



M I N U T E S

Ray Owen Sports Centre Management Committee Thursday 2 February 2023 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 Deputy Presiding Person opened the meeting at 6.00pm.

2.0 Attendance, Apologies and Leave of Absence Previously Approved

Apology from Cr Stallard.

Thank you to Cr Giardina for attending this meeting in Cr Stallard's absence.

2.1 Voting Members

Cr John Giardina	Councillor Deputy Delegate
Scott Parker	Deputy Presiding member & Kalamunda and Districts Basketball Association (KDBA)
Nicole McKennay	Kalamunda and Districts Netball Association (KDNA)
Travis Linaker	Kalamunda and Districts Basketball Association (KDBA)
Cherie Stoodley	Kalamunda and Districts Netball Association (KDNA)
City of Kalamunda Staff	
Fiona Stuart	Senior Leisure Planning Officer (SLPO)
Jordie Maxwell	Club Development Officer (CDO)

2.2 Apologies

Cr Geoff Stallard	Councillor Delegate
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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 November 2022 published and circulated, are confirmed as a true and accurate record of the proceedings.

Moved: Nicole McKennay

Seconded: Travis Linaker

Vote: Carried (5/0)

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 November 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 Strategy

SLPO advised that advocacy efforts continue to support this project.

KDBA advised the Committee that there is a Parliamentary Friends of Basketball group that the Association have recently been made aware of.

The primary aim of the group is to strengthen relationships and facilitate communications between Sports Associations and Members of Parliament. This group will be important to future advocacy efforts for the Ray Owen Indoor Court Extension Project.

It was noted that Parliamentary Friends Of Netball Group also exists.

KDBA to keep the Committee updated on any relevant feedback or communications with the Group.

Officers Comment

That the Committee notes the information provided

5.1.2 Debris left within bushland adjacent to Lesmurdie PS and behind outdoor courts

KDNA advised Committee that there was a large amount of debris and rubbish left in the bushland area near the Primary School in relation to the recent siteworks and developments.

Action:
City is aware and is currently in the process of liaising with the school and contractors to request removal.

Officers Comment

That the Committee notes the information provided

5.2 Running Action Register

Please refer to running action register.

5.3 Request for Annual Financial Statements

It is noted that both Associations provided copies of their financial statements to the City on Friday 3 February 2023.

Officers Comment

That the Committee notes the information provided

5.4 Healthway Grant funding – Ray Owen Kiosk

The City, in consultation with Ray Owen Sports Centre and Kalamunda Water Park applied for grant funding in 2022 to Healthway.

The funding program is to encourage the promotion and provision of healthier eating options through the installation of signage and purchasing of equipment for the kiosks at both sites.

The application for funding was successful and approximately \$10,000 was received.

As the acquittal for funding is due on 30 April 2023, the City wanted to confirm progress to date and see if the Associations were still interested in pursuing using the funds for the initial purpose.

The Associations confirmed that the conditions of the funding were quite arduous and time-consuming. The new kiosk manager will continue to liaise with Healthway regarding the grant to see if they can come to a mutual agreement regarding the displays and signage to meet the acquittal deadlines for the City.

Action:

- Associations to keep the City informed regarding the communications with Healthway and progressing the grant.

6.0 Urgent Business with the Approval of the Presiding Member

6.1 Process for consideration of budget items

KDBA enquired if there was a process for the Committee to discuss and put forward budget request items.

SLPO advised that an item was included within the agenda each August requesting the Associations consider and prioritise any budget items they wish to include for consideration for the following financial year.

CDO also suggested creating a maintenance and capital items spreadsheet for requests and prioritise the items.

Some items may be undertaken in-house or within the existing maintenance budget and larger Capital budget items could be put forward for consideration as part of the annual budgeting process.

Officers Comment

That the Committee notes the information provided

6.2 Ray Owen Sports Centre rear change-rooms – Kalamunda Districts Football Club (KDFC) Usage

KDNA advised of concerns regarding the process and costings for the KDFC seasonal access to the centres rear change rooms

The facilities have been accessed by the club for many years mainly for away or women's teams to support the lack of functional facilities at their own club room.

A 'Conditions of Usage' agreement determining shared costs for usage was last provided in 2015 and requires updating with more realistic costs and conditions.

At times the change rooms are left in a poor condition and the Associations are having to ensure they are cleaned prior to KDBA/KDNA usage later that afternoon.

Currently there are outstanding payments for the use of the change rooms which need to be resolved.

SLPO advised that a more formal document such as an MOU may need to be considered to ensure all responsibilities are understood and documented.

Action:

- CDO to arrange meeting between KDFC and Associations to renegotiate terms of usage for the Sports Centre changerooms. A formal, MOU document is suggested as the best way forward.

7.0 Date of Next Meeting

Thursday 4 May 2023 at 6:00pm

8.0 Closure

There being no further business, the Presiding Member declared the Meeting closed at 7.05pm.

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
February 2023	New key system	Ongoing	Building Maintenance	<ul style="list-style-type: none"> Item put forward for budget consideration in 2023/24 through Asset Maintenance. Update of outcome to be provided in July 2023.
February 2023	Alarm call outs	Ongoing	Building Maintenance	<ul style="list-style-type: none"> Committee agreed to retain call out procedure as it currently stands. However, request to the City to check the doors to ensure secure locking mechanisms are up to date to avoid miscellaneous call outs. Faulty doors moving in the wind, old doors etc. Group discussed if emergency exit doors have regular inspections.
February 2023	Centre toilet cisterns	Ongoing	Building Maintenance	<ul style="list-style-type: none"> Associations continually dealing with running toilets. Request made to inspect these specific toilets again.
February 2023	Cleaning contract	Ongoing	Building Maintenance	<ul style="list-style-type: none"> 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. Associations are having issues with the cleanliness of the centre. Cobwebs, dust. Duties that are meant to be carried out during the quieter months have not been undertaken. Request for cleaning supervisor to attend more often to see lack of cleanliness around the centre. Currently no accountability.
February 2023	Grandstand seating project	Ongoing	Building Maintenance	<ul style="list-style-type: none"> Further meeting to be held to discuss the request for Ct 4 moveable grandstand & safety concerns. No further updates provided on this project. Committee noted that Building Maintenance advised the Court 4 hand rails would be fixed/installed however have not to date.

February 2023	Outdoor netball courts – resurface/repairs	Ongoing	Asset Renewal	<ul style="list-style-type: none"> • CAPEX Budget submission for 2023/24 completed for consideration as part of Annual Council Budget processes. • Outcome to be provided in June/July 2023.
February 2023	Maida Vale Netball Courts	Ongoing	Asset Renewal	<ul style="list-style-type: none"> • Committee agreed to keep this item on the running action register. • KDNA are concerned regarding the court surface and have received complaints.
February 2023	Flooring reseal	Ongoing	Building Maintenance	<ul style="list-style-type: none"> • Next reseal is scheduled for December 2025. • Committee noted the areas on Court 1 affected by moisture damage – Building maintenance have been notified.
2020	Reinstatement of Cts 17 & 18	Ongoing	SLPO	<ul style="list-style-type: none"> • Reinstatement request from Associations noted. Implementation is linked to Master Plan.