



# WENDOUREE ATHLETIC CLUB Inc

Inc No A 2824 ABN 49 928 547 941  
P.O Box 160N, Ballarat North, 3350

Meeting held on 26<sup>th</sup> June 2019. Meeting opened at 7.33pm

**Present:** Stephen McLennan, Michelle Hawkes, Alison Fidler, Tyler Davis, Nev Down, Kris Davis

**Apologies:** Caitlin Christie, Bill McLennan, Brendan Hawkes, Karla Treweek, Mal Johnstone

## **Matters Arising:**

- Approve May minutes
- Need to follow up with Troy Drever about honour board.
- Need to follow up with Troy Drever Signs to put sign up in the junior area.
- Club 70<sup>th</sup>
- 3rd discus ring
- Zebra crossing needed at the Lake

**Moved: Michelle Hawkes**

**Seconded: Phil McLennan**

## **Outwards Correspondence:**


## **Inwards Correspondence:**

cheques from Banksia
Australian Masters flyer
Hard drive from Michael McLennan

## **Emails Received:**

Ash Rodger – Brac minutes for last month & AGM Information
Ash Rogers – Helpers for Brac Lake Wendouree
AV – AV Grants
Glenn Turner – Notice of AV AGM 31 <sup>st</sup> July

### Accounts for Payment:

<u>Name</u>	<u>Item</u>	<u>Amount</u>
Small Dog	Web hosting etc	418.00
BRAC	Vic Park Relays	45.00
BRAC	Jell's Park	165.00
BRAC	Wal Brown	64.00
BRAC	Lap of Lake	98.00
	<b><u>Total:</u></b>	<b><u>\$790.00</u></b>

Moved: Alison Fidler

Seconded: Tyler Davis

### Treasurers Report:

Moved: Alison Fidler

Seconded: Tyler Davis

### Reports:

#### Financial Report - (Alison Fidler)

We reinvested the term deposit for another 7months. It is due 17<sup>th</sup> December. We have received some more cheques from Banksia totalling \$4455.77. We will potentially receive more during the year.

#### Social Report - (Michelle Hawkes)

We will ask around and see what to do as a fun social activity.

#### Fundraising Report - (Steve McLennan)

We have just completed another 4 weeks of McCain's taste testing and look forward to receiving our payment of \$480.

#### Woody Yaloak Report - (Peter Luke)

Nil

#### BRAC Report - (Steve McLennan)

BRAC was held on Monday 24<sup>th</sup> June.  
Minutes attached.

#### AV Report- (Steve McLennan)

AV AGM will be held on 31<sup>st</sup> July.

#### Cross Country Report –

This month we have competed over the following races:

1<sup>st</sup> June – Johnstone H'Cap – 1<sup>st</sup> Kris Davis - 6km and 1<sup>st</sup> Sophie Hawker, 2<sup>nd</sup> Maddy Hawker -1.5km

1<sup>st</sup> June – St.Anne's Winery results attached

8<sup>th</sup> June – Schnyder H'Cap – 1<sup>st</sup> Justin Bleicher, 2<sup>nd</sup> Ange Williams and 3<sup>rd</sup> Phil McLennan 7km. 1<sup>st</sup> Una Laughton-Jones, 2<sup>nd</sup> Dayne Schnyder 4km and 1<sup>st</sup> Zoe Schnyder 2km.

The Schnyder family donated a \$50 voucher to the winner. It was discussed at great length about the confusion at the start of this event and decided that there needs to be much more communication to athletes if there is to be a change in the start time when starting off handicap times.

15<sup>th</sup> June – Pax Hill – 1<sup>st</sup> Justin Bleicher 9.6km, 1<sup>st</sup> Dayne Schnyder 5km, 1<sup>st</sup> Zoe Schnyder, 2<sup>nd</sup> Thomas Goodson 2km

15<sup>th</sup> June – AV Bundoora and All Schools – Results attached.

22<sup>nd</sup> June – George Eppingstall H'Cap – 1<sup>st</sup> Justin Bleicher, 2<sup>nd</sup> Jeff Ellett, 3<sup>rd</sup> Mark Schnyder 6km. 1<sup>st</sup> Dayne Schnyder, 2<sup>nd</sup> Sophie Hawker, 3<sup>rd</sup> Zoe Schnyder 3km.

22<sup>nd</sup> June – AV Anglesea Ekiden Relays – Results Attached.

It has been a bit tough for our local races with a few of the AV races being held in quick succession and it not going to be any better the next month.

### Junior Report – T & F – (Michelle Hawkes)

Nil

### Junior Report – Cross Country – (Michelle Hawkes)

The Wendouree junior cross is still going well. We will compete this week and then have a few weeks break for the school holiday but will invite our juniors to compete on the Saturday afternoons if they aren't away on holiday.

