

# S355 General Sportsground Committee Meeting

01 June 2015



## Meeting Notes

HELD AT BVSC Committee Rooms

### Present

Cr. Michael Britten (Chair)	Peter Fazey – Dickinson Oval	Gail Cummins – Pambula Sporting Complex
Cr. Tony Allen	Garry Arkin – Bega Rec.	Russell Fitzpatrick – Pambula Sporting Complex
Anthony Basford (BVSC) Group Manager Community, Relations & Leisure	Martin Sims – Bega Rec.	Tully Symonds – Eden Barclay St.
John Grady (BVSC) Manager, Leisure Services	Kim Martyn – Berrambool	Peter Steward –Eden GBO
Absent – Wolumla Rec.	Alan Simpson – Berrambool	

### 1. Apologies

Gerard Nash – Dickinson Oval

Mike Sheppard – George Brown Oval

### 2. Confirmation of Minutes – February Meeting

Moved – TS; Seconded - MB

### 3. Update of Actions - February Meeting

Overview of works undertaken in response to actions identified in the 24 February meeting notes.

**Action** Options for improvements to the general operating accounts to be investigated by Council and report back to the Committee – refer agenda item 4

**Action** Council to provide information on estuary management processes to the Committee.

Staff attended Berrambool community committee meeting and advised of the upcoming flood study (at that time) and encouraged participation in that project. Berrambool committee members have been participating in the flood study through the consultants.

**Action** Council staff will draft a Vision Statement and 4 – 6 objectives for the Committee's consideration at the next meeting. – refer agenda item 8.

**Action** – Undertake public tender process and engage the preferred consultant – Completed. Ross Planning engaged to undertake the master planning projects. Refer agenda item 7.

**Action** Complete the review of the project proposal form and provided information to the committee regarding how to make applications for capital projects. – On going. Form reviewed and updated policy to be reported to Council for adoption. Refer agenda item 5.

**Action**

Key items to work on:

- Finalising facility management plans including service levels and responsibilities: Refer agenda item 6 - Working group established.
- Developing consistent service levels: Refer agenda item 6 - Closely related to development of facility management plans.
- Optimising / utilising available resources: Refer agenda item 6 - Closely related to development of facility management plans.
- WH&S management: Future item
- Funding of capital improvements: Refer agenda item 5 - Project Proposals
- Implementation of working groups to address key items above – Refer agenda item 6.

## 4. Committee Costs – Payment Methods

The Community Sportsground Committee Purchasing information and procedure forward to the committee members before the meeting was discussed. It was adopted by the committee noting that if common problems in operating under the procedure arise they can be discussed and there is the potential for the procedure to be amended in the future. (Sportsground Committee Purchasing attached)

## 5. Community Project Proposals

Draft policy and proposal form distributed at the meeting.

Request for comments to John G within the month. The draft policy and proposal will be reported to Council for consideration.

## 6. Committee Working Groups

Discussion on potential to establish working groups relating to each committee objective. Discussion lead to work on finalising Facility management plans being the priority at present. Working groups established with members being:

Russell Fitzpatrick (Pambula), Peter Fazey (Bermagui), Kim Martin (Berrambool) , Mike Sheppard (George Brown Oval) (nominated in absence), John G (Council) + substitutes if needed. Aim to meet fortnightly.

## 7. Master Planning Projects – Bega & Pambula

Committee was given an overview of the Bega Rec and Pambula Sporting Complex master Planning project. Site inspections and user group interviews expected late June. Options and opportunities for broader community (potential other usergroups, schools etc.) Involvement and input through workshops and online surveys. Example of user survey was provided.

Post meeting note:

The user survey is available on line at:

[https://www.surveymonkey.com/r/bega\\_recreation\\_pambula\\_complex\\_plans](https://www.surveymonkey.com/r/bega_recreation_pambula_complex_plans)

The project is being run by:

**Scott Walker**

Managing Director

0423 136 621

[scottw@rossplanning.com.au](mailto:scottw@rossplanning.com.au)



Community sportsground committee contacts lists will be provided to Ross Planning.

## 8. Committee Objectives

Draft committee objectives distributed with the meeting agenda were discussed. (copied below)  
Item was deferred for a future meeting with suggestion for increased reference to volunteer involvement and levels of input into finance and funding.

## DRAFT Vision & Objectives for discussion 01/06/2015

### Vision

To have range sportsgrounds and facilities located throughout the Shire that are safe, well presented, well used and enable a broad range of recreation opportunities for many users and community groups.

### Objectives

**Service Levels & Safety** – To have well defined and specified service levels to deliver ‘fit for purpose’ sportsgrounds and facilities (at a minimum) to work towards consistency in facilities across the shire.

**Communication and Reporting** – To have good promotion of sports facilities, availability and use; through clear communication and reporting, which will also enable consistent and effective management....the community can see they are getting good value out of the facilities.

**Finance and Funding** – To have adequate funding available to meet the identified provision and service levels. Revenue and user fees gained through use of facilities is accounted for and is relative to costs to provide and manage facilities. All finance and funding is reported in accordance with Council policies to ensure accountability and transparency.

**Operations and Maintenance** – To get full value out of resources available and develop efficiencies where possible. To have operational and maintenance tasks and responsibilities clearly defined considering the capabilities and interests of volunteer groups.

## 9. Standing Business

Limited discussion on standing business items due to extended discussion on previous agenda items.

9.1 Code of Conduct for Committees - Nil

9.2 Workplace Health & Safety - Nil

9.3 Operations and maintenance - Nil

9.4 Finance and funding – See agenda Item 4.

9.5 Reporting and information – Request for further improvements to ¼ statements issued to community committees. Room for improvement noted. Further work will be done on the reports.

9.6 Projects – 2015/16 – Nil discussion

## 10. New Business

Peter Fazey – Request for advice regarding Council policy on advertising at Council sports grounds.

**Action :** Information to be provided at the next meeting.

Peter Fazey – New oval pavilion – Noted front windows do not open.

**Post meeting information:** Windows that are installed are as per building specification. Compliance with building code for access & ventilation is achieved through doors and rollerdoor. Further ventilation measures (door vents etc) are being costed and included.

Tully Simonds – Inquiry re proposal to install fitness equipment at Barclay Street Sports ground. Advised that a Community project proposal submission would be the best option to forward the project to Council.

**Advice:** Proposals for works at Barclay street should be accompanied by a record of support (ie meeting minute etc) from the Barclay Street Community committee.

Tully Symonds – Eden Barclay St. request for confirmation of email account to distribute invoices to.

**Advice:** email address is sportsgrounds@begavalley.nsw.gov.au

## 11. Meeting close

7.30pm

## 12. Next Meeting

31 August 2015