

HTMSAC Minutes

Hockey Teeball Mens Shed Advisory Committee (HTMSAC)

Monday 10 November 2025 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.

2.0 Attendance, Apologies and Leave of Absence Previously Approved

Cr Mary Cannon – Presiding Member

Cr Brooke O'Donnell – Deputy Presiding Member

Nic Daxter – Leisure Planning Project Manager (LPPM)

Fiona Stuart – Senior Leisure Planning Officer (SLPO)

Babak Yazdani – Coordinator of Design and Survey

Caio Moreira – Project Design Officer

Mark Baker – President - Forrestfield Tee Base Soft Ball Association (FTBSBA)

Ian Ballantyne – Deputy Representative – FTBSBA

Simon Baildham – President - Kalamunda Districts Hockey Club (KDHC)

John Boogaard – Treasurer - KDHC

Brian Lovell – Treasurer – Foothills Mens Shed (FMS)

Apologies

Phil Rohrlach – Chairman – FMS

Darren Jones – Manager Recreation and Leisure (MRL)

Jason Pontre -Treasurer FTBSBA

2.1 Councillor Delegates

The Committee welcomed the new Councillor Delegates to the Committee, Cr Mary Cannon as Presiding Member and Cr Brooke O'Donnell as the Deputy Presiding Member.

3.0 Confirmation of Minutes from Previous Meeting

That the amended minutes of the meetings of the 25 August 2025 now published and circulated, are confirmed as a true and accurate record of proceedings.

Moved: John Boogaard
Seconded: Simon Baildham
Vote: Carried (5/0)

3.0 Correspondence

All correspondence is saved to the [One Drive folder](#) for committee reference.

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.
- b) Noted KDHC, FTBSBA and FMS members have interest affecting impartiality.

6.0 Items for Committee Consideration

6.1 Revised Concept Design – Future Car Park

Officers from the City's Design team presented on the proposed car parking design, responding to the six focus areas the Committee requested to be considered further at the 25 August 2025 meeting (**Attachment One**).

The Committees comments and actions are collated in the updated table in **Attachment Two**.

The Committee noted that proceeding with the full formalisation of the car park will trigger significant design, timing and cost implications due to the need to obtain tree clearing permits, potentially Aboriginal Heritage approvals and inclusion of a separate entry / exit to the car park due to parking exceeding 100 formal bays. It was noted that there is no guarantee that the clearing permits can be obtained, given this area is a Bush forever site and has been in-principally supported as a Main Roads Western Australian offset area for Hartfield Park.

The Committee supported the staging of the car park as the most practical way forward, noting their preference to still obtain a formalised car park with a minimum of 120 bays.

The Committee supported the priority staging of the car park as follows:

- 1) formalising the area behind the existing hockey / tee ball area (including the 6 additional bays [area 3 in attachment one]); and
- 2) renewing the existing car park including a pedestrian access path linking Hartfield Road to Men's shed and to the existing footpath, ultimately providing connection to the hockey/tee ball building.

The Committee requested the City's design team to consider design options to achieve the 120 bays, with the inclusion of a new separate entry / exit, noting the need for Environmental and Heritage approvals.

The Committee requested that the City develop a budget bid to be considered as part of the City's annual budget deliberation processes of Council for the staged approach. Officers noted that the project would be considered amongst all other competing priorities of Council.

Actions

- City to progress revised concepts to be brought back to the Committee for consideration.
- A budget bid be submitted for the staged delivery of the car park, for consideration of Council as part of the annual budget deliberation process.
- City to investigate interim options for security lighting to be added to gravel car park area adjacent to FMS. Consider lights on current sports lighting poles mid way up.

Officers Comment

That the Committee notes the information provided.

7.0 General Business with the Approval of the Presiding Member

7.1 FTBSBA Kitchen Improvements

FTBSBA and KDHC both received funding from the State Government to improve the facility kitchen, including proposed installation of new appliances. The clubs are seeking assistance with determining what constitutes a commercial kitchen and the requirements/approvals needed to undertake the works.

Officers advised that the group would need to submit an Application to Undertake Improvement Form which is required through the Property

Services team, and that the City's Health Team would be able to provide advice on statutory requirements for a commercial kitchen.

Action

- City to provide FTBSBA and KDHC with relevant contacts in Statutory Approval and Property Services teams to progress an Application to Undertake Improvement.

7.2 Club Signage

FMS asked for an update on the proposed joint club sign at the car park entrance. KDHC and FTBSBA advised that no further progress had been made on this item.

The City advised that they re-send the information previously provided to allow the three clubs to continue to work through signage approval process.

Action

- City to provide relevant contacts in Statutory Planning team.
- Clubs to progress planning of the new club sign in line with the approval process.

7.3 Allocated funding for Car Park Design

FTBSBA asked why an external contractor had not been engaged to undertake the car park designs as per the Councillor Notice of Motion in February 2025.

