# MINUTES

## Ray Owen Sports Centre Management Committee
## Thursday 13 August 2026 at 6.00pm
## Ray Owen Sports Centre

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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.

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

The Committee welcomed the new KDNA representative Kate Read and new Recreation Services Officer Chris Lloyd.

Welcome to City of Kalamunda staff, Pollyanne Fisher (Manager Asset Planning), Marcin Urbanski (A/Coordinator Facilities Maintenance) and Tammy Money (Coordinator Work Health and Safety) attending this meeting to provide information for items 6.1 and 6.2

#### 2.1 Voting Members

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| Cr David Modolo | Councillor Delegate |
| Jarod Avila | Kalamunda and Districts Basketball Association (KDBA) - Presiding Member |
| Kate Overton | Kalamunda and Districts Netball Association (KDNA) |
| Zac Acott | Kalamunda and Districts Basketball Association (KDBA) |
| Kate Read | Kalamunda and Districts Netball Association (KDNA) |

**City of Kalamunda Staff**

| | |
|---|---|
| Fiona Stuart | Senior Leisure Planning Officer (SLPO) |
| Chris Lloyd | Recreation Services Officer (RSO) |

**Apologies**

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|---|---|
| Cr John Giardina | Councillor Deputy Delegate |

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| **2.2 Leave of Absence Previously Approved** | Nil |

## 3.0 Confirmation of Minutes from Previous Meeting

That the amended minutes of the meetings of the 07 May 2026 is now published and circulated, are confirmed as a true and accurate record of proceedings.

Moved: Zac Acott
Seconded: Kate Overton
Vote: Carried Unanimously **(5/0)**

### Statement by Presiding Member

*"Based on the above Motion, I now sign the Minutes as a true and accurate record of the meeting of 07 May 2026.*

## 4.0 Correspondence

Nil

## 5.0 Disclosure of Interest

### 5.1 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*)

### 5.2 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.

## 6.0 Items for Committee Consideration

### 6.1 Asset Management / Maintenance Plan Enquiry – KDNA President Request

The City's Manager Asset Planning & the Acting Coordinator Facility Maintenance attended the meeting to provide an overview of the following items:

- Asset Management Strategies & Plans;
- Forecast renewal works in the City's Long Term Financial Plan modelling; &
- Current maintenance processes, budgets and process for on charging the Associations for responsible items.

**Asset Management Plans**

- The most recent Level Two inspection of the Ray Owen Sports Centre was completed in 2023.
- The City's asset planning process uses a 10-year program to prioritise projects, with competing demands on limited funding.
- Facility condition inspections will transition from a five-year cycle to a three-year cycle.
- A key upcoming renewal project is the indoor court floor replacement is currently planned for the 2027/28 financial year, however is a significant cost and subject to the outcome of the next annual budget deliberation process of Council.

**Roof and Skylight Issues**

- Ongoing roof leaks, particularly around skylights, were discussed in relation to the proposed court renewal works.
- Skylight replacement was not funded in the previous budget but is included in the proposed court renewal project as the first stage.
- The City acknowledged that skylights have historically been a source of leaks and suggested their removal and replacement with improved artificial lighting as a potential long-term solution.
- No major roof replacement is currently programmed; however, the City acknowledged the roof may be approaching end of life and will continue to investigate potential future options.
- KDNA recommended roof renewal be completed prior to court replacement to avoid damage to a new playing surface.
- Concerns were raised regarding mould, regulatory compliance and safety risks associated with leaks near electrical infrastructure.
- A full roof replacement is estimated to cost approximately $2.5 million.

| Action | Responsible |
|---|---|
| Investigate roof issues by possible removal of sky lights and adding additional artificial lighting. | COK - Asset Planning |

**Court Renewal Timeframes**

- KDBA requested clarity regarding the timing of proposed court renewal works.
- The City advised that no confirmed construction timeframe currently exists.
- Early consultation and a staged delivery approach are proposed to minimise disruption to users.
- KDNA advised that at least two years' notice would be required to manage competition and facility planning.
- A potential project timeline includes design in 2027/28 and construction in 2028/29.

**Maintenance Program**

- The City advised that programmed maintenance includes test and tag services, fire compliance inspections, roof safety inspections, pest control, and quarterly lighting inspections.
- A request was made for the maintenance program to be provided to the ROSCMC.
- The City advised the maintenance documentation is being updated and can provide records of completed maintenance activities.

| Action | Responsible |
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| Provide Programmed maintenance plan for the facility to KDNA and KDBA | COK - Facility Maintenance |

**Plumbing Issues**

- KDNA raised concerns regarding ongoing leaks and blockages occurring on a regular basis.
- The City advised that ageing infrastructure and tree root intrusion are key contributing factors.
- The City is implementing a more efficient asset planning system to improve the management of maintenance and renewal requirements.

| Action | Responsible |
|---|---|
| Ongoing plumbing issues to be investigated | COK - Facility Maintenance |

**Committee Action**

That the Committee notes the information provided.

