

# MINUTES

## Ray Owen Management Committee Thursday 8 November 2018 Ray Owen Sports Centre

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### 1.0 Official Opening

1.1 The Presiding Person opened the meeting at 4:44pm.

### 2.0 Attendance, Apologies and Leave of Absence Previously Approved

#### 2.1 Attendance

##### Voting Members

Cr Michael Fernie	Councillor Delegate (Presiding Person)
Peter Hanson	Kalamunda and Districts Basketball Association (KDBA)
Janet Rodwell	Kalamunda and Districts Netball Association (KDNA)
Marian Rolfe	Kalamunda and Districts Basketball Association (KDBA)

##### Staff

Erin Stinton	Coordinator Recreation Services (CRS)
Ruth Chodorowski	Club Development Officer (CDO)

##### Observers

Nil

#### 2.2 Apologies:

Cr John Giardina	Councillor Deputy Delegate
Nicole McKennay	Kalamunda and Districts Netball Association (KDNA)

#### 2.3 Leave of Absence Previously Approved

Nil.

### 3.0 Confirmation of Minutes from Previous Meeting

3.1 That the minutes of the Ray Owen Management Committee (ROMC) held on 2 August 2018, as published and circulated, are confirmed as a true and accurate record of the proceedings.

Moved: **Peter Hanson**

Seconded: **Marian Rolfe**

Vote: **Carried (4/0)**

### **Statement by Presiding Member**

*"On the basis of the above Motion, I now sign the Minutes as a true and accurate record of the meeting of 2 August 2018."*

## **4.0 Disclosure of Interest**

### **4.1 Disclosure of Financial and Proximity Interests:**

- a) Members must disclose the nature of their interest in matters to be discussed at the meeting. (Section 5.65 of the *Local Government Act 1995*)
- b) Employees must disclose the nature of their interest in reports or advice when giving the report or advice to the meeting. (Section 5.70 of the *Local Government Act 1995*)

Nil.

### **4.2 Disclosure of Interest Affecting Impartiality**

- a) Members and staff must disclose their interests in matters to be discussed at the meeting in respect of which the member or employee has given or will give advice.

Nil.

## **5.0 Correspondence**

Nil.

## **6.0 Items for Committee Consideration**

### **6.1 Ray Owen Master Plan – Car Park**

A meeting was held on 1 November at 6:00pm at the Ray Owen Sports Centre with Ray Owen Reserve stakeholders for an update on the car park presented by Manager Asset Delivery, as detailed below:

#### **a) Temporary angle car parking**

Car parking layout for the construction of 33 new car parking bays:

- 28 angle parking bays along the entry and exit roads to Ray Owen, off Gladys Rd.
- 5 parking bays will also be added by way of line marking paint in the 'dead spot' close to the exit road.
- If stakeholders in agreeance, they were requested to sign off on the plan.

- KDBA provided in principle support, reserving the right to provide further comment
- KDNA unable to attend meeting

### **b) Long term car park concept design**

Concept Designs for the long term car park construction, Stages 1 - 4:

- If stakeholders in agreeance, they were requested to sign off on the plan.
  - KDBA provided in principle support however advised that they reserve the right to make further comment.
  - KDNA unable to attend meeting

#### **Action:**

- CRS/CDO to arrange a meeting with KDNA to seek comment on temporary angle car parking and long term car park concept design

## **6.2 Running Action Register**

Updated from previous meeting:

### **• Installation of CCTV**

ROMC met with Manager Community Safety Services (MCSS) 27 August. Contractor Lew Cody from 'The CCTV Company' has been engaged to do the works.

- ROMC requested timing of works

### **• Installation of patio roof at Courts 5 and 6**

Nearly at practical completion stage.

- ROMC asked whether lighting will be installed

### **• Schedule of works for surrounds of Ray Owen Sports Centre**

ROMC advised that on 8 November the Parks Maintenance Crew had completed most of the tasks on the schedule of works for the surrounds of the Ray Owen Sports Centre. Parks Maintenance Crew advised ROMC that they have been instructed not to enter the netball courts.

