



## M I N U T E S

### Ray Owen Sports Centre Management Committee Thursday 4 November 2022 6.00pm 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 elder’s 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 6.09pm.

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

NIL

#### 2.1 Voting Members

Cr Geoff Stallard	Councillor Delegate
Scott Parker	Kalamunda and Districts Basketball Association (KDBA)
Nicole McKennay	Kalamunda and Districts Netball Association (KDNA)

##### City of Kalamunda Staff

Fiona Stuart	Senior Leisure Planning Officer (SLPO)
Jordie Maxwell	Club Development Officer (CDO)

##### Observer

Travis Linaker	Kalamunda and Districts Basketball Association (KDBA)
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#### 2.2 Apologies

Cherie Stoodley	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:

That the minutes of the Ray Owen Management Committee meeting held on 04 August 2022 published and circulated, are confirmed as a true and accurate record of the proceedings.

Moved: Nicole McKennay

Seconded: Scott Parker

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 04 August 2022."*

#### **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 Court Extension**

Advocacy efforts continue to support this project.

###### **Officers Comment**

That the Committee notes the information provided

###### **5.1.2 Advocacy Strategy**

A meeting with David Templeman MLA, Minister for Sport & Recreation, the Mayor for City of Kalamunda and Senior Management from the City of Kalamunda took place on 23 August 2022 at the Ray Owen Sports Centre and Reserve to discuss the outstanding projects within the Ray Owen Reserve Master Plan.

The forum provided a great opportunity to showcase the needs of the clubs at Ray Owen Reserve and ensure the Minister had a detailed understanding of advocacy efforts.

Cr Stallard provided the Committee with the following updates on various Ray Owen Master Plan Projects.

- Lesmurdie Primary School have recently raised concerns regarding accessing Ray Owen Reserve once the oval redevelopment was completed. The school concerns were around being able to access the reserve from the school and wondering if a gate would be considered in the design phase. The school is worried that if a gate isn't installed, the students will need to walk along Sanderson Road to use the oval, which will be a logistical issue.
- The design phase for the redevelopment of the oval is currently being progressed. The water pipeline project must be finalised prior to the oval redevelopment as water is key to the oval works.
- The changeroom project tender assessment is complete. Once the preferred contractor is chosen, a project timeline will be provided, and stakeholders will be updated.

#### **Officers Comment**

That the Committee notes the information provided

#### **5.2 Budget item request 2023/24**

##### New key system

KDBA requested that a new key system be put forward as a budget request for the Ray Owen Sports Centre in 2023/24.

This item was originally put up for budget consideration by Asset maintenance last financial year, however was not supported.

##### Outdoor netball courts - resurface/repairs

Committee discussed West Coast Synthetic Surfaces quote received in August from KDNA.

An on-site meeting was held in late October with the City's Asset Team and Netball WA to inspect the outdoor court surface and discuss options for repairs. Various options are being considered by the City.

KDNA advised they have the capacity to contribute 50% of any resurfacing works, as per the Table of Responsibilities, an appendix to the Ray Owen Sports Centre License Agreement.

There is a small window in July 2023 for works to occur should either repairs or resurfacing be considered and budget supported.

Action:

- New key lock system to be put forward by Asset Maintenance as part of the budget consideration 2023/24
- City Officers will arrange further, updated quotes from West Coast Synthetics (last quote provided in August)
- City will contact KDNA to discussed proposed way forward and timeframes.

### 5.3 Running Action Register

Committee discussed running action register – please see table at the end of the minutes.

### 5.4 Request for annual financial statements

A request by City Officers was made for both Associations to provide copies of their financial statements.

Action:

- KDNA will resend their financials and KDBA will arrange to send shortly.

### 5.5 Meeting Dates for 2023

Committee agreed to the following meeting dates for 2023:

- 2 February 2023
- 4 May 2023
- 3 August 2023
- 2 November 2023

Calendar invites will be sent to members.