**Moved: Kris Davis**

**Seconded: Nev Down**

### General Business:

Steve McLennan	Honour board discussions are going well. We will follow up with Troy Drever. One of our previous club members has passed away last Friday 21 <sup>st</sup> June John Vernon. The club will put a notice in the Courier. We have the 15km AV race in Ballarat coming up on the 27 <sup>th</sup> July. We need 10 volunteers to help out on this day. The Chas Suffren to be held on 3 <sup>rd</sup> August will be a bring a plate to share after the race. With the AV AGM being held on the 31 <sup>st</sup> July we will hold the club meeting on the 24 <sup>th</sup> July.
Michelle Hawkes	Consumer affairs lodgement is due. Alison and I will go through it.
Alison Fidler	Nil
Kris Davis	S3 promotions is proving difficult to deal with, so we will leave it until next year to look at it. 3 <sup>rd</sup> discus ring- Steve has tried to contact but no one has got back to him.
Phil McLennan	70 <sup>th</sup> is still coming along. More and more photos are coming in. Still need to look at the best options for food, pricing, entry etc.

Tyler Davis	Nil
Nev Down	Nick Fidler, Harry Sharp, Claire Mahony, Archie Caldwell and Zac Grainger have all been selected to represent Victoria at the Australian National Cross Country at Wollongong on the 24th August.

Meeting Closed at 9.48pm

Next meeting proposed for the 24<sup>th</sup> July 2019 @7.30pm

### Wrap up from St.Anne's Winery.

A great day of competition for the Ballarat Cross Country team as they travelled to St.Anne's Winery to compete in Round 2 of the AV XCR'19 competition. We again saw some outstanding results by our junior athletes. In the U18 4km men's competition Harry Sharp finished in 1st place with Matt Catterson in 3rd place. Archie Caldwell took out the U14 men's 2km race and Claire Mahony also had a great race to finish in 2nd place in the U14 women's 2km race.

This event was also a Country Region Championship for all country athletes and Ballarat did very well winning many medals in all age groups.

Under 14 men: 1st Archie Caldwell, 3rd Zac Spencer (inv)

Under 14 women: 1st Claire Mahony

Under 18 men: 1st Harry Sharp, 2nd Matt Catterson

Under 20 men: 1st Andrew Amor, 3rd Josh Hawkes

40+ women: 1st Ange Williams, 3rd Michelle Hawkes

Open Women: 3rd Karla Treweek.

Overall teams results were also awesome with the U18 men all running fantastic. We had 6 under 18 men finish in the top 10 overall, which meant they took out 1st and 2nd place in the team results. The 40+ women also performed well to also finish in 1st place. The U14, U16 and U20 men all finished in 2nd place and the U16 women finished in 3rd place.

Well done to all our Ballarat teams and athletes both senior and junior it was a tough course.

### Wrap up Bundoora

EVENT	Bundoora All Schools		
DATE	15-June-2019		
<b>Under 14</b>			
Archie Caldwell	3km	<b>10.28</b>	4th
Zac Grainger	3km	<b>10.46</b>	17th
Zac Spencer	3km	<b>11.43</b>	50th
Claire Mahony	3km	<b>11.24</b>	2nd
<b>Under 15</b>			
Tahlia Whittle	4km	<b>17.04</b>	44th
<b>Under 17</b>			
Lily Gilbert	4km	<b>15.31</b>	12th
Xavier Rennison	6km	<b>21.32</b>	22nd
Hugh Ollerenshaw	6km	<b>22.40</b>	40th
<b>Under 18</b>			
Harry Sharp	6km	<b>20.05</b>	9th
James Ham	6km	<b>20.24</b>	13th
Matt Catterson	6km	<b>20.46</b>	15th
Darcy Williams	6km	<b>20.59</b>	17th

**Under 20**

Nick Fidler	8km	<b>27.45</b>	11 <sup>th</sup> -
-------------	-----	--------------	--------------------

<b>EVENT</b>	<b>Round 3 AV</b>
	<b>Bundoora</b>

<b>DATE</b>	<b>15-June-2019</b>
-------------	---------------------

**Under 20**

Tahlee VanRoosmalen	6km	<b>25.25</b>	16th
Andrew Amor	8km	<b>26.36</b>	5th
Nick Fidler	8km	<b>27.45</b>	12th
Tom Clark	8km	<b>30.54</b>	28th
Josh Hawkes	8km	<b>32.10</b>	30th

**Open**

Ange Williams	10km	<b>41.42</b>	1 <sup>st</sup> 40+ Team
Michelle Hawkes	10km	<b>43.31</b>	1 <sup>st</sup> 40+ Team
Phil McLennan	10km	<b>45.04</b>	

Nick Fidler, Harry Sharp, Claire Mahony, Archie Caldwell and Zac Grainger have all been selected to represent Victoria at the Australian National Cross Country at Wollongong on the 24<sup>th</sup> August.

