



MINUTES

Hockey and Tee Ball Advisory Committee (HaTBAC) Monday 13 November 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 Person opened the meeting at 5.05 pm.

2.0 Attendance, Apologies and Leave of Absence Previously Approved

2.1 Voting Members

Cr Dylan O’Connor	Presiding Member (PM)
Mark Baker	Vice President Forrestfield Tee/Base Softball Association (FTBSBA) - Deputy Member
Joel Kenworthy	Secretary – (FTBSBA) – Deputy Member
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

- John Boogard - Treasurer - (KDHC)
- Josh Van Der Togt – President – (FTBSBA)
- Jason Pontre – Treasurer - (FTBSBA)
- Austin Guthrie – Vice President – (KDHC)

2.3 Leave of Absence Nil
Previously Approved

3.0 Confirmation of Minutes from Previous Meeting:

That the minutes of the HaTBAC meeting held on 28 August 2023 published and circulated, are confirmed as a true and accurate record of proceedings.

Moved: Belinda O'Reilly

Seconded: Mark Baker

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 28 August 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.
- b) Noted KDHC and FTBSBA members have interest affecting impartiality.

5.0 Items for Committee Consideration

5.1 Conditions for Approval - Club request to use First Aid Room as Office and Storage Space

The City has conditionally approved as per Attachment One, the Clubs request as per the August 2023, HaTBAC meeting, allowing FTBSBA to use the First Aid Room as an Office and Storage Space.

- FTBSBA raised concerns that the Conditions made them responsible for associated costs.
- The City noted that room fit out in its leased facilities is a club responsibility.

- Noted that Changeroom 1 currently has joint use equipment stored within that will need both Clubs to sort through, as a result the Clubs may use Changeroom 3 as the umpires room, which will need to have appropriate directional signage.
- Both Clubs signed the Conditions.

Comment

That the Committee moves to endorse the Conditions of Approval for using the First Aid Room as an Office and Storage Space.

Moved – Belinda O’Reilly (KDHC)

Seconded – Joel Kenworthy (FTBSBA)

Vote: Carried (4/0)

Document Signed by all Parties.

Action:

- Distribute electronic copy of signed Conditions of approval and add to the Digital Storage file.

5.2 Shared Facility Usage Agreement (SFUA)- Club Signature

At the August 2023, HaTBAC meeting, the Committee endorsed the SFUA, and is presented to both KDHC and FTBSBA for execution. KDHC President signed the SFUA, while Officers will meet with President FTBSBA after hours to secure signature on document.

Action:

- Officers to arrange to meet at Hartfield Park after hours to facilitate signing of SFUA by FTBSBA President.
- Distribute electronic copy of signed Conditions and add to the Digital Storage file.

5.3 First Aid Room - Change Lock Mechanism

The HaTBAC noted the following:

- Agenda Items 5.3 and 5.6 were combined at the meeting, as both referenced facility keys and access.
- An Application to Undertake Improvement (AUI) Form will be required as per Conditions to change the lock mechanism.
- The group discussed the matter and agreed that an onsite meeting between the City and Clubs is required to test keys and develop a key plan.
- Replacement cost of lost keys is a club responsibility.

Officers Comment

That the Committee notes the information provided.

Action:

- Property Services Officer to arrange onsite meeting with Club representatives to test keys and develop a key plan.
- Club representatives to bring all keys for the facility to the meeting.
- Copies of any new keys due to lock replacement are to be supplied to the City.

5.4 Facility Defibrillator – FTBSBA Proposal

The HaTBAC noted the following:

- FTBSBA representatives queried current responsibility for Defibrillator, as the Clubs name is linked to it, however they were not involved in the install.
- KDHC confirmed that the defibrillator was privately purchased by KDHC and that it is not a Saint John issued Defibrillator. As a result, it was agreed that it is not required to be located external to the facility and that it can be relocated to the new First Aid Room.
- Noted that cost of replacement batteries and pads average approximately \$250 per year as they last between 2-3 years.
- FTBSBA representatives in principle agreed to discuss jointly contributing to the ongoing replacement of the batteries and pads, and will seek their Committee endorsement.

Action:

- FTBSBA to seek their Committee’s endorsement for jointly contributing to the ongoing replacement costs of the Defibrillator batteries and pads.

Officers Comment

That the Committee notes the information provided.

5.5 Cleaning Room near Female Toilets

- As per Shared Facility Usage Agreement, the cleaning room near the female toilets is to be used as a cleaning cupboard for stores and equipment. FFTBSA are requesting KDHC to remove club items and allow access to space.
- KDHC advised committee that they currently store expensive audio equipment in the cleaning room and are working to find another area to store this in.

- KDHC commented that previous discussions were held around possible provision of additional split storage in the room behind the kitchen.
- City noted that the possibility of caged storage fit out was discussed and in principally supported at the August 2023, HaTBAC meeting.
- Clubs are to obtain quotes for fitting out the kitchen store area with cages and if progressed submit an AUI for the works.
- The project is eligible to apply for funding support through the City's \$1,000 grant program known as the Community Funding Program.

Action:

- KDHC to relocate audio equipment to allow access to cleaners room.
- Clubs to obtain quotes for fitting out the kitchen store area with cages.

Officers Comment

That the Committee notes the information provided.

5.6 Re-key Roller Shutter and Trophy Cabinet

- This item was resolved as part of Agenda item 5.3.

6.0 Urgent Business with the Approval of the Presiding Member

Nil.

7.0 Date of Next Meeting

Monday, 12 February 2024 at 5.00pm.

8.0 Closure

There being no further business, the Presiding Member declared the Meeting closed at 5.47pm.

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

Signed: _____

Presiding Member

Dated this _____ day of _____ 2024.