#### Committee Action

That the proposed meeting dates are approved.

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

#### 6.1 Life member KDNA event

Cr Stallard thanked KDNA for the invite to the recent life member event and reaffirmed his apology for not being able to attend.

**Officer Comment**

That the Committee acknowledges Cr Stallards apology.

**6.2 Storage at Front foyer**

Cr Stallard commented on the lack of storage space around the facility and if the Associations could dispose of any equipment or furniture they don't require, it would create more space.

- Action:
- CDO to follow up on request to dispose of old/unused chairs on the mezzanine area.
  - Associations to consider what items can be stored or removed to create more space.

**7.0 Date of Next Meeting**

Thursday 2 February 2023 at 6.00pm

**8.0 Closure**

There being no further business, the Presiding Member declared the Meeting closed at 7.15pm.

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

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

Presiding Member

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2023.

**ATTACHMENT 1**

**Ray Owen Running Action Register**

Date of meeting	Item	Status	Responsible Officer/s	Comments/ Action
August 2022	<b>Cleaning contract</b>	Ongoing	Building Maintenance	<p>The City continues to meet with contractors in an effort to resolve the matters that are being raised by both the City and the Associations.</p> <p>City undertaking regular inspections in the morning after the centre is cleaned during the previous night. Associations advised that they are happy with the current cleaner and requested that Building Maintenance are informed.</p> <p>Associations noted that at times building inspections are being completed by both City and association staff.</p> <p>Cleaners have been requested not to clean the kiosk and return the key that was provided to them by the City.</p> <p>Action:</p> <ul style="list-style-type: none"> <li>• Officers to advise Building Maintenance to communicate which areas are being inspected in the mornings to avoid doubling up when checking the Centre.</li> <li>• Request for key to the kiosk to be returned from OCM to Building Maintenance.</li> <li>• CDO to request Building Maintenance that if there is additional work that can be undertaken within bounds of contract, could the Associations be asked their preference would be before issuing any work.</li> </ul>
August 2022	<b>Grandstand seating project</b>	Ongoing	Building Maintenance	<p>Meeting held with Associations.</p> <p>Awaiting an independent Surveyor inspection to ensure compliance for Court 1. Further meeting to be held to discuss request for Ct 4 moveable grandstand &amp; safety concerns.</p> <p>Awaiting surveyor inspection and Associations will be advised once complete</p> <p>Action:</p> <ul style="list-style-type: none"> <li>• On-site meeting to be arranged to discuss the movable grandstand concerns.</li> </ul>

August 2022	<b>Flooring reseal</b>	Ongoing	Building Maintenance	<p>Next court reseal due in 2023/24 financial year. Committee acknowledged next reseal is scheduled for December 2023.</p> <p>Action:</p> <ul style="list-style-type: none"> <li>Request to ask Building Maintenance to pre-book contractor in for resurfacing from 15 December – 31 December 2023 as this is only timeframe available that suits both Associations.</li> </ul>
August 2022	<b>Centre Front Door</b>	Ongoing	Building Maintenance	<p>City reviewing options to altering the doors, without making them non-compliant.</p> <p>Action:</p> <ul style="list-style-type: none"> <li>Maintenance have been on-site and arranged alterations as of 9/11/22.</li> </ul>
November 2022	<b>Centre toilet cisterns</b>	Ongoing	Building Maintenance	<p>KDBA are concerned that the toilets are not fit for purpose. Committee discussed the current high-water usage and that it appears that the toilets in the centre are constantly running.</p> <ul style="list-style-type: none"> <li>Raise ICS to inspect all toilets and fix any parts that may be broken/old and causing the toilets to run constantly.</li> </ul>
2020	<b>Reinstatement of Cts 17 &amp; 18</b>	Ongoing	SLPO	<p>Committee also discussed the use of Courts 17/18. If and when reinstated, Associations are keen to make the courts dual use and to consider dual use where possible.</p>