<b>EVENT</b>	<b>Anglesea Ekiden Relays</b>
--------------	-------------------------------

<b>DATE</b>	<b>22-June-2019</b>
-------------	---------------------

Josh Hawkes	Open	<b>20.54</b>	5.7km	
Michelle Hawkes	Open	<b>44.05</b>	9.2km	
Jenny Kisler	Open	<b>36.54</b>	6.5km	
Phil McLennan	50+	<b>34.14</b>	7.4km	3rd 50+ Team
James Ham	U18	<b>23.46</b>	6.5km	1st u18 team
Xavier Rennison	U16	<b>24.57</b>	6.5km	
Archie Caldwell	U16	<b>17.32</b>	4.7km	

## BALLARAT REGIONAL ATHLETIC CENTRE

### Board Meeting Minutes

Monday 24th June 2019 @ 7.30pm

#### Meeting Commence: 7:35pm

Present: Steve McLennan (Chair), Ashley Rogers (note taker), Michelle Hawkes, Rod Griffin, Nev Downs, Peter Roberts, Conrad Oberholzer, Helen Rieniets, Marita Rieniets.

Apologies: Julie Bicknell

#### Minutes of Previous Meeting:

Matters arising from minutes

- Have we gained access to the PayPal account
  - Helen and Marita continue to work on gaining access.
- Astro turf outside the photo finish pavilion.
  - Somebody has come and measured out the area for replacing but nothing has eventuated after that. Steve to follow up.
- Is the AV coaching course that Rod informed the committee about going ahead?
  - Rod noted that enough interest had been given so the course will run on the 6<sup>th</sup>/7<sup>th</sup> of July.

Motion: That the minutes are a true and accurate record of the last meeting:

Moved: Peter    Seconded: Rod    Vote: **Carried**

#### Correspondence:

In:

- Email from Loreto regarding the schools lap bell missing
- Several emails from Chris Gardiner and Anthony Kelly regarding the success of the track repairs on 24<sup>th</sup>/25<sup>th</sup> April
- Email from Jessica Watts at the Courier asking if BRAC would be interested in advertising in the Courier.
- Email from Mark Patterson informing BRAC that the city council won't be paying the repair bill to the turnstile gate
- Several emails from Hannah Chadwick regarding the AWD grading weekend at Llanberris
- Emails from Erin Vanzetta looking for missing documents with BRAC bookings of council land
- Invoice from Magnetic Automation for 100 track cards
- Invoices from Intersport
- Email from Rod Griffin declaring will be nominating for Vice President of BRAC
- Email from Magnetic Automation for outstanding repair bill
- Email from Simone Noelker requesting a site map and emergency management plan for Llanberris
- Michael Hynes from the city council requesting an emergency management plan.
- Email from Trish Stephenson looking for a signature for Sports Foundation funding for son Bryce Stephenson.
- Email from Consumer Affairs declaring my appointment as secretary.
- Email from AV regarding upcoming grants offered.

Out:

- Email to Magnetic Automation ordering 100 more track cards
- Email out to Loreto declaring that we don't have the bell
- Several emails out to Hannah Chadwick
- Forwarded email from Trish Stephenson to Steve McLennan, Billy Stewart and Rod Griffin
- Email to Ballarat Harriers delegates requiring traffic management, MOA and site map for the 10k event in August
- Email to all clubs regarding organising helpers for the AV 15k

#### Reports

##### Treasure's Report:

Available on request:

Helen has sent our annual report to Consumer Affairs Victoria and has paid the fees for the current year.

Helen noted that with no large upcoming expenditures she intends to move money from the general account to top up the term deposit (2) to a total of \$100,000. It will be accruing more interest in this account so she determined it would be the best strategic move.

Moved: Helen    Seconded: Rod    Motion: **Carried**

Rod queried with the possibility of a potential track resurfacing, how much money will BRAC likely need to contribute to this process. Steve was able to estimate approximately \$400,000 but was hopeful that council would cover all the costs after the all the issues that have occurred with the current surface.

## Council Report

Nil

## Track Report

Nev informed the board that AV will be running a strategic planning meeting on Wednesday 10<sup>th</sup> of July for the upcoming AV Shield season 2019/2020. This meeting is opened to all AV athletes, coaches and officials. Nev will be attending the meeting and is happy to take any ideas regarding everything AV Shield.

