



M I N U T E S

Ray Owen Sports Centre Management Committee Thursday 4 August 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 6.17pm.

2.0 Attendance, Apologies and Leave of Absence Previously Approved

Kalamunda and Districts Basketball Association advised the Committee that Committee Member Rachael Bolton has formally resigned.

The resignation has been provided in writing to the City of Kalamunda.

Kalamunda Basketball will nominate another member and provide a nomination form to the City.

2.1 Voting Members

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

City of Kalamunda Staff

Fiona Stuart	Senior Leisure Planning Officer (SLPO)
Mark Watton	Recreation Facilities Team Leader (RFTL)
Jordie Maxwell	Club Development Officer (CDO)

2.2 Apologies

Cr John Giardina	Councillor Deputy Delegate
------------------	----------------------------

2.3 Leave of Absence Previously Approved

Nil

3.0 Election of Presiding Member and Deputy Presiding Member

At the meeting held on 05 May 2022, CR Giardina was nominated as the Deputy Presiding Member of the Committee.

The City has since been advised that only a voting member of the Committee can be nominated as the Deputy Presiding member.

The Committee is therefore required to re-elect a new Deputy Presiding person.

Deputy Presiding Member: Scott Parker was nominated as Deputy Presiding Member.

Moved: Nicole McKennay

Seconded: Cherie Stoodley

As there were no further nominations, Scott Parker was elected unopposed.

4.0 Confirmation of Minutes from Previous Meeting:

That the minutes of the Ray Owen Management Committee meeting held on 05 May 2022 published and circulated, are confirmed as a true and accurate record of the proceedings.

Moved: Scott Parker

Seconded: Nicole McKennay

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

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 05 May 2022."

5.0 Disclosure of Interest

5.1 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.

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 Sports Centre – Level of Access to Building

Item 5.5 of the agenda has been brought forward to the first item of the agenda for RFTL to discuss.

RFTL attended the meeting to provide updates to the Committee regarding the Home School group that utilise the Centre during school hours on Wednesday's.

RFTL advised that an MOU has been developed between the City and the Home School Group that provides clarity over the areas they have access to, roles and responsibilities and activities that can take place at the venue.

If budgeting in the 22/23 financial year has provided for the new bi lock system at the centre, this will assist with restricting access for external users.

RFTL left the meeting after this item.

Officers Comment

That the Committee notes the information provided

Actions:

- RFTL to continue to work with Home School Group to ensure safe and proper access to the facility.
- City Officers to follow up with Building Maintenance regarding the Bi-Lock system for the Centre – *Officers can confirm funding within the 22/23 City budget does not provide for additional Bi-lock systems within City facilities.*

6.2 Ray Owen Master Plan Update

6.2.1 Car Park Project

The SLPO advised that Stage 1A of the Ray Owen car park project is now officially complete.

It was noted that recent heavy rain has raised concerns around the area at the Court 1 exit door where water is flowing in under the door. Officers advised that the City Project Delivery team is working with contractors to provide a solution.

Actions:

- City officers to keep associations informed of any works that may take place to address the matter. *Project Delivery Team have advised that a new 8m grate will be installed to draw water away from the Court 1 door. Works planned to take place Mid-August.*

6.2.2 Ray Owen Pavilion Project

KDNA asked when the Ray Owen Pavilion upgrade is due to commence.

SLPO advised that the project is still on track to commence this financial year.

Officers Comment

That the Committee notes the information provided

6.2.3 Court Extension

No further updates at this time.

6.2.4 Advocacy Strategy

SLPO noted that the City continues to advocate for funding for the Ray Owen Master Plan and encouraged the Association’s members to continue to strengthen connections with both local State and Federal Members of Parliament.

Cr Stallard advised the Committee that Matthew Hughes was organising an onsite meeting with the Minister for Sport, and it would be pertinent to invite Tania Lawrence along as well. Cr Stallard will advise the groups of the meeting date as soon as it is confirmed.

Action:

- All parties to continue to discuss funding opportunities with local state and federal government representatives.

6.3 Budget Items – 2022/2023

Confirmation was provided of an allocation of monies within the 22/23 financial year budget to design and install grandstands at Court 1 and 4.

City Officers will now organise a meeting with association representatives and the Project Lead, Aleck Nortje to discuss way forward.

Associations requested an after-hours meeting time.

Action:

- City Officers to arrange an after-hours meeting and send calendar invites to required attendees

6.4 Ray Owen Cleaning Contract

Quality of work issues with OCE, City contracted cleaners for the centre, continue to be a concern for the associations and they noted:

- Only one cleaner seems to be attending to clean the entire centre.
- They are not satisfied with the level of service provided, particularly the sweeping of the courts.

KDNA and KDBA both confirmed they do not want the sweeping of the courts to be included back into the cleaning contract, they will undertake the task themselves.

SLPO will advise Building Maintenance accordingly.

