

**Bendigo Orienteers Inc.**  
**Committee Meeting –Minutes**  
**Monday 14<sup>th</sup> May, 7.30**  
**RMCG, 135 Mollison Street, Bendigo.**

**1. Welcome and apologies**

**Acknowledgement of the Dja Dja Wurrung as traditional land owners –Andrew**

**Present:** Andrew Wallace (chair), Jacqui Knee, Alison Radford, Jim Russell, Jen Ball ( minutes), Matthew Schepisi, Lorraine Leversha, Peter Searle, Julie Flynn

**Apologies:** Peter Forbes, Nigel McGuckian.

**2. Secretary's report (Jen)**

- Sports Focus: Fair Play Code Training and Information Forums

**3. Treasurer's report (Lorraine)**

- General ledger and balance sheet were presented and approved. (moved by Lorraine, seconded by Julie)

**4. Action list (Andrew)**

- Andrew and Julie attended a round table meeting about the Spring Gully trail network.
- Peter Searle and Peter Creely organised shelving for the storage shed.
- Julie has met with some juniors and their parents to discuss child safety at orienteering events. She will continue to have these discussions over the next few weeks.
- Lorraine has checked and replenished the first aid kit.
- Julie has organised a procedure for the purchase of SI sticks. The information about this step by step procedure can be found in the newcomers tub. The form will be completed to be sent to Jim for each purchase.
- Matthew Schepisi is working with Katherine McMillan to trial pre -entry payment to local events via eventor. The trial which started on Saturday 12<sup>th</sup> May will extend for 4 weeks. Lorraine will set up a Bendigo Club PayPal account.
- Neil and Louise are currently creating a tab on the website for organising Bendigo events.
- Nigel has spoken with Andrew Cameron re logos for the trailer. It will have a Park and Street events sign on one side and Bendigo Orienteers on the other. On the back it will have 'Orienteering all year round' with the club website printed.
- Andrew W, Peter S. and Peter C. are continuing to locate and sort out gear to store appropriately in the shed.
- Andrew and Julie continue to discuss possible items on a briefing document for newcomers.
- Jacqui is continuing to collate resources for beginners.
- Nigel is currently working to ensure that the club follows the MOU with DDW and puts it into practice ie incorporating it into event organising instructions. He is also finding a future event and opportunity to promote the MOU.
- Nigel has followed up with Andrew Cameron about using the MapRun app for the event on May 5<sup>th</sup>.

**5. Proposed Spring Gully Trail Network**

- Julie, Andrew and Richard attended the Round table discussion about the trail network. It was chaired by Claire Flanagan –Smith from RMCG. There was a numbers of Bendigo Councillors there. Members of the mountain bike club and environment representatives also attended. There were serious concerns for the environment especially in zone 3. Councillors are gathering as much

information as they can before they vote later in the year. Even if the councillors agree on the network going ahead it will still go to DELWP and Parks Victoria for a final decision.

#### **6. Storage shed (Andrew, Peter S)**

- Two shelving units have been installed by Peter Searle and Peter Creely. They have been clearing a lot of equipment from Nigel's shed. Some gear will be discarded and the useful items will be stored in the shed.
- There was a lot of water around the shed following the heavy rain so it will need guttering and downpipes installed. The maintenance person at the Woollen Mills will attend to this.
- We need a key safe to be locked on the outside perimeter fence so that the shed and trailer can be accessed outside of the business hours of the Woollen Mill. Selected people will have access to the safe.

**Action:** Nigel will purchase a key safe for fence at the Bendigo Woollen mills.

**Action:** Andrew will email members about accessing and using the shed.

#### **7. MOU with Dja Dja Wurrung Corporation (Nigel)**

- There will be Draft Joint Management Plan for the the Dja Dja Wurrung Parks Community Drop in sessions on the 18<sup>th</sup> 19<sup>th</sup> and 20<sup>th</sup> May. In Bendigo the session will be held in the Activity Room 1 at the Bendigo Library from 10.00 am -12.30pm on the 19<sup>th</sup> May. The Castlemaine session will be at the Ray Bradfield room from 10.00-12.30pm on the 20<sup>th</sup> May.
- A representative will be attending the presentations at the Middle distance Championships on Saturday.