It was noted that Ballarat is still trying to win the rights to host the Zatopek 10 event at Llanberris. Due to potential resurfacing works being conducted at Lakeside Stadium its Ballarat's best chance to put forward a bid. Rod also noted that with 3 previous winners (Steve Moneghetti, Collis Birmingham and Stewie McSweyn) we have a rich history in this event.

BRAC has submitted a number of applications to hold the event but have been overlooked each time.

- Rod and Nev questioned why Ballarat keeps getting overlooked for the event. Steve was able to confirm that he had been getting positive reinforcement from Glenn Turner but it was just too convenient to hold the event at Lakeside Stadium
- Rod also added that Ballarat has an ideal venue with our fantastic lighting and open areas around the circumference of the track to watch the event trackside.
- The ideal scenario would be to get the City of Ballarat on board for the venture.
- BRAC would be happy to run the event for free but would take the money for entry at the gate.

## Cross Country

Steve thanked everybody for working together when it was confirmed that the VOGA cycling club were holding a mountain bike competition on the tracks where the BRAC Wal Brown event was being conducted. A new location and course was quickly developed by Paul Hayes at the Pax Hill scout camp on Spenser Street. This location only ended up costing BRAC \$100 to hire the facility.

- By all reports nobody had any issues with the course.
- Steve noted that the potential for this clash of events happening in the future is always a possibility and suggested a possible move in location for the event going into the future. BRAC also has the prospect of hiring out the main hall next year if required.
  - Can clubs take back to committees for discussion?

All went well at the Lap of the Lake. Steve thanked all those who aided in the setup/ pack up of the event. Congratulations to race winners Jack Davies and Karla Treweek.

## Upcoming events

3<sup>rd</sup> August – Chas Suffren

We will be running the same course as 2018 and Steve confirmed that the event was booked in after Ash didn't hear any correspondence from the Woody Yaloak Equestrian Centre after submitting the application early on in the year.

- Steve suggested at the commencement of the event we run a BBQ to encourage athletes to stick around and mingle with each other.
  - Helen offered an alternative idea of holding an afternoon tea with each athlete bringing something to share. With the access to the buildings at the race venue this is a viable option.
    - Decision to be made next meeting (22<sup>nd</sup> July, 2019)

24<sup>th</sup> August – 10k Road Race.

Ash has submitted the application for the event and Harriers are required to submit the traffic management plan, MOA and site map for the event.

- Peter noted that he will require some assistance from Steve and Ash after the meeting to sort out these documents.

## Ballarat Region Team

**Jells Park** – 10 teams.

Well the young one showed us all how to do it again at Jell's Park this year. We had some outstanding performances with the U/18 boys taking home gold, the U16 Boys & U/20 Boys bringing home a silver medal and the U/16 girls winning bronze.

Well done to everyone who competed you all ran exceptionally well.

Thank you also to our officials Marita & Helen and thank you to Steve, Allan and Tash for looking after the boards.

And once again thank you to Gold Bus for getting us there.

Results:

Div 1 Men – 10<sup>th</sup>

Div 1 Women – 10<sup>th</sup>

50+ Men – 7<sup>th</sup>

U/20 Women – 4<sup>th</sup>

U/20 Men – 2<sup>nd</sup>                      U/16 Women – 3<sup>rd</sup>  
U/18 Men – 1<sup>st</sup>  
U/18 Men – 5<sup>th</sup>  
U/16 Men – 2<sup>nd</sup>

### **St Anne's Winery**

Another great day of competition for the Ballarat Cross Country team as they travelled to St. Anne's Winery to compete in Round 2 of the AV XCR'19 competition. We again saw some outstanding results by our junior athletes. In the U18 4km men's competition Harry Sharp finished in 1st place with Matt Catterson in 3rd place. Archie Caldwell took out the U14 men's 2km race and in the U16 3km men's race Isaac Rossato came 2nd. Claire Mahony also had a great race to finish in 2nd place in the U14 women's 2km race.

This event was also a Country Region Championship for all country athletes and Ballarat did very well winning many medals in all age groups.

Under 14 men: 1st Archie Caldwell, 3rd Zac Spencer

Under 14 women: 1st Claire Mahony

Under 16 men: 1st Isaac Rossato

Under 16 women: 2nd Georgina Mees

Under 18 men: 1st Harry Sharp, 2nd Matt Catterson, 3rd Ben Ludbrook

Under 18 women: 2nd Mia Lepair

Under 20 men: 1st Andrew Amor, 2nd Luke Padgham, 3rd Josh Hawkes

Under 20 women: 3rd Eliza Lepair

40+ women: 1st Ange Williams, 3rd Michelle Hawkes

Open Women: 3rd Karla Treweek.