## 6.2 Draft Emergency Plan

Tammy Money provided an update regarding the Draft Emergency Plan, feedback provided from the Committee below:

- Concerns were raised regarding the effectiveness of the facilities existing PA system, particularly on Courts 5, 6 and outdoor courts where announcements cannot be clearly heard.
- The City advised that an Incident/Customer Service Request (ICS) has been raised for the PA system and that its status and required works will be investigated.
- The Committee agreed that PA system functionality should be reviewed and any issues resolved prior to full implementation of the Emergency Plan.
- The City acknowledged the importance of the PA system in supporting facility users, emergency services personnel and emergency management officials.
- The Emergency Plan will be owned and maintained by the City, with user groups and Associations responsible for developing procedures relevant to their specific functions and activities undertaken, aligned with the overarching Emergency Plan.
- Contact details within the draft plan require updating, including the removal of Zac Acott as a listed contact.

- The City proposed conducting an evacuation drill with the Home School Group to demonstrate the practical application of the Emergency Plan.
- The City will provide Emergency Warden vests, warden hats and quick reference guides as part of implementation.
- It was suggested that emergency management resources be stored in the First Aid Room for ease of access during emergencies.

| Action | Responsible |
|---|---|
| City to investigate the status and effectiveness of the PA system and progress any required upgrades. | COK - Occupational Health and Safety And Facility Maintenance |
| City to update contact details within the Emergency Plan. | COK - Occupational Health and Safety |
| City to arrange an evacuation drill with the Home School Group. | COK - Occupational Health and Safety |
| Final emergency management arrangements, including the Home School Group's role within the plan, to be determined during implementation. | COK - Occupational Health and Safety |

### 6.3 Licence Renewal Status Update

- The City advised that priority has recently been given to community lease agreements associated with new and upcoming facilities.
- The updated licence agreement is anticipated to be ready for review in late September 2026.
- The current licence agreement remains in a holding over arrangement until the revised agreement is finalised and executed by all parties.

**Committee Action**

That the Committee notes the information provided.

### 6.4 Ray Owen Reserve – Oval Redevelopment Update

- The Ray Owen Reserve Oval redevelopment has been completed and officially opened.
- The opening was celebrated with associated clubs and included the first official football fixtures at the redeveloped facility.
  All Ray Owen Reserve users have been reminded that normal site activities have resumed.
- KDBA congratulated the City on the successful completion of the project.

**Committee Action**

That the Committee notes the information provided.

## 6.5 Floor Reseal – December 2026

- Floor reseal maintenance works for Courts 1-6 are scheduled for December 2026.
- The City has requested that the Associations provide preferred dates for the works. Confirmation of dates is required to enable the Asset Maintenance Team to schedule and secure contractors.
- Early planning will assist in minimising disruption to facility users during the maintenance period.

| Action | Responsible |
|---|---|
| Associations provide dates suitable to complete floor reseal | KDBA & KDNA |

### Committee Action

That the Committee notes the information provided.

## 6.6 Invoicing timelines

- KDBA requested this item following the receipt of a significant backlog of invoices from the City issued with 30-day payment terms.
- SLPO advised that draft invoices had previously been provided to the Associations for review prior to finalisation.
- Both Associations indicated they would like the draft invoice review process to continue.
- KDNA suggested that monthly invoicing would be a more appropriate and manageable approach.
- KDNA requested that all invoices include a detailed breakdown of charges to support verification and transparency.
- The City advised that a new invoicing system will be implemented shortly to simplify processes and provide clearer invoice information.
- KDNA requested the opportunity to review both issued and pending invoices to ensure they align with the agreed responsibility allocation spreadsheet.

| Action | Responsible |
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| Send through November 2025 invoice to KDNA | COK - Finance Team |

### Committee Action

That the Committee notes the information provided.

## 6.7 Running Action Register

Refer to the attached Running Action Register.

### Committee Action

That the Committee notes the information provided.

## 6.8 Urgent Business with the Approval of the Presiding Member

- It was noted that Zac Acott has resigned from his position as CEO of KDBA. Zac will be assuming a new position with Equestrian WA in early October.
- The City thanked Zac for his contribution not only to the ROMC but also KDBA and wished him well in his new position.
- KDBA will provide details of a new committee representative once formalised through an association meeting.