The City advised that in line with the Councillor Notice of Motion, that quotations were sort from the market, however, all were above the allocated budget. In consultation with Council, the works were referred to the City's in-house design team to complete.

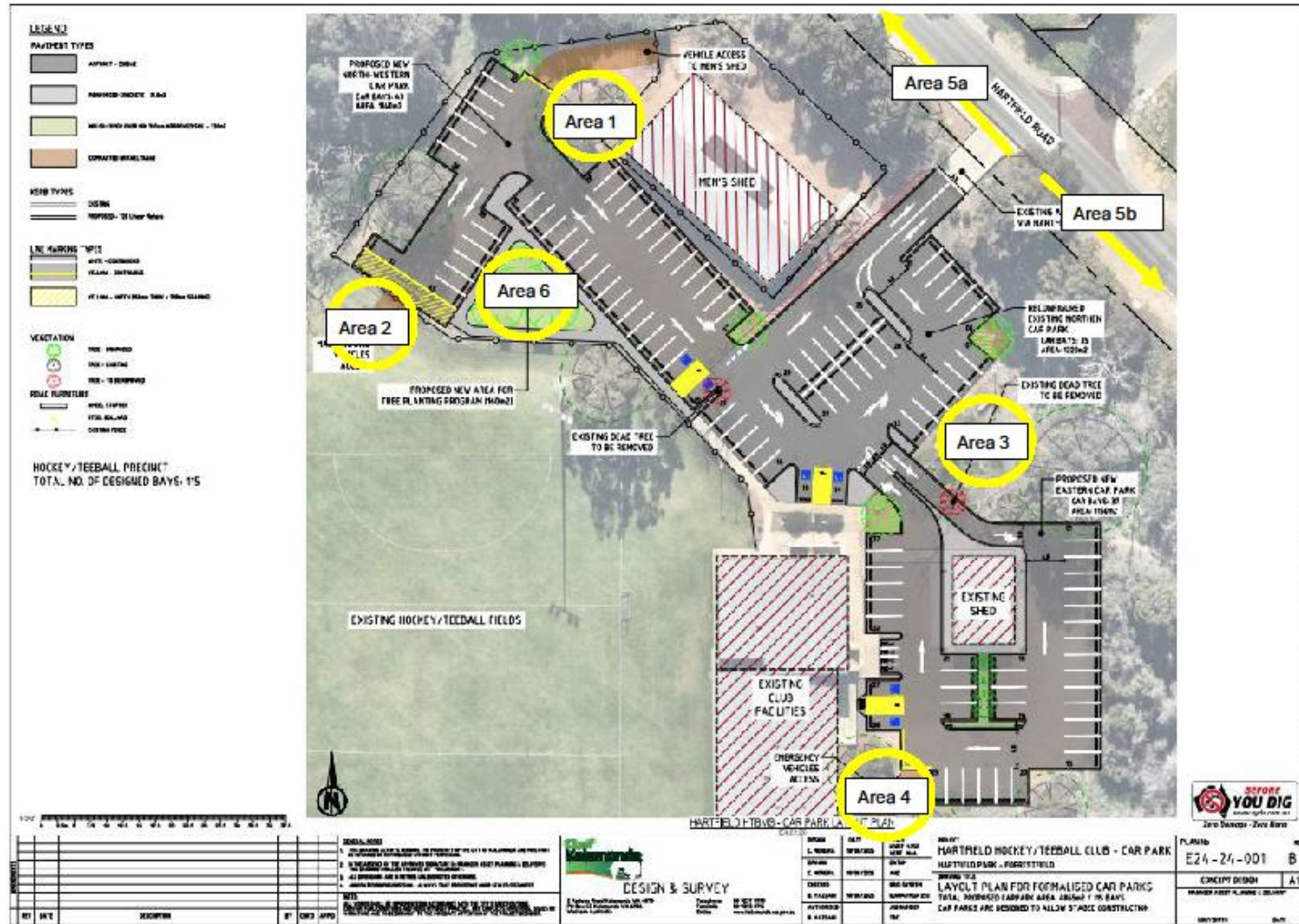
Officers Comment

That the Committee notes the information provided.

8.0 Date Of Next Meeting

The final Committee meeting will be scheduled for 09 February 2026.

Attachment One – Areas of Comment.