Our teams results were also awesome with the U18 men all running fantastic. We had 6 under 18 men finish in the top 10 overall, which meant they took out 1st and 2nd place in the team results. The 40+ women also performed well to also finish in 1st place. The U14, U16 and U20 men all finished in 2nd place and the U16 women finished in 3rd place.

Well done to all our Ballarat teams and athletes both senior and junior it was a tough course.

### **Bundoora**

Andrew Amor U/20 Men – 5<sup>th</sup>

Nicholas Fidler U/20 Men – 12<sup>th</sup>

Luke Padgham U/20 Men – 19<sup>th</sup>

Thomas Clark U/20 Men – 29<sup>th</sup>

Joshua Hawkes U/20 Men – 31<sup>st</sup>

Patrick O'Leary Jnr U/20 Men – 34<sup>th</sup>

Keith Scott U/20 Men – 37<sup>th</sup>

Thomas Hynes Open Men – 30<sup>th</sup>

Steve Moneghetti 55-59 Men – 1<sup>st</sup>

Hein Reimert Open Men – 77<sup>th</sup>

Jordan Mayston Open Men – 103<sup>rd</sup>

Alexander Howard Open Men – 108<sup>th</sup>

Ashley Rogers Open Men – 141<sup>st</sup>

Nicholas Burnett 45-49 Men – 37<sup>th</sup>

Russel Fullerton 55-59 Men – 10<sup>th</sup>

Phillip McLennan 50-54 Men – 30<sup>th</sup>

Eliza Lepair U/20 Women – 11<sup>th</sup>

Tahlee VanRoosmalen U/20 Women – 16<sup>th</sup>

Abiathar Templar U/20 Women – 24<sup>th</sup>

Rhiannon White Open Women – 32<sup>nd</sup>

Angela Williams 45-49 Women – 2<sup>nd</sup>

Sara Tucker Open Women – 45<sup>th</sup>

Michelle Hawkes 40-44 Women – 7<sup>th</sup>

Sarah Watts 40-44 Women – 8<sup>th</sup>

### **Teams**

Div 1 Men – 9<sup>th</sup>

Men 40+ – 19<sup>th</sup>

Men 50+ – 5<sup>th</sup>

U/20 Men Team 1 – 2<sup>nd</sup>

U/20 Men Team 2 – 5<sup>th</sup>

Div 1 Women – 6<sup>th</sup>

Women 40+ – 1<sup>st</sup>

U/20 Women – 5<sup>th</sup>

### **Anglesea Relays -**

Div 1 Men – 8<sup>th</sup>

Men 50+ – 3<sup>rd</sup>

U/18 Men – 2<sup>nd</sup>

U/16 Men – 1<sup>st</sup>

Div 1 Women – 9<sup>th</sup>



## **Canteen**

BRAC has the tenure to run the canteen at the AV 15k again on 27<sup>th</sup> July. Helen has submitted the statement of trading with the City of Ballarat.

Helen requested we review the needs for the canteen at the next meeting.

## **Officials**

Helen presented the details for the upcoming practical session for officials that will be conducted by Richard Lawysz

- Sunday 18 August 2019, 9am-12pm
- Prior sessions will be alternatively run in Geelong on Sunday 11 August and Bendigo on Sunday 4 August.
- All practical sessions, no PowerPoints!
- The plan is to cover track events, including relays as well as jumps and throws.
- So will require some equipment:
  - 3 sets of blocks
  - Relay batons
  - Throws implements, shot, discus, javelin, hammer
  - Flags
  - Tapes
  - Spikes at least 3
  - Access to high jump
  - Access to throws circles
  - Access to long jump pit

Helen strongly encouraged clubs to get to get as many people as possible to the event. It would be great for our club helpers or athletes to brush up on rules and regulations, especially for the upcoming AV Shield season. With more upskilled people the opportunity arises for club helpers to be designated for different jobs and not just the mundane tasks (racking pits, etc)

## **Facilities Report**

Due to recent requests from Simone Noelker at BRICC for documents relating to Llanberris Ash has developed an emergency management plan and a site map of the centre (both attached). Ash asked for the committee to take it away and review before he sends it off

- Steve nominated the second evacuation point be moved to the centre of the infield.
- Helen found a spelling mistake in the internal evacuation section.

Ash is also working on an in depth risk management plan as well. He is hoping to have this completed for presentation at the next meeting.

Motion: That the reports be received:

Moved: Nev      Seconded: Helen      Vote: **Carried**

## **General Business**

### **Peter**

Peter confirmed that Conrad Oberholzer will be the new Ballarat Harriers delegate on the committee replacing Paul Burge who will be stepping aside.