## 6.9 Closure

There being no further business, the Presiding Member declared the meeting closed at 7.34pm.

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

Next Meeting: Thursday 5 of November 2026.

Signed: _____

Presiding Member

Dated this 5TH day of NOVEMBER 2026

Ray Owen Running Action Register

| Date of meeting | Item | Status | Responsible Officer/s | Comments |
|---|---|---|---|---|
| August 2026 | **Ray Owen Sports Centre – Courts Extension** | Ongoing | Recreation & Leisure & COK Assets | • No update was available regarding the proposed court extension at the Ray Owen Sports Centre.<br>• Discussion was held regarding whether the revised extension proposal had been finalised; however, no further information was available.<br>• The City advised that an advocacy plan has been developed.<br>• KDNA noted previous advice from City staff that funding is not currently available for the facility extension.<br>• KDNA expressed concerns that the High Wycombe Community Hub project appears to be receiving a higher priority than the Ray Owen Sports Centre extension.<br>• KDNA questioned the value of undertaking court and roof improvement works if a future facility extension is being considered.<br>• KDNA suggested that any future extension should be incorporated into the overall project scope and planning to avoid duplication of works.<br>• KDBA advised that the local Labor Member had encouraged community groups to prepare a "wish list" of projects and priorities for advocacy purposes over the next six months. |
| August 2026 | **Life Member Honour Board damage** | Ongoing | Recreation & Leisure/Associations | • Recreation & Leisure to raise an ICS regarding the issue to be inspected and repaired. The belief is that the air conditioning unit above has been leaking on the Honour Boards. |

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| May 2026 | **Court 6 - Movable Seating** | Ongoing | Associations | • At the May 2026 meeting, KDBA advised the Committee that they were intending to investigate options for a movable seating for court 6, to replace the existing steel seating structure.<br>• Action: Officer are to provide KDBA with information relating to the likelihood and parameters of having moveable seating.<br>• Update: Preliminary investigations of construction drawings indicate that courts 5 & 6 are of similar build and condition as courts 1-4. The structural engineers report for courts 1 -4 restricted moveable seating options, therefore it is likely to be similar for courts 5 & 6. To confirm this, a formal structural report would be required.<br>Committee Comment, 13/08/26 -<br>• KDBA asked what the structural report specifies?<br>• KDBA are still seeking confirmation on whether a lighter structure could be considered for a moveable grandstand noting weight of current structures that are used on Cts 5 & 6.<br>• **Action:** City to provide construction model of flooring and previous load advice to assist with their investigations into suitable movable grandstand options. |
| May 2026 | **Mezzanine Storage options** | Ongoing | Associations | • Associations to prepare specific storage and space requirements and provide a rough concept plan to assist with further information<br>• Associations yet to action this one. |

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| May 2026 | **Advertising & Sponsorship signage** | Ongoing | Recreation & Leisure | • City staff in Development Services are drafting an Advertising and Sponsorship Policy. This Policy will be relevant for all leased facilities and City owned buildings.<br>• Associations have provided a draft document to the City for consideration. This is currently being reviewed & feedback to be provided by the City across several business units.<br>• Action: New staff member – Commercial Manager – to review the advertising request and City to provide a response. |
| May 2026 | **Resurfacing & upgrade of Maida Vale Netball Courts** | Ongoing | Project Delivery & Recreation & Leisure | • Initial concept plans have been developed for a revised court marking layout to accommodate compliant multipurpose as per the Master Plan.Concept designs for both court layout and lighting were provided noting no initial issues raised with layout by either association. Associations to be re-engaged at detailed design phase of project along with SSAs. KDNA –sought confirmation from KDBA as to whether they would use the outdoor courts? KBDA noted that there is interest from some teams but acknowledged the priority of bookings for Netball.<br>• KDNA raised issues with the process of booking the MVNC courts which can only be done weekly rather than by a block<br>• **Action:** Officers to discuss with Bookings Officer and confirm process. |
| May 2026 | **Flooring reseal** | Ongoing | Building Maintenance | • Floor reseal occurring in Dec 2027.<br>• Clubs have since confirmed 14th of December for works to commence<br>• Costings will be split between the City and both Associations |
| 2020 | **Reinstatement of Cts 17 & 18** | Ongoing | SLPO | • Reinstatement request from Associations noted. Implementation is linked to Master Plan.<br>• Committee to confirm if this standing item is required, given the preferred revised design for the ROSC. |