Attachment Two – Updated Committee Comment/City Response and Action Required

Area of Site	Committee Comment 25/08	City Response 25/08	City Update 10/11	Committee Comment 10/11	Comment/Action Required
Current Concept Design	Committee requested minimum 120 bays as per the Councillor Notice of Motion. (February 2025 OCM) Current design is only 115.	Design was completed to avoid triggering any clearing or additional Aboriginal Heritage approvals which would add time to delivery and may not receive approval.	Revised design can potential achieve ~121 bays with the 6 additional bays in Area 3, with an additional ~20 informal (90°) bays able to be achieved off Hartfield Road. This design however triggers significant compliance, timeframe and budget implications, including need for tree clearing and aboriginal heritage approvals, due to the need to provide a separate entry / exit as the car park exceeds 100 formal bays.	<p>Revised design Noted, however supported a design that achieved a 120 formal bays with a compliant entry / exit.</p> <p>KDHC asked if lighting was included in the car parking design.</p> <p>KDHC notes that existing gravel car park deteriorates into a poor condition during winter, which is another reason as to why the formalisation is required.</p> <p>KDHC asked if there was an interim measures to security lighting of the car park, as it was an issue for the Club in winter.</p>	<p>Design Team to consider potential designs for the separate car park entry / exit and to aim to meet the 120 bay requirement.</p> <p>The City advised that lighting has been included with an estimated cost however is subject to a CPTED assessment which would form part of the next design phase.</p> <p>City to investigate interim options for security lighting to be added to gravel car park area adjacent to FMS. Consider lights on current sports lighting poles mid way up</p>
Area 1	Is there opportunity to consider informal parking in this space during Hockey and Teeball club timeslots	Trees in this area would require root zone protection, and it is the exit area for the FMS. Informal parking may be achieved as long as exit for FMS is not impacted. Trees would be protected by bollards as requested by City Natural areas Coordinator.	Two informal bays possible when Mens Shed not in use, with bollards installed to protect trees.	Noted	Nil
Area 2	Can fence line be adjusted to achieve more formal bays?	City would need to consider change in levels, possible services including drainage (culvert) and lighting conduit. Access to oval would also need to be moved which may reduce bays elsewhere.	An additional six bays could be achieved through extension of the car park into this space; however, at a significant cost as the areas are at different levels, cross a drainage culvert and there are services for irrigation and lighting in the location, thus increasing the cost to provide the additional bays.	Supportive of including in design if feasible and within budget.	Nil
Area 3	Can this area be considered for more formal parking? Remove young trees and formalise. Could provide 5-6 more bays	City advised that this may need to be considered by DWER for clearing but also additional Aboriginal Heritage Approval, as not included in existing Section 18. Redesign may only achieve	The current small trees can be removed and replacements offset. Six additional bays can be provided at this location. This meets Australian Standards, as a limit of six bays in such a configuration	Can more bays be added if an additional exit road was provided onto Hartfield Road?	City noted that additional bays with an exit road could be provided, however, the area is bushland and would trigger requirement for clearing permits. Noted that this area has also been identified as

		4/5 bays due to access and manoeuvrability requirements.	allows cars to enter and reverse out safely without the need to provide a turning bay.		an area for offset for Main Roads WA along with other areas in Hartfield Park. Action; City to consider extension of bays and additional exit road and cost as part of the design.
Area 4	How many informal bays could be added here if gate adjusted?	City advised that this could be reviewed in line with discussion with Bushfire Mitigation Team.	This area is marked as an offset area for Main Roads for the Tonkin Highway projects. As such any informal parking will likely be planted out in the future. The area also links to the firebreak access and driveway for emergency vehicles and therefore should remain clear at all times.	Noted	Nil
Area 5a.	What offroad parking either formal or informal can be achieved along Hartfield Road?	"Line of sight" requirements, current footpath along 5a and slow points at 5b, do restrict any formal parking. City will consider opportunity for informal bays	5a – feature survey along Hartfield Road shows that existing trees are too close to allow installation of parking bays and a footpath.	5a - What is the need for the footpath along that section given there is already a footpath on the other side of Hartfield Road? Could bays be installed without the need to replace the footpath, thus not encroaching on the trees?	5a - City noted that the footpath was put in to connect the sporting areas. Footpath allows community access and also connects bicycles, prams and mobility scooters to the dog park and sporting facilities. Action 5a – consider need to retain footpath and review design if it is not required.
Area 5b			5b – Feature survey concluded that trees are too close to allow formal bays. Informal parking could be achieved with signage	5a and 5b – CR Cannon asked whether road verge be reclaimed on opposite side of road from facility and bays created? Or can the footpath become a shared vehicle / pedestrian space on weekends	Action 5b – consider how many informal bays with signage could be achieved and cost. 5a and 5b – This would be adhoc due to number of house driveways and retaining line of sight. May also cause issues with residents. Officers to investigate if the footpath can be a shared vehicle / pedestrian space on weekends.
Area 6	This triangle for planting could be used for additional bays, lost space?	City advised that due to the shape of the car park and need to retain the flow for ingress/egress of vehicles, this area needs to remain in place. Any changes would only reduce bays elsewhere.	Investigation found potential for a maximum 6 formal parking bays. However, 6 other bays had to be removed, so no gain in numbers. Not a cost-effective solution as increase Car Park footprint and likely causes access flow issues.	Noted	Nil