### **Conrad**

Conrad informed the committee that he has organised a pole vault coaching session with Hamish Nelson at Llanberris on the 14<sup>th</sup> July. The information regarding this session are as below. For any more information please contact Conrad on 0439693349

Location: Llanberris

Date and time: 14th July 1pm

Pole vault coach: Hamish Nelson

Cost: \$10 per athlete (pay on the day)

Hamish Nelson:

- Australian representative at World Youth Championships 2005.
- State and National Decathlon Champion U18 and u20.
- Victorian Silver Medallist Decathlon.
- Coaching Victorian State Champion Open Men 5m Vaulters Lachlan Burns and Open Nationals Finalist 2019.
- Victorian Open Women's Silver Medallist Olivia Gross also Australian U18 National Champion and 4m vaulter.

- Multiple national and state medallists at Victorian School, State and National Championships.

Conrad requested that a review of the pole vault equipment be performed before this coaching session commences. Steve said he would liaison with Conrad regarding this matter.

#### Michelle

Michelle informed the committee that AV has released applications for its Trust Grant program. She cited a conversation from a previous month's meeting about applying for a grant to cover the costs of replacing the entire computing system for photo finish and meet manager as well redeveloping the networks between them.

- It was agreed that approaching this from a united front as BRAC would be the ideal plan of attack to guarantee success with our application. It may also be deemed necessary from the view of AV as it directly effects the functioning of our track & field competition
- The application (attached) isn't very long so attention to detail is extremely important when submitting the application. Co-contributions will also be looked favorably on.
- The submission date is Wednesday 31<sup>st</sup> of July
- Ash and Michelle to coordinate writing the application and present at the next meeting.

#### Helen

Helen continued her push to develop a letter that goes out to schools with bookings regarding canteen use during athletics carnivals. It's of her opinion that those who choose not to use the canteen shouldn't have access to a coffee van or external food avenues. This also tied in with the situation that Mick and Helen won't be opening the canteen if the schools refuse to support it.

- It was also noted that in this letter it needs to discuss that all funds from the canteen go into the upkeep of Llanberris and not to a private entity.
- Helen to draft up a letter.

Continue on from the school booking discussion Helen noted that we might need to reevaluate school hiring fees for Llanberris, as it has been some time since the last review of costing. Currently the costs are as follows:

- \$550 for combined school competition
- \$450 for secondary schools and large primary schools
- \$350 for primary schools under 200 students.

After small discussions about potential costings Nev moved the following changes

- \$600 for combined school competition
- \$500 for secondary schools and large primary schools
- \$350 for primary schools under 200 students.

Moved: Nev      Seconded: Helen      Motion: Carried

Helen wanted to know why YCW is being charged the same rate for their Friday night junior's competition compared to Little Athletics. YCW use the venue for roughly 2 hours and don't require any power compared to Little Athletics who have a base shed running electronics and make additional profit through the centre hiring out the timing gates and hurdles to schools.

- Rod noted that we need to be careful that we don't set a prescient considering Little Athletics is part of the AV governing body and that all clubs gain something from them through athlete retention.
- Steve agreed that we need to discuss power usage with Little Athletics considering they run fridges and other electronic equipment from the shed. Currently they don't contribute to the payment of the electric bill
- It was also noted that the Little Athletics key usage of the venue is also outside the guidelines of those who are in possession of a gate key.
- Following on from this Helen queried why YCW can't have access to the large cupboard in the Tom Roberts Pavilion. It was of her opinion that they have an entire shed to store equipment why do they require the additional cupboard as well. Currently YCW stores its equipment in the small PA system cupboard which is less than ideal for the amount of equipment they possess.

It was decided that a sit down discussion with the Little Athletics board needed to be organised to discuss these issues.

- Ash to correspond with Little Athletics

#### Ash

Ash has been contacted by Josh Terry from Forest Fire Management Victoria about using the facilities to train fire fighters in the department. They require a measured area for the fire fighters to carry full kit around the 400m track for 5ks. Ash would like to know how much they should be charging them. Josh plans on bringing in 40-50 people over the duration of the day.

- Steve questioned how much the soccer referee group was paying to use the facility per week. Ash confirmed they pay \$80 for the 2 hours they are here which includes lighting.

Small discussion about costing and a figure of \$125 which includes salary for Ash was agreed upon.

- Ash to correspond with Josh Terry about costings

Steve

Steve informed everybody that the AV AGM will be held on the 24<sup>th</sup> July. Like the previous year's meeting hopefully clubs are able to proxy votes rather than attending. One thing Steve noted about the meeting is that the Ballarat region never has a venue award winner and confirmed the existence of individual honor for service to the area. It was of Steve's opinion that we are not doing our job by neglecting a nomination for an individual each year.

