



MINUTES

Ray Owen Sports Centre Management Committee Thursday 6 February 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 6:30pm.

2.0 Attendance, Apologies and Leave of Absence Previously Approved

2.1 Attendance

Voting Members

Cr Geoff Stallard	Councillor Delegate (Presiding Person)
Cr John Giardina	Councillor Deputy Delegate (left meeting at 7.02pm)
Marian Rolfe	Kalamunda and Districts Basketball Association (KDBA)
Peter Hanson	Kalamunda and Districts Basketball Association (KDBA)
Nicole McKennay	Kalamunda and Districts Netball Association (KDNA)

Staff

Erin Stinton	Coordinator Recreation Services (CRS)
Daniel Nelson	Coordinator Project Delivery (left meeting at 7.02pm)
Ruth Chodorowski	Club Development Officer (CDO)

2.2 Apologies

Cr Janelle Sewell

2.3 Leave of Absence Previously Approved

Nil.

3.0 Appointment of New Member

That the nomination of Kerryanne Williams representing KDNA be accepted.

Moved: Nicole McKennay
Seconded: Peter Hanson

Vote: Carried (4/0)

Action:

- Council Report nominating new member to be completed.

4.0 Confirmation of Minutes from Previous Meeting

4.1 KDBA requested a change to the Minutes from Previous Meeting:

6.2 Running Action Register

- Courts 5 and 6 lighting

Completed, however the lighting near all basketball rings is not suitable for netball standards. KDNA and KDBA are not satisfied with the shadow cast by the new lights.

That the Minutes of the Ray Owen Management Committee (ROMC) held on 5 December 2019, as published and circulated, are confirmed as a true and accurate record of the proceedings.

Moved: Nicole McKennay
 Seconded: Peter Hanson
 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 5 December 2019."

5.0 Disclosure of Interest

5.1 Disclosure of Financial and Proximity Interests

- 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*)
- 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.

5.2 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.

6.0 Items for Committee Consideration

6.1 Ray Owen Master Plan

Update on Car Park Design

- The City has appointed a consultant. A start up meeting has occurred between the consultant and City staff. The consultant has started the process for the investigation, detailed design and allocation of time frames.
- Committee expressed the importance of keeping the advocacy going as the car park is a critical component of the court extension as the car park Stage 2 works needs to be completed before the court extension can commence.

Update on Court Extension

- Project Manager - Water Projects provided an update at the meeting.
- The concept plan is at 95% completion with the design now able to fit the outdoor courts as per the master plan.
- KDBA and KDNA are happy with the progress and noted that the Architect has been very receptive to suggestions.

6.2 Running Action Register

Updated from previous meeting:

- **CCTV**
KDBA presented their policies and locations of CCTV.
- **Courts 5 and 6 lighting**
KDBA and KDNA are not satisfied with the current situation, too much shadow casted on the courts and the brightness of the LED light is blinding the shooters. KDBA and KDNA would like the lighting to be investigated further.

Action:

- CRS to liaise with Coordinator Building Maintenance regarding Courts 5 and 6 lighting.

6.3 Budget Items

The following budget items were approved in the 2019/2020 budget:

- Walkway repaint \$3,600 – completed.
- Stretcher \$700 - KDBA sourcing a requote.
- Lockers \$5,000 – Quotes being obtained.
- Toilet refurbishments \$75,000 – completed.
- Maida Vale Netball Courts (4) resurfacing \$47,000 - netball posts have been sourced and resurfacing works to take place end of March.

KDBA to present a list of budget item considerations for the 2020/2021 Budget.

Action:

- Budget considerations to be provided to Coordinator Building Maintenance.

6.4 Licence Agreement

- CDO presented a list of amendments to Appendix A – Table of Responsibilities and Appendix B – Inventory of Assets.

Action:

- KDBA and KDNA to go through proposed changes and update CDO.

6.5 Terms of Reference

- At the December 2019 the Committee requested a change to the Terms of Reference to enable both Associations equal participation- 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 at least one representative from each Association and one representative from the City of Kalamunda. 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.

Action:

- Council Report nominating changes to be completed.

6.6 Cleaning Contract

- The current cleaning contract has been extended for six months. Any issues to be directed to the Facilities Maintenance Officer. KDBA and KDNA would like it noted that they are not happy with the contract being extended and would like new contractors appointed.

Action:

- Associations to report any cleaning issues directly to Facilities Maintenance Officer.

7.0 Urgent Business with the Approval of the Presiding Member

- 7.1
- Ray Owen Sports Centre was utilised as an Evacuation Centre in the recent Lesmurdie fire. KDBA were in the Centre at the time of it being opened as an Evacuation Centre. KDBA queried the procedure and training required for future instances.

Action:

- CDO to liaise with Senior Fire and Emergency Management Officer for Evacuation Centre procedures for Ray Owen Sports Centre.

8.0 Date of Next Meeting

7 May 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 8:15pm.

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	KDBA and KDNA to forward amendments to CDO.

Maintenance Items

Date of meeting	To be Actioned	Status	Responsible Officer/s	Comments
2/08/2018	Courts 5 and 6 lighting	Ongoing	Coordinator Building Maintenance	Shadow on the court to be further investigated.