



MINUTES
Hockey and Tee Ball Advisory Committee (HaTBAC)
Monday 12 August 2024 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 5.03 pm.

2.0 Attendance, Apologies and Leave of Absence Previously Approved

2.1 Voting Members

Cr Dylan O’Connor	Presiding Member (PM)
Jason Pontre	Treasurer – Forrestfield Tee Base Soft Ball Association (FTBSBA)
Mark Baker	President (FTBSBA)
Belinda O’Reilly	President - Kalamunda Districts Hockey Club (KDHC)
John Boogard	Treasurer - (KDHC)

City of Kalamunda Staff

Freya Ayliffe	Acting Director Community Engagement (ADCE)
Darren Jones	Manager Community Development (MCD)
Fiona Stuart	Acting Leisure Planning Project Manager (ALPPM)

Observers

Cr David Modolo

2.2 Apologies

Nil

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 12 February 2024 published and circulated, are confirmed as a true and accurate record of proceedings.

Moved: Belinda O'Reilly
Seconded: Jason Pontre
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 12 February 2024".

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.

Nil.

5.0 Items for Committee Consideration

5.1 Consideration to be given to proposal to alarm the storage sheds

FTBSBA advised that recent break ins had raised concerns over security on the storage shed for both groups.

FTBSBA would like to apply to the City for the clubs to install additional monitored security to the storage facility, and believe that there may be existing infrastructure to allow this to be directly linked to the main facility.

City Officers advised the group to discuss the matter with the Property Services team and complete an Application to Undertake Improvement (AUI) form.

Officers Comment

The Committee noted the information provided.

5.2 Shared Seasonal Calendar of Activities – Summer Season

KDHC and FTBSBA will be meeting to further discuss the Summer Shared Seasonal Calendar and provide an update on anticipated usage to the City prior to Reserve bookings being submitted to the City for the 2024 summer season.

FTBSBA noted that they are currently behind with finalising usage, but recent registration day showed good club numbers. The Teeball season commences on 12 October 2024 and site has again been identified for Machine Pitch games on Friday evenings.

KDHC advised that they are considering Tuesday and Friday night usage again for social competitions. KDHC would also be looking to host a fundraising event for Telethon that had to be postponed due to delays in delivery of the lighting project. Generally, the Friday night program commences in Term 4, so would like to have time to advertise dates prior.

KDHC requested further discussion with FTBSBA around ground use and areas of use, as they would like to use the area under the new lights and closest to the club room for Friday night social games. In recent years the club has seen numbers drop, having to operate from the rear of the playing fields being a contributing factor.

FTBSBA noted that they will not know Machine pitch dates, or when development programs will operate, until closer to the season starting, but will work with KDHC once known to achieve best outcome for both groups.

Officers Comment

KDHC and FTBSBA to provide a copy of the shared calendar to the City once completed.

5.3 Proposed entry signage to facility

KDHC noted that they would like to install a sign at the front of the facility that notes the site as "Home of KDHC and FTBSBA". Noting that Hartfield Park being such a large site, it can sometimes be difficult to clearly identify their relevant grounds.

City Officers advised that there is a planning approval process to work through and the relevant contact will be provided to the clubs. This would be for any signage placed on the Reserve site. If the sign was to be placed on the road verge this may be a different process, Officers will check with Planning and advise clubs accordingly.

This would then inform, the size, location and design, of any signage and allow progression of the project.

Action:
 City Officers to provide contact in Planning Team to KDHC and seek advice on whether verge area falls under same planning approval process.

Officers Comment

That the committee notes actions and information provided.

5.4 Sports lighting Project

The City has recently been advised by Kalamunda Electrics that the delivery of the poles has been further delayed. Unfortunately, this is a problem being experienced across other Local Governments across Australia. The impact on the clubs is to be noted as significant, as it does impede planning for the upcoming summer season activities.

The City has requested that the contractor continue to press the engaged supplier to release confirmation of shipping dates as soon as this is known.

The Clubs requested that the process for delivery, and timeline once poles arrive, be provided to clubs to understand any possible impacts. It was noted that with large cranes and trucks required to go on the reserve, the clubs would like reassurance that remediation of grounds is included in scope should damage occur.

Action:
 City Officers to obtain update on delivery of project from Asset Delivery, including path of travel of large vehicles.

Officers Comment

That the committee notes action and information provided.

5.5 Naming of Ovals

KDHC noted that, as per the reasoning behind the request in item 5.3, it would be nice if the Hockey/teeball reserve could be officially named to allow better way finding on such a large site.

City advice is that requests for naming of ovals is guided by Governance Policy 19 and can be considered through a formal council process.

As the City is currently reviewing renaming and dual naming of Hartfield Park/Federation Gardens as part of its current Section 18 requirements, the preference is for these matters to be formalised first prior to the clubs then progressing any request for naming of the Hockey/Teeball areas.

