



MINUTES

**Ray Owen Sports Centre Management Committee
Thursday 25 July 2024 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 Presiding Person opened the meeting at 6.05pm.

2.0 Attendance, Apologies and Leave of Absence Previously Approved

NIL

2.1 Voting Members

Cr Geoff Stallard	Councillor Delegate
Cr John Giardina	Councillor Deputy Delegate
Scott Parker	Presiding member & Kalamunda and Districts Basketball Association (KDBA)
Nicole McKennay	Kalamunda and Districts Netball Association (KDNA) via Teams
Cherie Stoodley	Kalamunda and Districts Netball Association (KDNA)
Luke Sunderland	Kalamunda and Districts Basketball Association (KDBA)

City of Kalamunda Staff

Freya Ayliffe	A/Director Community Engagement (DCE)
Fiona Stuart	A / Leisure Planning Project Manager (SLPO)
Jordie Maxwell	Club Development Officer (CDO)
Robert Hays	Team Leader, Waste Services (WS)

2.2 **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 02 May 2024 published and circulated, are confirmed as a true and accurate record of proceedings.

Moved: Cr Stallard

Seconded: Cherie Stoodley

Vote: Carried (4/0)

Statement by Presiding Member

"Based on the above Motion, I now sign the Minutes as a true and accurate record of the meeting of 02 May 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.

Nil.

5.0 Items for Committee Consideration

6.0 Ray Owen Sports Centre – Skip bins

Robert Hay (City Team Leader, Waste Services) attended the meeting to discuss ongoing issues concerning the skip bins that are located behind the centre.

Committee discussed the ongoing costs the City has had to cover in relation to the skip bins which include contamination costs, padlocks needing to be replaced and the skip bins being tipped over which requires a loader to attend on-site to lift the bin back up into position.

The Committee agreed that a CCTV camera to view the skip bin location could be a deterrent and assist with identifying culprits.

KDBA currently own and manage the existing cameras at the centre and can seek quotes for any additional to add to the system.

A/DCE noted that any new /additional cameras facing public open space would need to adhere to the City's CCTV Strategy and can be monitored by the user groups, as per

the current system. City will also seek quotes and advise on best way forward should a new camera be considered for future budget requests and installation.

City Officers to provide the relevant information to KDBA regarding the strategy.

As an interim measure, the City will also look to place a variable messaging board (VMB), which has a built-in camera, in the area in question. This will be used for a short term (up to 3 weeks) to ascertain if the behaviour is caused by the same offender.

Action:

- KDBA to seek quotes for an additional camera to be located at the back of the building and facing the vicinity of the skip bins.
- City Officers to provide the relevant information to KDBA regarding the CCTV strategy.
- The City to progress placement request for a VMB at the area in question (actioned).

Officers Comment

That the Committee notes the information provided.

6.1 Ray Owen Master Plan update

6.1.1 Court Extension, Advocacy Strategy and Access Driveway

A/DCE advised the Committee that the two priority projects for Advocacy are Pickering Brook Fire Station and Ray Owen Master Plan.

The Committee were also advised that the City has taken a new approach concerning the delivery of projects.

A new Project Management Office is being established, with new Project Managers (PM) in the process of being engaged – one of whom will be responsible for the delivery of remaining projects within the Ray Owen Master Plan. The assigned PM will oversee all project works associated with Ray Owen Sports Centre, which will mean one point of contact for the Associations and essentially see an improved, streamlined process.

City will ensure that the Associations are included from the early stages of the project which will recommence with rescoping and schematic design development.

Committee agreed that it would be highly beneficial to be involved in the early stages of the design process and scope for the four-court extension project. A/DCE confirmed that within the detailed communication and engagement plan for the project, the Associations will be involved at various stages throughout the project.

Committee also agreed that both Associations would continue to advocate for the project. Both Associations would share statistics with the City to assist with advocacy.

Statistics can include, but are not limited to:

- Club membership numbers
- Female participation numbers
- Membership numbers for all abilities competition (largest in WA)
- Indigenous member numbers
- Number of visitors that attend the centre each day/week/year

These updated figures (last provided in 2018) should have theoretically increased in the past 6 years therefore will provide a more accurate number.

A/LPPM advised that the City also had a meeting with a group called Active Exchange who provide Social Impact reports to support funding applications and advocacy.

The provision of statistics and usage will be invaluable to develop such a report for Ray Owen should future budget allow.

Officers Comment

That the Committee notes the information provided.

6.2 Table of Responsibilities – Ray Owen Sports Centre Licence Agreement

The current Ray Owen Sports Centre licence agreement will reach a mark of 10 years in December 2025 and the Associations will have the option to extend the licence agreement for a further term of 10 years, expiring in 2035.

Since the last meeting, both KDBA and KDNA Presidents agreed to commence reviewing the table of responsibilities and Licence agreement terms.

Whilst the upcoming process is a straightforward renewal process, there have been many changes to Association and City needs and usage over the last 10 years which may require a variation on the current document to be considered.

Committee agreed that a separate meeting will be arranged in late September 2024 with relevant representatives to further discuss the finer details of the agreement and table of responsibilities.

Action:

- ROMC members and City staff to continue reviewing the licence agreement and table of responsibilities to provide comment/feedback at a meeting to be scheduled in late September (separate to the Management Committee meeting)

Officers Comment

That the Committee notes the information provided.

6.3 Budget items 2023/24

Grandstand renewal project Court 1 & 4 (carry over)

A/ DCE advised the Committee that KDBA recently met with the City's CEO and Director of Asset Services to discuss the grandstand renewal project.

