lot 110, DP 750203	Sport & Recreation Officer	March 2019	Closed
	James Murray Question regarding caretaker at Colombo Park to be taken offline	N/A	N/A	N/A	N/A

Meeting Close: 7.15 pm

Next Meeting: Monday 20 May 2019