The Committee acknowledged this approach, but noted that perhaps it would be beneficial, and save further requests to Department of Planning, Lands and Heritage, if the naming of the Hockey/Teeball area was also considered at the same time. This would also further allow suitable engagement with Traditional Landowners as part of that process.

Action:
 City Officers to discuss with relevant Business units including naming of the Hockey/teeball site as part of the Section 18 community and Traditional Owner engagement process.

Officers Comment

That the committee notes action and information provided.

5.6 Fit out of First aid room/Teeball Office and Proposal for caged storage within Kitchen storeroom.

1. Fit out of First Aid Room – FTBSBA have applied through City Property Services team to complete fit out and rekeying of current first aid room but were concerned when a cost of approximately \$2,500 was noted to change current swipe card access. It was noted that the lock just needs a new barrel installed to allow FTBSBA restricted access to that area. The City advised the club to contact Property Services team to confirm works and costings required.
2. Caged Storage area in canteen store room – KDHC have shared draft design and costing (\$2,300) with FTBSBA for a split storage area, to improve safety and security of clubs individual items. FTBSBA committee have reviewed and noted the following;
 - o Power points are within proposed KDHC area and water access within FTBSBA proposed area.
 - o Redesign be proposed and additional quotes provided.
 - o FTBSBA will then reconsider proposal.

Action:
 Clubs to continue to work together on redesign and costs prior to applying to City to install any storage cages.

Officers Comment

That the committee notes action and information provided

5.7 Foothills Men’s Shed Location and Parking

KDHC requested an update on the previous discussions from the meeting held on the 12 February 2024 regarding the location of the Men’s Shed and concerns raised around loss of parking on the gravel area.

FTBSBA noted that the club had reconsidered it’s support for the proposed location of the Foothills Men’s Shed.

Officers advised that at the previous HaTBAC meeting, that the original location for the Men’s Shed, had been impeded by environmental approvals. As such, revised location options were presented to the Committee, which supported Option One as the preferred location, being in the overflow car park.

As such, designs were progressed on this basis and endorsed by Council at the 28 May Ordinary Council Meeting. The project is currently out for tender.

KDHC and FTBSBA noted that they felt this had been presented as an option not a confirmed location and the subsequent loss of parking bays is a real concern. KDHC were seeking confirmation that any changes to the site would still be able to accommodate at least 80 - 100 parking bays, currently only 36 are formalised, supported by informal gravel overflow areas.

KDHC advised that any proposed synthetic hockey turf development would require 150 car bays according to Hockey WA’s latest Strategic Facilities Plan, however, KDHC noted that 80 – 100 would be sufficient. Both clubs noted that there is currently heavy usage of the site on game days and felt that any loss of bays may inhibit future growth.

PM and Cr Modolo noted that the Project Manager communication around the project was not clear and further information on any potential future parking needs to be considered.

PM requested the Project Manager to provide an overlay of potential future formalisation of the informal gravel car parking, noting the number of car parking bays and for the City to consider addition parking on the adjacent road verge (noting Section 18 requirements).

Action:

- PM requested the Project Manager to provide an overlay of potential future formalisation of the informal gravel car parking, noting the number of car parking bays and for the City to consider addition parking on the adjacent road verge (noting Section 18 requirements). Request to be completed within next two weeks if possible.

Officers Comment

That the committee notes the information provided.

5.8 Running Action Register

New items raised to be added to register and updates provided when and as required.

6.0 Urgent Business with the Approval of the Presiding Member

6.1 Lease Extension

It was noted that the current Shared Lease for the facility will require to be extended following the completion of the current term on the 30 September 2024.

Officers advised that the Leases and Licences Officer will contact the clubs to work through the new lease. Officers noted that new terms include:

- An updated maintenance schedule;
- New lease fee of \$1,000 per lease as adopted by Council. As a shared lease, this would be split between the two groups.

FTBSBA advised they were not aware that of the proposed new lease fee. Officers noted that communications were provided to all City Club's on the matter.

Officers Comment

That the committee notes action and information provided.

7.0 Date of Next Meeting

Monday, 11 November 2024 at 5.00pm.

8.0 Closure

There being no further business, the Presiding Member declared the Meeting closed at 6.15pm.

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.



Date of meeting	Item	Status	Responsible Persons	Comments
August 2024	First Aid Room	Pending	FTBSBA	<ul style="list-style-type: none"> FTBSBA to work with Property Services Team re keying of door.
August 2024	Kitchen Store room caged Storage	Pending	KDHC	<ul style="list-style-type: none"> KDHC to redesign and work with FTBSBA re progression to installation
August 2024	Mens Shed	Complete	KDHC	<ul style="list-style-type: none"> Project Manager to provide Committee with overlay/concept of formalised parking areas and number of bays achieved and consider additional road verge car parking
August 2024	Signage and Naming Policy	Pending	City	<ul style="list-style-type: none"> City to provide information on signage locations and approvals required and to request that the City include the naming of the Hockey/Teeball Reserve in with HPMP Section 18 approval conditions.