#### **8. Child Safe Standards. (Julie)**

- Under changes to Victorian laws, organisations that provide services to children are required to develop seven child safety standards. The standards are:
  1. Strategies to embed an organisational culture of child safety, including through effective leadership arrangements.
  2. A child safe policy or statement of commitment to child safety
  3. A code of conduct that establishes clear expectations for appropriate behaviour with children.
  4. Screening, supervision, training and other human resources practices.
  5. Processes for responding to and reporting suspected child abuse.
  6. Strategies to identify and reduce or remove risks of child abuse.
  7. Strategies to promote the participation and empowerment of children.
- A draft document has been produced by Mark Hennessy and Committee. Clubs are required to read the draft in order to provide feedback.
- Bendigo Orienteers needs a policy statement of commitment and a code of conduct.
- Julie has received input from parents and juniors about safety at orienteering events. She will continue to seek input.

**Action:** Julie will email parents to meet at the 26<sup>th</sup> May event to discuss safety standards.

#### **9. Change of financial year (Andrew)**

- Discussion was held about the timing of our end of financial year. As it stands our end of financial year is Dec 31<sup>st</sup>. We need to follow guidelines set out in both our Bendigo Orienteers constitution and those set out by Consumer Affairs. Both require the AGM to be held within 5 months after the

end of the financial year. As a rule the financial report is passed, new committee members elected and new fees set at the AGM. The complication is that our fees depend on those set by VOA and these may be set later in the year. We will discuss this further at the next meeting.

**10. OV training camps (Julie)**

- Discussion was held about the concerns we have with OV training camps. February is not an ideal time to have coaches from overseas. Winter is a more appropriate time. More preplanning needs to be undertaken. The coaches need working with children checks and permits for the mapped areas used need to be obtained prior to the training camps. This will be discussed further with OV.

**Action:** Julie and Andrew will send an email voicing our concerns after the new OV committee has been elected.

**11. Trial of MapRun (Andrew Nigel)**

- Quite a few orienteers used MapRun at Nigel's event. Julie also used it as a line course in Course 4 and 5. Peter Searle will use it at his event. It has been working successfully.

**Action :** Andrew will talk to Andrew and Jimmy Cameron about the use of MapRun for future events.

**12. Start draw for NOL race (Matthew)**

This matter was not discussed as a committee because those concerned are in discussion at the moment prior to the event on Saturday.

**13. Grants for defibrillators. (Lorraine)**

- The possibility of applying for a grant for a defibrillator was discussed. It was decided that due to the nature and location of orienteering events a defibrillator would not be of much value if a person suffered a heart attack. The machines also need to be fully maintained to be of use.

Meeting closed at 9.40.

Next meeting June 11<sup>th</sup>.

**Bendigo Orienteers**  
**ACTION LIST Updated May 2018**

*New Items*

<b>Date Added</b>	<b>Item</b>	<b>Actioner</b>
14 May 2018	Set up a PayPal account for the Bendigo Club	Lorraine
14 May 2018	Purchase a key safe for the Woollen Mill fence	Nigel
14 May 2018	Email members about accessing and using the storage shed	Andrew
14 May 2018	Email parents in order to meet and discuss the child safety document on May 26th	Julie
14 May 2018	Write to OV to express concerns about training camps in February. Wait until after they have elected the new president and committee	Andrew/Julie
14 May 2018	Talk to Andrew and Jimmy Cameron about future events and MapRun.	Andrew

*Current Items*

<b>Date Added</b>	<b>Item</b>	<b>Actioner</b>
12 Feb 2018	Create tab on the website for organising Bendigo events	Neil/ Louise
12 March 2018	Prepare a document that is published on the website to let all members know the policies. Andrew to send a group email to members who have been involved in the club long enough to bring the policies together.	Andrew/Julie
12 March 2018	Collate resources for beginners	Jacqui
12 March 2018	Make sure the club follows the MOU with DDW and puts it into practice ie incorporate into event organising instructions	Nigel McGuckian
12 March 2018	Find future event or other opportunity to promote the MOU	Nigel
<del>9 April 2018</del>	<del>Upload information on April events to Active April Website</del>	<del>Andrew</del>
9 April 2018	Meet with parents about Child Safety at orienteering events	Julie
9 April 2018	Trial pre entry payment for local events	Matt S

*Completed items*

<b>Date Added</b>	<b>Item</b>	<b>Actioner</b>
12 March 2018	Nigel to talk to Andrew Cameron re logos for trailer	Nigel
12 March 2018	Andrew to email club members who may have club gear to work out what gear is out there and what shelving is needed to hold this equipment	Andrew W
12 March 2018	Andrew to discuss the possible items for briefing document with Julie	Andrew W
12 March 2018	Follow up with Andrew Cameron about using the MapRun app for the event on 5 <sup>th</sup> May.	Nigel
9 April 2018	Attend round table meeting about Spring Gully trail network	Andrew/Julie
9 April 2018	Arrange shelving for storage shed	Peter S/Peter C
9 April 2018	Check first aid kit and replenish if necessary	Lorraine