

BVSC S355 Sportsgrounds Meeting Notes

Date: 31 August 2020

Meeting Chair: John Grady

Meeting Notes: Sue Findlay / John Grady

Present: Glen Baker (Pambula Beach Sports Complex), James Murray (Colombo Park Bemboka), Venke Mannes (Colombo Park Bemboka observer), Kim Martyn (Berrambool Sporting Complex), Blake Rosseland (Wolumla Recreation Ground), John Grady (BVSC Leisure & Recreation Manager) and Sue Findlay (BVSC Sport & Recreation Officer). Zoom Shannon Grass (Lawrence Park Tathra), Paddy McAlpin (Pambula Beach Sports Complex), Justin Welsford (Bega Sporting Complex), Mitchell Nadin (Councillor) and Anthony McMahon (Director BVSC Assets & Operations)

Observers: Nil

Quorum: ☒ Yes ☐ No 8/14

Agenda Item	Objective (What)	Action (How)	Responsibility (Who)	Timeframe (When)	Status
1. Apologies	Ray Ryan (Candelo John Gordon Recreation Reserve), Kelly Jubb (Dickinson Oval), Francis Matters (Dickinson Oval), Cymmon Parker (Lawrence Park Tathra), Adam Donaldson (Eden Barclay Street Sports Complex) and Tony Allen (Councillor).	N/A	N/A	N/A	Closed
3. Overview of actions (Open from 15 June 2020 meeting) Plant equipment audit	Audit completed. Contact will be made in the near future to arrange for collection of unused equipment.	Liaise with site committees to arrange what to be collected and date to collect.	Sport and Recreation Officer	November 2020	Open
Inductions	Postponed until Covid-19 restrictions allow.	Induction dates to be organised	Sport and Recreation Officer	TBA	Closed
Bin (Waste) Audit	Bin audit completed. Replacement and fixing of some bin banks (will take approx. 6 weeks for these to be made/fixed and put on site). <i>All bin banks installed and extra bins delivered (except Wolumla which will be completed by 2/12/2020)</i>	Bin banks and waste bins to be delivered to 3 sites	Sport and Recreation Officer	October - November 2020	Open
Draft Sportsground/ Sporting Facilities Advertising Procedure	Adopted by S355 committee with following; <ul style="list-style-type: none"> Remove income reporting to Council Site register to be distributed to site committees Current advertising audit completed within 1 year and Current signage advertisers not required to complete form 	S355 meeting adoption of procedure with amendments Creation of site register Completion of advertising signage audit 2021	Sport and Recreation Officer Site Committees	September 2020 2021	Closed Open

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FMP - GPS	Addition of facility utilities to be added to the FMP's by GPS mapping, to commence 2020/21. Consultant mapping Council assets.	GSP facility utility additions to FMP's	Sport and Recreation Officer'	2020/21	Closed
4. Confirmation of minutes For 15/06/2020	Confirmation of 15 June 2020 minutes: Motion: Glen Baker Seconded: Justin Welsford	N/A	N/A	N/A	Closed
5 Standing Business Workplace Health & Safety	Discussion regarding process to close grounds due to wet weather. Injury to players as well as damage to grounds. This process can be used for other events that may trigger closure. Typically, site committees/user groups to decide if grounds to be closed. May be closed before event, on the morning of or assessed between matches regarding playing in those conditions and damage occurring impacting on future use and requiring additional maintenance. Users / clubs to provide notifications of closures through their networks. Pregame closure of grounds notification can be uploaded to Councils Face Book / website sportsgrounds page.	Closed signs to be provided to sites. Update of website/Facebook with details of closures	Sport and Recreation Officer	September 2020	Closed
Operations and Maintenance Projects Oval Maintenance	JG: Seasonal oval maintenance program set in place by Pambula Merimbula Golf Club (Bermagui Golf Club for Dickinson Oval). Justin: Asked if the PMGC will be doing the mowing over the Christmas period with their specialised equipment resulting in great surface condition. JG: BVSC mowing programs / workloads and budget restraints will determine if contractors are used to mow grounds over summer Contractors used to mow Candelo and Bemboka over summer season.	Maintenance program to be forwarded.	BVSC Leisure & Recreation Manager	September 2020	Closed
Finance and Accounts Financial reports	2019/20 July – Full financial year report for each of the sportsgrounds emailed 31/07/2020. Please contact Sport & Rec Officer (Sue) if you wish to discuss ("actual Val" column is expenditure).	N/A	N/A	N/A	Closed
Facility Management Plans	SF: Draft FMP condensed to one document with latest risk matrix, updated risk report, condensed introduction and tasks updated, as well as wet weather process, and 'illegal' activities (inc. camping) process.	FMP's to be sent to site committees for review	Site committee/ user groups	14 Sept 2020	Closed