- Rod noted never seeing any applications for his award while he sat on the AV awards committee. We can only assume that any nominations coming from BRAC will automatically be accepted. Potential also for clubs to nominate members for the same award.
- The nomination form is very basic application and is attached for those who are interested

Rod

Nil

Marita

Nil

Nev

Nil

**Next Meeting:** 22<sup>nd</sup> of July 2019

**Agenda Items Due:** 21<sup>st</sup> of July 2019

**Meeting Closed:** 9:11pm

# LLANBERRIS RESERVE EMERGENCY & EVACUATION PROCEDURES

Last reviewed 08/06/2019

**Aim:** These emergency procedures have been designed to provide a system and resource to deal with all emergencies that could adversely affect participants, activities or property at Llanberris Reserve Athletics Track located on York Street, Ballarat East.

**Scope:** Applies to:

- Llanberris Reserve Athletics Track (within the fence however includes the driveway and carpark area)
- All participants of Llanberris Reserve Athletics Track, Ballarat Regional Athletic Centre (BRAC) athletes and their guests during club meets and competitions.
- All other planned activities.

**Context:** In the event of an emergency, arrangements must be in place for:

- The safe evacuation of people from the park
- Medical treatment of possible casualties.
- Preservation of life must take precedence over the protection of assets during any emergency.
- Wardens override all normal management procedures during an emergency.  
These powers remain until the relevant emergency service takes control or the emergency is over.
- All persons are indemnified against liability, resulting from genuine emergency evacuations, where the person acts in good faith.

**Duties:**

**President:**

- Ensure that emergency evacuation procedures are developed and implemented for the site location (Llanberris Reserve Athletics Track).
- Ensure that users during the scheduled club meet (participants, parents/guardians) are inducted in the emergency evacuation procedures for the area.

**Users:**

- Comply with all reasonable directions during an emergency evacuation.
- Participate and comply in emergency evacuation exercises.
- Assist by reporting any potential hazards identified during an emergency or evacuation exercises.

- Participate in the incident investigation process when required.

Chief Warden: The Chief warden shall be the most senior BRAC Committee Meeting member present at the time of the emergency incident. Generally this is the Club President with the Facilities Manager as the backup.

The chief warden shall:

- Ascertain the nature of the emergency and determine the appropriate response.
- Ensure that wardens are advised of the situation.
- Contact and liaise with the appropriate emergency services.
- If necessary, initiate necessary actions and responses e.g. evacuation and controlled entry procedures (where possible, in consultation with emergency services).
- Brief emergency services personnel upon arrival of the emergency and the status of the evacuation.
- Conduct incident investigations.

Wardens: At least 2 wardens, one being the oval warden and the other, the area warden, will be appointed by the Chief Warden. If the appointed wardens are not present at the time of the emergency, the chief warden will appoint the most appropriate person to perform the role.

Wardens shall;

- Communicate with Chief Warden by whatever means available and act on their instructions.
- Implement emergency procedures for the area.
- Commence evacuation if the circumstances warrant it and continue until the Chief Warden has declared the situation safe.
- Advise the Chief Warden of the circumstances and action taken.
- Advise the Chief Warden of the status of the evacuation of persons in your area (whether all persons have been evacuated or if any remain and where they are located. This information will be passed on to the responding emergency service).
- If a person is unable to be evacuated to the evacuation assemble point, the area warden should, where safe to do so, assist them to a safe location and allocate a suitable person to remain with that person until the appropriate emergency service personnel arrive to assist.
- In the event of a bomb threat, keep people away from parked cars.

Marshaling Officer: The Marshaling Officer will be each age group manager and,

- A roll call is to be made based on the participants that attended that particular club meet using the activity sheet with all names listed on it. Any missing participant is to be notified to the warden.

First aid officer: For each club meet and carnival, a first aid officer shall be nominated by the Chief Warden.

- On being notified of the emergency, the first aid officer will make contact with the Chief Warden and make their way to the emergency evacuation assembly area with the first aid kit (portable).
- Establish a first aid treatment area. Choose an area where ambulance access is possible.
- Attend to injuries until the ambulance arrives.
- Maintain records of the casualties taken for further treatment.

Traffic control personnel: For each club meet and carnival, the chief warden shall nominate a traffic control person.

- On being notified of the emergency or being instructed by the chief warden, the Traffic Control Person will make contact with the Chief Warden and then make their way to the main access gate off York St and/or Butterfly Lane
- The Traffic Control Person should control pedestrian and vehicle traffic attempting to enter the grounds, indicating that due to an emergency the area is temporarily closed to all pedestrians and vehicles.
- The Traffic Control Person will check to ensure the main gate off York Street is accessible.
- The Traffic Control Person should keep the driveway clear for emergency services.
- Does not control pedestrian or vehicle traffic outside of the gate (i.e. York St & Peake St).