- ROMC requested meeting with MPES to be rescheduled

### **• Lighting on Courts 5 and 6**

ROMC advised that a fight night will be taking place on 17 November and they are concerned that the lights that are inoperative are in the congregation area and with 1,500 people expected to attend this is a safety issue.

- ROMC requested lighting to be installed

**Actions:**

- CRS to follow up with MCSS on CCTV and provide update to ROMC.
- CDO to follow up with Project Manager Project Delivery regarding patio lighting.
- CRS to follow up with MPES to reschedule meeting to clarify schedule of works, cleaning of outdoor courts, responsibilities and timing.
- CDO to create an urgent ICS for the lights on Court 5.

### 6.3 Budget Items

ROMC was provided with the following Budget updates:

- Carpark line marking renewal/upgrade - \$55,000 in Budget 2018/2019.
- New patio roof with lights at Courts 5 and 6 - \$3,500 in Budget 2018/2019. Nearly at practical completion stage.

ROMC noted above.

No further action.

### 6.4 Growth Area Perth and Peel (GAPP)

CRS advised the Mayor and CEO recently conducted a visit to Canberra to advocate for Ray Owen Reserve Master Plan.

KDBA advised that they have a meeting Friday 16 November with Basketball WA, KAL CEO, Mayor and MCD next week to advocate for Ray Owen Reserve Master Plan.

No further updates or action.

### 7.0 Urgent Business with the Approval of the Presiding Member

- ROMC expressed their appreciation in the quick response in attending to the office lock door issue.
- ROMC requested an ICS be created to replace broken lights in the social room.
- ROMC advised the new seals installed on roller door do not go to the end of the door on either side.

- CRS advised the City is establishing a Community Facilities Plan and requested the support of both Associations in informing their members.

**Actions:**

- CDO to create an ICS for lighting issue.
- CDO to create an ICS for investigation of roller door seals.
- CDO to put the lighting in the social room and patio on the Action register.
- CRS to distribute further information on the Community Facilities Plan to both Associations.

**8.0 Date of Next Meeting**

7 February 2018 at Ray Owen Sports Centre at 6:30pm

**9.0 Closure**

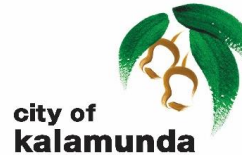
There being no further business, the Presiding Member declared the Meeting closed at 5:35pm.

I confirm these Minutes to be a true and accurate record of the proceedings of this Meeting.

Signed: \_\_\_\_\_

Presiding Member

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2018.



### Ray Owen Running Action Register

Date of meeting	To be Actioned	Status	Responsible Officers	Comments
1/02/2018	Car-park Design – Ray Owen Master Plan	Ongoing	Project Delivery	Meeting held with stakeholders regarding design – 1/11/18
1/02/2018	Water studies	Ongoing	Project Delivery	No further updates
1/02/2018	New car-park line-marking to existing bays	Ongoing	Project Delivery	Meeting held with stakeholders regarding design – 1/11/18
3/05/2018	CCTV locations and implementation	Ongoing	Manager Community Safety Services	MCSS liaising with Lew Cody. CRS to email updates to ROMC
3/05/2018	New patio roof outside at Courts 5 and 6	Ongoing	Project Delivery	Currently being installed

### Maintenance Items

Date of meeting	To be Actioned	Status	Responsible Officers	Comments
2/08/2018	Schedule of works for Parks surrounds	Ongoing	Parks and Environment	Ongoing. CRS to follow up with MPES
2/08/2018	Court 5 and 6 lighting	Ongoing	Building Maintenance	Waiting outcome from the budget review
8/11/2018	Replacing of lights in Social Room	Ongoing	Building Maintenance	Ongoing
8/11/2018	Patio lighting	Ongoing	Building Maintenance	Ongoing