



M I N U T E S

Hockey and Tee Ball Advisory Committee (HaTBAC) Monday 28 August 2023 at 5.00 pm City of Kalamunda Administration Building

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 Member 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 Tee Base Soft Ball Association (FTBSBA)
Jason Pontre	Treasurer - FTBSBA
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)

2.2 Apologies

John Boogard - Treasurer - Kalamunda Districts Hockey Club (KDHC)

2.3 Leave of Absence Previously Approved

Nil

3.0 Confirmation of Minutes from Previous Meeting:

That the minutes of the HaTBAC meeting held on 08 May 2023 published and circulated, are confirmed as a true and accurate record of proceedings.

Moved: Belinda O’Reilly

Seconded: Josh Van Der Togt
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 08 May 2023".

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 Draft Shared Facility Use Agreement (SFUA) (Attachment One)

LPPM provided an overview of the key amendments made to the draft SFUA based on the feedback received from both Clubs. The Committee considered further feedback by the KDHC and FTBSBA and agreed to minor amendments relating to Item 9.5 Shared Facility Equipment, Item 12 – Cost splitting arrangements and process (contents insurance & Calculated percentage process).

Committee Action

The Committee endorsed the draft SFUA noting the additional minor amendments.

Moved: Belinda O'Reilly
Seconded: Josh Van Der Togt
Vote: Carried (4/0)

5.2 Draft Calendar for 2023/2024

LPPM noted that FTBSBA draft calendar of activities for 2023/24 was received, and that KDHC had provided the 2022/23 calendar and that the 2023/24 calendar is to be received. LPPM noted that based on information provided for the 2023/24 summer season the main reserve usage request to be reviewed in the Friday evenings, with availability similar to previous years.

Actions:

KDHC – Provide 2023/24 seasonal calendar of activities to the City.

Officers Comment

That the Committee notes the information provided.

5.3 Sports Flood lighting Project – Implementation and Field Usage

LPPM provided a brief update on the sports floodlighting project as per the Agenda. It was noted that sports lighting installer “Lumitex” had enquired with the City regarding tendering for the project.

Officers Comment

That the Committee notes the information provided.

5.4 Request for City to provide caged storage areas in the kitchen store room and allow the FTBSBA to use the First Aid Room as an exclusive office space

LPPM advised that the request to use the first aid room was not supported, as the facility was designed to meet contemporary requirements as per State and National Sporting Association guidelines, which may compromise the facility functionality and possibly lead to future capital requests. The caged storage areas in the kitchen are in-principle supported. KDHC and FTBSBA noted current used of the changerooms, umpires room and first aid room are minimal.

Officers noted that there may be alternative options available, which would require further City consideration, prior to -reengaging on the matter.

Actions:

City – Consider alternative options for FTBSBA to use as an office and first aid room and present back the HaTBAC.

Officers Comment

That the Committee notes the information provided.

5.5 FTBSBA Application to Undertake Improvement (AUI) Request for new window blinds

FTBSBA are seeking to install new window blinds at the facility and now require KDHC approve as co-tenants of the facility. KDHC noted that this matter will be considered at their next Committee meeting on 29 August 2023, and will respond in due course.

Actions:

KDHC – To respond to FTBSBA request for support for the AUI for new window blinds.

Officers Comment

That the Committee notes the information provided.

6.0 General Business with the Approval of the Presiding Member

6.1 Seasonal Handover Building

- KDHC and FTBSBA requested that the 29 September 2023 be scheduled in with the Property Services team for the seasonal building handover meeting.

Actions:

FTBSBA – To advise City via email on the requested seasonal handover date.

7.0 Date of Next Meeting

Monday 13th November 2023 at 5.00pm at City of Kalamunda Administration Building

8.0 Closure

There being no further business, the Presiding Member declared the Meeting closed at 6.20 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