Training: As the assembly points are in visible site from any place on the oval, the testing of the emergency evacuation procedures for the part is at the discretion of the Club President or if warranted.

- If a test is conducted for the park, the exercise is to test the operation of the plan, identify deficiencies and provide participants with practical training on how the plan works.

Record keeping: Records are to be retained to verify the adequacy of the system.

- Inductions
- Incidents
- Audits.

Investigation following an emergency:

Consideration should be given to:

- Official investigation by emergency services
- Preservation of evidence for the investigation
- Consultation and debriefing
- Notifying local council
- Notifying insurance provide

Fire &  
Smoke

Bomb  
threat

Medical  
emergency

Internal  
Emergency

External  
emergency

Evacuation

## Initial Emergency Response

- Move people to a safe area
- Alert people in the immediate danger and the Chief Warden
- Call the Emergency Services – dial 000 (police, ambulance or fire & rescue)
- Evacuate the area if necessary

### Fire & Smoke

If you discover a fire:

- Remove people from the immediate danger area to the assembly points, if it is safe to do so
- Alert other people in the immediate area
- Call Emergency services by dialing 000 and give the following details:
  - Exact location of the emergency
  - Extent of incident
  - Any needs for medical assistance
  - Your name and contact phone number

### Bomb Threat

If you receive a bomb threat:

- Evacuate the area immediately
- Treat all bomb threats as genuine. If the bomb threat is in writing, retain the correspondence including the envelope or container. If identified as a threat:
  - If a suspect device is located, do not touch, tilt or tamper with the device
  - Arrange for forensic testing
  - If received by phone, DO NOT HANG UP THE PHONE to assist with tracing the call and attempt calmly to extract information such as location of bomb and time set to explode. Record exact information
  - Arrange for expert disposal of the device

### Medical Emergency

If a person is seriously injured or ill dial 000 and ask for an ambulance. Provide the following details:

- Your name
  - Phone number
  - Location
  - Number of people involved
  - Detail of the medical emergency
- Ensure another person can assist to escort or direct the ambulance to the site of the emergency
  - If only basic first aid is required, call a Level 2+ trained member to provide assistance.

## First Aid Kits

- The first aid kit is located in the manager's office of Stuart Hunter Pavilion. The centre's defibrillator is located in the Tom Roberts Pavilion.

- Names of all those committee members with level 2+ first aid training is located in the manager's office of the Stuart Hunter pavilion
- The nominated First Aid Officer or individual assisting emergency services shall complete the BRAC incident report form and provide a copy to the President

### Internal Emergency

Activation of the emergency plan will only occur on the authority of the Chief Warden. If the go ahead is given from the correct authority, follow the directions detailed in the emergency management plan.

- When you receive advice from the Chief Warden:
  - Stand-by to assist and remain calm
  - Await further instructions from Chief Warden

### External Emergency

If an external emergency outside of Llanberris Reserve adversely affects the centre then the emergency management plan will be activated under the authority of the Chief Warden.

If this external emergency has no bearing on the centre or its occupants then it would be deemed situation normal and regular usage of Llanberris Reserve can continue.

### Evacuation

#### Alert Phase

- When you are notified of an emergency remember to remain calm and stand-by to evacuate.

#### Evacuation Phase

- When a warden gives instruction:
  - Stop your activity immediately
  - Leave the area and take only essential personal belongings
  - Walk (not run) to the nearest assembly point
  - Stay at the assembly area until instructed to re-enter

#### Post Emergency

The Chief Warden shall ensure that the following actions have been taken:

- Preserve all evidence relating to the incident including documents, computer information and materials
- Ensure that there is no interference with evidence
- Debrief involved personnel
- Review the events and processes affecting the emergency to ensure that the site preparedness remains appropriate and competent
- Identify deficiencies or weakness and update emergency response plan to rectify these together with a timeframe

#### Emergency Item Locations

- First Aid Kit – Manager's Office & Tom Roberts Pavilion
- Defibrillator – Tom Roberts Pavilion
- Fire Extinguisher – Tom Roberts Pavilion & Stuart Hunter Pavilion



**Llanberris Reserve Assembly Point**





**Stuart Hunter Pavilion**

- Toilets
- Canteen
- Managers Office

ENTR

ENTR

Car Park

Tom Roberts Pavilion

Photo Finish Pavilion

Toilet Block Grandstand

Long Jump Pits

Equipment Shed

Little Athletics Shed

Javelin Runway

High Jump Shed

Infield

Shot Put Rinks

Javelin Runway

Hammer Cage

Secondary Discus Ring

200m Start Shelter

1500m Start Shelter

Long Jump Pits

Long Jump Pits

Long Jump Pits

