



MINUTES

Ray Owen Sports Centre Management Committee Thursday 20 August 2020 Ray Owen Sports Centre

1.0 Official Opening

We wish to acknowledge the traditional custodians of the land we are meeting on, the Whadjuk Noongar people. We wish to acknowledge their elders past, present and future and respect their continuing culture and the contribution they make to the life of this City and this region.

1.1 The Presiding Person opened the meeting at 6:39pm.

2.0 Attendance, Apologies and Leave of Absence Previously Approved

2.1 Attendance

Voting Members

Cr Geoff Stallard	Councillor Delegate (Presiding Person)
Marian Rolfe	Kalamunda and Districts Basketball Association (KDBA)
Peter Hanson	Kalamunda and Districts Basketball Association (KDBA)

Staff

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

2.2 Apologies

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

2.3 Observer

Kerryanne Williams	Kalamunda and Districts Netball Association (KDNA)
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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 6 February 2020, as published and circulated, are confirmed as a true and accurate record of the proceedings.

Moved: **Marian Rolfe**
Seconded: **Peter Hanson**
Vote: **Carried (3/0)**

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 6 February 2020."

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 employees 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 Items for Committee Consideration

5.1 Ray Owen Master Plan Update

5.1.1 Car Park Project

Project Manager - Dan Nelson. Stage 1 design and construction due to be delivered from January 2021.

- KDBA queried why the budget shows \$953,635 yet only \$860,000 is allocated. CRS explained the budget includes overhead allocations.

- Committee requested an updated detailed car park design and a meeting with the Project Manager. CRS informed the Committee a meeting is being planned and a date will be set once more information is provided from the State Government on the recent \$5 million announcement.

5.1.2 Court Extension

Project not funded this financial year, however remains an important project within the City of Kalamunda advocacy projects.

- Discussion took place over the \$5 million recent announcement from the State Government. Cr Stallard outlined that the City is waiting on further advice and feedback from the State Government.
- Cr Stallard suggested it is linked to the Lesmurdie Primary School's recent announcement. Committee requested approximately \$500,000 be allocated for the detailed design for the court extension.
- KDBA queried the proposal for female changerooms that went through the SSRC for approximately \$200,000 and has now increased to \$650,000. CRS explained since the SSRC assessment process in February 2019 for the Ray Owen Pavilion project, the costings have been revised to now capture the scope risks identified throughout the SSRC process during 2018/19.

Action:

- Leisure Planning Team to organise Ray Owen Masterplan Stakeholder meeting following further advice from State Government re \$5 million funding.

5.2 Running Action Register

Committee received the Running Action Register.

Committee requested Scheduled Maintenance as an ongoing item in the Running Action Register.

Action:

- CDO to include Scheduled Maintenance in the Running Action Register.

5.3 Budget Items

The following budget items were approved in the 2020/2021 budget, Project Managers have been appointed and provisional dates set, dependant on ROMC feedback:

- LED lighting upgrade to Courts 1 – 4 including grandstands (December/January)
CRS advised that the Coordinator Building Maintenance, City's electrician and CRS had a meeting onsite. Committee will attend a further site meeting to accept final scope.
- Toilet refurbishments to Courts 2 & 3 and First Aid Room (October or later)
Feedback has been received from the Committee and have been passed onto the Project Manager.
- Skylight replacement to Courts 2 – 4 (September/October)
KDBA advised this can only be completed when there is no rain and do not have a problem when the works will occur.
- Carpark Stage 1 design and construction (January or later)
- Irrigation renewal and water tank replacement project
Committee sought further advice on the project.

Actions:

- CDO to investigate who the Project Manager is for the Irrigation and water tank works.
- CRS to arrange site meeting to discuss LED lighting upgrade.

5.4 Licence Agreement

- Licence Agreement amendment, including Appendix A – Table of Responsibilities and Appendix B – Inventory of Assets

Licence Agreement amendments were reviewed and discussed. CDO to make the discussed changes and provide to the Committee, to be signed off at next meeting.

Action:

- CDO to make changes to the Table of Responsibilities and Inventory of Assets tables and provide to the Committee.

5.5 Terms of Reference

At the December 2019 meeting the Committee requested a change to the Terms of Reference - 7(d) Quorum:

- From: A quorum shall consist of at least one half of the appointed members. If a quorum is not achieved the meeting can progress informally, with minutes prepared in accordance with established processes.
- To: A quorum shall consist of a minimum of 3 voting members, comprising of:
 - one representative from the Kalamunda & Districts Netball Association,
 - one representative from Kalamunda & Districts Basketball Association, and
 - a Councillor.

If a quorum is not achieved the meeting can progress informally, with minutes prepared in accordance with established processes.

To make the requested change a Report to Council is required; scheduled for the August Ordinary Council Meeting Tuesday 25 August.

6.0 Urgent Business with the Approval of the Presiding Member

- KDBA advised that as of 15 May, 2020 there is now a formal legal partnership between KDBA and KDNA, now a registered business trading as Ray Owen Sports Centre Kiosk.
- City Officers met with Kiosk Manager regarding a Healthway grant for the kiosk. CDO to apply when the applications are open.
- KDBA requested when the further Maida Vale netball courts are resurfaced can there be a consideration for dual use opportunities. CRS advised as per the Masterplan, the remaining courts will be upgraded and resurfaced for multipurpose use.
- The Committee expressed their concern over who has access to the Sports Centre as the security system has been the same for a long time. KDBA have made enquiries into a keyless system to enhance the security and to better monitor attendees.

Action:

- CRS to discuss security options with Coordinator Building Services, with potential for a Budget Bid for the 2021/2022 Budget.

8.0 Date of Next Meeting

5 November 2020 at Ray Owen Sports Centre at 6:30pm.

9.0 Closure

There being no further business, the Presiding Member declared the Meeting closed at 8:12pm.

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

Signed: _____

Presiding Member

Dated this _____ day of _____ 2020.

Ray Owen Running Action Register

Date of meeting	To be Actioned	Status	Responsible Officer/s	Comments
9/05/2018	CCTV – review Policy's regarding access	Ongoing	Manager Community Safety Services	City wide approach ongoing.
9/05/2018	Licence Agreement amendments	Ongoing	Coordinator Recreation Services	Changes discussed 20/08/20 and to be approved at next meeting 5/11/2020

Maintenance Items

Date of meeting	To be Actioned	Status	Responsible Officer/s	Comments
20/8/2020	Scheduled Maintenance	Ongoing	City Officers	Committee to be updated each meeting