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	<p>Will be forwarded mid-September for site committees and user groups to review. Sue happy to attend meetings to review.</p> <p>Planned to report at 25 November 2020 Council meeting for endorsement.</p> <p>FMP item at 25/11/2020 Council meeting excluding Bemboka FMP</p>				
6. New Business / General Business COVID Fee Relief Notification	<p>SF: Notification to seasonal user groups submission to GM with participant numbers as well as match dates for fee relief. Email sent to all clubs August 2020.</p> <p>Still waiting on 4 user groups to submit letters (Hockey, Woluma Pony Club, Eden Netball and Sapphire Coast Netball)</p>	Submissions required by Minor League clubs	User groups	September 2020	Closed
Camping/vagrancy at sportsgrounds	<p>SF: Discussion on process where people camping/living at sportsgrounds. Rangers can issue PIN in certain circumstances. If person appears dangerous or unstable the best process is to contact Police who have enforcement capabilities.</p> <p>Process has been added to be added to FMP's.</p> <p>James M: Did not have clarification/resolve with Rangers or Police in first instance. Had to contact Police numerous times for resolution.</p> <p>Process added to Facility Management Plans</p>	Contact with Ranger services and police for process clarification.	Sport and Recreation Officer	September 2020	Closed
General discussion	<p>Site Plant & Equipment Review</p> <p>Blake R – Mention that grounds have not been mown for some time.</p> <p>JG: Reduction of larger plant (mowers) at Pambula and Wolumla to reduce risk to volunteers.</p> <p>Blake R: If changing larger mower to small unit Council will need to do more mowing of the site.</p> <p>Paddy M: Izeki mower to big but smaller units not capable of doing some of the steeper areas. Need to think how being done and by who.</p> <p>Bega Sporting Complex Project – Submission from Bega Roosters</p> <p>Justin W – Garry Arkin from Bega Roosters RL submission for distribution of document regarding the Bega Sporting Complex project. Submission received too late for distribution to S355 committee. Submission request for S355 committee to review the</p>	<p>N/A</p> <p>Discussion with Wolumla and Pambula regarding appropriate mower changeover</p> <p>Submission to be circulated to S355 committee with minutes Circulated 21/09/2020</p>	<p>N/A</p> <p>Sport and Recreation Officer</p> <p>Sport and Recreation Officer</p>	<p>N/A</p> <p>September 2020</p> <p>September 2020</p>	<p>Closed</p> <p>Open</p> <p>Closed</p>

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	<p>BVSC masterplan and Council's decision to select option 2 presented to Council meeting August 2020.</p> <p>Submission tabled, General discussion and overview of project Governance Structure and Project Control Group (PCG) make up roles and terms of reference reported to and endorsed by Council. Noted there had been correspondence received from another PCG member and site user that did not concur with Garry Arkin's submission.</p> <p>Outcome – Confirmation project development of the Bega Sporting Complex project is being managed through the established PCG (and associated terms of reference) with final concept plans to be reported to Council. S355 committee to acknowledge the submission had been received and distributed to S355 members for information only; noting the S355 committee is not involved in decision making related to the project.</p> <p>Shannon G: Lawrence Park bolts stick up on floodlights situated close to sportsground with risk of injury to players.</p>				
		Liaise with Tathra site committee	Recreation & Natural Assets Coordinator	ASAP	Closed
Next meeting	<p><u>Meeting dates for 2020 S355 Meetings</u></p> <p>23 November 2020 Biamanga room</p>	N/A	N/A	N/A	Closed

Meeting Close: 6:45pm

Next Meeting: Monday 23 November 2020