Action:

- SLPO to advise Building Maintenance that the associations do not want the sweeping of the courts included back into the Cleaning Contract as they will undertake this task themselves.
- City to continue to work with OCE re the level of service provided.

6.5 Running Action Register

Please see running action register for discussion points.

7.0 Urgent Business with the Approval of the Presiding Member

7.1 Request for central cloud-based location for documents

KDBA suggested the City set up a central, electronic location for Committee members to access relevant or important documents.

City Officers advised that a Google One Drive folder will be the most suitable and secure method for sharing documents.

Action:

- SLPO to create a One Drive folder to include items such as License Agreement, minutes etc and provide link to association contacts.

7.2 Entry/Exit points at Gladys and Grove Road

KDBA and Cr Stallard are concerned by the restricted view created by the shrubs at the the entry/exit points at both the Gladys Road and Grove Road entrance into the Reserve.

Request for an ICS to be raised for Parks team to address this matter.

Action:

- CDO to raise ICS for Parks team – *ICS-243766 request raised.*

7.3 General tidy up at Ray Owen Reserve

An increased amount of debris is noted around the facility after the recent heavy rains and is blocking some drains.

Action:

- CDO to raise ICS for Parks team – *ICS-243767 request raised*

7.4 Debris on outdoor netball courts

KDNA noted large amount of debris on the outdoor netball courts. Whilst they understand that they have a responsibility to ensure the courts are clear before training/games, could the City please arrange regular sweeps of the courts.

CDO confirmed that this should be occurring as a request had already been made in May 2022 for the sweeper to attend regularly.

Action:

- CDO to liaise with Waste Services regarding the frequency of the sweeps of the outdoor netball courts – *Advice provided is a sweep still occurs on a fortnightly basis, however, when possible, the sweeper will attend weekly.*

8.0 Date of Next Meeting

Thursday 3 November at 6.00pm

9.0 Closure

There being no further business, the Presiding Member declared the Meeting closed at 7.45pm.

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

Signed: _____

Presiding Member

Dated this _____ day of _____ 2022.

ATTACHMENT 1

Ray Owen Running Action Register

Date of meeting	Item	Status	Responsible Officer/s	Comments/ Action
12/05/2022	Reinstatement of Courts 17 & 18	Ongoing	SLPO	The reinstatement of courts 17 & 18 is subject to future funding advocacy efforts.
12/05/2022	Resurfacing of Maida Vale Netball Courts and additional Lighting to provide for KDNA at time of four court extension works.	Ongoing	SLPO	Four courts have been resurfaced following a \$20K Stronger Communities grant from the Federal Government. The remaining courts will be completed as advocacy efforts are realised.
12/05/2022	Sports Centre main front entry door	Ongoing	Building Maintenance	Advice to association remains as below; <ul style="list-style-type: none"> • New door is a fire door and unable to be locked from inside as would not meet compliance • As a fire door should not be held open with chain or dead bolt. ACTION – Officers to liaise with Manager Asset & Operations
August 2022	Outdoor Court resurfacing	Ongoing	Building Maintenance	KDNA raised the issue of the outdoor court resurfacing being required in the near future. The Association has received two quotes received which Netball will send through to the City. Two options include either spot maintenance and resurfacing or a full repair and resurfacing of all courts. KDNA noted that the City will may be reluctant to complete the resurfacing of the outdoor netball courts given the Four court extension project would build over four of the existing courts. Action – KDNA to provide city with copy of the quotes when received to review internally and assess - complete

August 2022	Flooring Reseal	Ongoing	Building Maintenance	Associations have discussed with their respective Committees and agree to have the Courts resurfaced once every 2 years, as per the City's budget process. ACTION - Groups to confirm their position via return email to City.
August 2022	Court Decal	Ongoing	KDBA	KDBA confirmed that the intent of the decal installation was to install for the NBL season and remove immediately prior to Netball's annual televised event and then to reinstall as the NBL season continues. Both Associations confirmed they were happy with the decal and KDNA advised that they would be happy for the decal to remain down permanently.
August 2022	Map of alarm sensors	Complete	Building Maintenance	Associations requested a map of the sensors throughout the building so they can clearly see the alarm call out and invoices being charged to them on a regular basis. ACTION: Complete and map provided to both Associations - complete
August 2022	Corridor behind Social Room_- leading to Emergency Exit	Ongoing	KDNA/KDBA	The items still need to be cleared. This request is outstanding from the May 2022 Committee meeting. Groups queried the water cooler in the corridor - Is this compliant? ACTION: CDO to investigate the compliance of the water cooler and whether that needs to be moved.
August 2022	Query regarding possible footpath behind BMX track and outdoor netball courts through the bushland	Ongoing	CD	Committee asked if the City knew anything about the blue painted lines through the bush area near the school and BMX track- is this going to be a new footpath? ACTION: City Officers would further investigate and advise in due course.

--	--	--	--	--