



## M I N U T E S

### Hockey and Tee Ball Advisory Committee (HaTBAC)

**Monday 08 May 2023 at 5.00 pm**

**City of Kalamunda Administration Building**

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**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 Deputy Presiding Person opened the meeting at 5.02pm.

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

**2.1 Voting Members**

Cr Dylan O’Connor	Presiding Member (PM)
Josh Van Der Togt	President - Forrestfield Flyers Teeball Club (FFTBC)
Mark Baker	Deputy Delegate and Vice President - Forrestfield Flyers Teeball Club (FFTBC)
John Boogard	Treasurer - Kalamunda Districts Hockey Club (KDHC)
Belinda O’Reilly	President – Kalamunda Districts Hockey Club (KDHC)

**City of Kalamunda Staff**

Nicole O’Neill	Director Community Engagement (DCE)
Darren Jones	Manager Community Development (MCD)
Nic Daxter	Leisure Planning Project Manager (LPPM)
Fiona Stuart	Senior Leisure Planning Officer (SLPO)

**2.2 Apologies**

Jason Pontre – Treasurer - Forrestfield Flyers Teeball Association

**2.3 Leave of Absence Previously Approved**

Nil

**3.0 Confirmation of Minutes from Previous Meeting:**

Not applicable as first meeting of the HaTBAC.

**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 Local Government Induction

DCE provided the Local Government induction to the Committee.

##### Officers Comment

That the Committee notes the information provided.

#### 6.0 Items for Committee Consideration

##### Overview of Adopted Terms of Reference

MCD provided overview of the Council adopted Terms of Reference for the HaTBAC.

FTBSBA queried the Committee voting system. Cr O'Connor advised that each Committee member has one vote, however, the preferred approach for the Committee is to arrive at a consensus prior to a vote.

##### Officers Comment

That the Committee notes the information provided.

#### 6.2 Draft Shared Facility Usage Agreement

LPPM presented and tabled a Draft Shared Facility Usage Agreement (SFUA), which will underpin the Shared Seasonal Lease document with specific reference to out of season usage and cost arrangements for out of season access.

Officers are seeking the Committee's feedback on the draft SFUA by the 12 June 2023.

The following comments were received during the presentation:

- KDHC noted that the Clubs currently use an excel spreadsheet to capture shared seasonal use. LPPM requested a copy for review.
- Cr O'Connor noted that the draft SFUA requires a process for considering changes to the agreed shared seasonal calendar after it has been endorsed by the Committee. LPPM noted that a draft process will be included in SFUA for consideration.
- SLPO advised that all utility accounts will be in the City's name, with the City's Finance Team to then invoice the relevant in season user for their season. The in season Club then recoups a percentage of utility expenses from the out of season Club based on actual facility usage and agreed percentage.
- Committee agreed to establishing a Microsoft One Drive folder to store and share all relevant Committee documents.
- FTBSBA requested that Deputy Committee Members be provided access to the one drive account. DCE noted that access to Deputy or Executive Members will need to be further considered, given they are not an Official Committee Member as per the Terms of Reference.

**Actions:**

1. SLPO to provide electronic copy of Draft SFUA to committee members – Complete 09/05/23.
2. KDHC to provide SLPO copy of existing shared use spreadsheet for review.
3. SLPO to set up Microsoft One Drive folder and share with committee members for future sharing of documents. – Complete 09/05/23
4. City Officers to consider One Drive access for Deputy Committee Members.
5. Committee to provide feedback to the City on the draft SFUA by 12 June 2023
6. Draft SFUA to be updated to include draft process for incidental usage as per Cr O' Connors comment – Complete 09/05/23.

**Officers Comment**

That the Committee notes the information provided.

**7.0 General Business with the Approval of the Presiding Member**

**7.1 Casual Hire of Facility**

- KDHC have received a request from a community member seeking to hire the Facility and have enquired as to the process for considering this.
- The DCE noted that the draft lease covers the process for Casual Hire to a third party. As there is currently no executed lease the matter is to be referred the

City.

- FTBSBA noted there was a need to ensure the facility remained secure if accessed by a third party. DCE noted that the responsibility for security of the facility, as per the lease agreement, is with the in-season user of the facility.
- DCE further advised that the City hires out Community halls and this needs to be considered when sub-letting leased facilities that are provided at a heavily subsidised rate to sporting clubs.

**Actions:**

7. KDHC to forward facility access request to SLPO - Completed 09/05/23
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**7.2 Lease Query**

- FTBSBA enquired as to the current status of the proposed new seasonal lease, proposed length of term and commencement.
- DCE noted that the City is currently awaiting feedback from KDHC and then seeking to finalise the document including an amended term and starting date in consultation with the City's Leases and Licences Officer and both Clubs.

**7.3 General Usage Query – FTBSBA**

**Proposed Installation of Blinds**

- FTBSBA enquired as to the City's process for making improvements within the clubroom, as they would like consideration by the City and KDHC for the installation of blinds in the main social space and whether this could be a shared cost.
- SLPO noted that any modifications to the facility would need to be approved through "Application to Undertake Improvement" form governed by the City's Leases and Licences Officer.
- KDHC requested that FTBSBA provide quotations for consideration.

8. FTBSBA to provide quotes for new social room blinds to KDHC.
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**First Aid Room**

- FTBSBA enquired whether KDHC would consider FTBSBA utilising the current first aid room for the storage of uniforms.
- KDHC noted that further discussion on the matter was required.

**8.0 Date of Next Meeting**

Monday 14<sup>th</sup> August 2023 at 5.00pm at City of Kalamunda Admin Building

**9.0 Closure**

There being no further business, the Presiding Member declared the Meeting closed at 6.05 pm.

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