Whilst the CEO was agreeable to continue to explore options, a letter was sent to KDBA following the meeting with the main points for further consideration outlined below:

Should a mobile/retractable seating option be considered:

- KDBA and KDNA would be required to assume full liability for any damage to the parquetry flooring floor that occurs due to the use of the mobile grandstand based on Structural Engineer's report.
- Previous discussions noted that a mobile/retractable grandstand would further impact the runoff for netball.
- Mobile seating could not accommodate score benches that are currently built into the grandstand.
- Consideration would need to be given to how a mobile grandstand could be moved to Ct 5 & 6 given that the current opening would not be wide or high enough.

Cr Giardina indicated that the mobile seating options shouldn't progress if it would negatively impact netball.

A / Leisure Planning Project Manager discussed the considerations outlined within the CEO's letter in more detail, including the fact that mobile seating would mean that when in a retracted position, there would be less seating than is currently available.

A/LPPM suggested that rather than try to retrofit something into a space that wasn't designed or built to accommodate, it could be a much better outcome if the

mobile/retractable seating was considered as part of the new stadium. Flooring could then also be designed to take additional weight and movement.

Committee agreed to ensure that this is included as part of the design process for the new four court extension.

KDNA confirmed for Committee that netball would be impacted with less run-off space – the current runoff is already compromised and not ideal.

KDBA advised Committee that a visual inspection from the initial structural engineer report was not sufficient and had requested a second report.

A/DCE affirmed that a second report would not be provided or undertaken until both Associations agreed to assume the liability of the court floor surface.

Cr Stallard noted that whilst there has been a delay to the project, this delay was a collective Committee decision to further investigate the mobile seating options.

After further deliberation and consideration by both Associations, it was agreed to progress this project as a fixed seating arrangement.

KDBA thanked the City for the time, investigations and efforts that had taken place to consider the provision of the mobile seating, however, the option isn't feasible at this time. Moving forward, KDBA requests that both Associations be involved in the scope and design for the fixed seating.

It was noted that there is a lengthy lead - up time (mostly manufacturing) for the seating project. Associations to provide some available dates for installation so the information can be included within the Communications Plan.

City staff thanked KDBA for the time spent researching different models and designs for mobile seating.

Cr Stallard requested that consideration be given to the reallocation of any unspent funds towards additional storage at the centre. It was noted that City storage space would be lost due to any new seating at Ct 1 end.

Action:

- Associations to provide available dates to accommodate the installation of the grandstand seating.
- City to ensure that Associations are included in final design and sign off on fixed seating options.

Officers Comment

That the Committee notes the information provided.

6.4 Running Action Register

Please refer to Running Action Register.

Officers Comment

That the updated Running Action Register be received.

6.5 OCE - Cleaning Company

KDBA requested this item be included in the agenda due to the ongoing cleaning issues that both Associations have experienced with the cleaning contractor over the past few years.

Asset Maintenance oversees the cleaning contract and has had numerous meetings with the contractor due to various complaints across the City's facilities and is documenting all concerns, in the lead-up to new cleaning contract tenders being considered in April/May 2025.

A / LPPM advised that further incidents have occurred with OCE at the centre, including food waste being left at the bottom of the bins and not being cleaned.

This information will be noted and recorded for future reference.

It was suggested that the Associations provide the City with regular updates regarding the level of cleaning being undertaken at the Centre, which the City will keep as a record.

Associations would be providing an official letter to the City regarding their opinion of the OCE's capacity to clean a facility like Ray Owen Sports Centre and to consider this when the new cleaning contract tenders are being considered next year.

Action:

- Associations to provide a letter to the City regarding OCE.

Officers Comment

That the OCE comments are noted.

6.6 Internal Wall Space – Request to use for advertising signage

KDBA requested information on the process for installing advertising signage on the internal walls of the centre to promote sponsors. This type of sponsorship assists with keeping membership costs down.

KDBA provided images of other centres with similar signage. KDBA are also exploring options of using Glory League broadcast for sponsors.

KDNA advised that whilst they were happy in principle, they did not believe it to be a fair outcome for the whole centre to be used to promote KDBA sponsors.

Court 5 & 6 may be better suited to signage for KDBA given these are their show courts.

KDNA would like to see a more detailed proposal to give a more informed response.

Committee agreed that both KDBA and KDNA Presidents would further discuss outside of the ROMC meeting and come to an agreement regarding the parameters of signage.

Once determined, an Application to Undertake Improvements (AUI) form would need to be completed by KDBA for City approval.

The item of signage is also a consideration for inclusion within the review of the Licence Agreement and table of responsibilities.

Action:

- Associations to discuss signage at the stadium and provide City with a proposal as part of an AUI.

Officers Comment

That the advertising comments are noted.

6.7 Glory League – Interactive Game recording system

KDBA recently installed the Glory League system at the ROSC following approval from the City.

KDBA provided a report, prior to the Committee meeting, to all Committee members regarding the implementation and success of the system.

The report included usage statistics, parent and player feedback (all positive) future prospects and conclusions.

Overall, the program has been a great success and the first of its kind in Western Australia.

Well done to KDBA for the successful implementation of the Glory League system.

Officers Comment

That Committee notes the information provided.

6.8 Parking Management for Events at Ray Owen Reserve

Committee to discuss the upcoming annual BMX State Tri Series event and management of future events at the reserve.

KDBA advised that whilst the BMX is on, there are also basketball fixtures scheduled as well as football at the reserve.

It was noted that in previous years, the BMX club have engaged parking marshalls and this worked very well. It was suggested that the Events Team be advised of this and suggest the inclusion of Parking marshalls if possible.

Action:

- City Officers to pass on feedback to the Event’s Team.

Officers Comment

That the parking management for the Hills BMX event comments are noted.

6.9 Shared use change room – Cleaning

Externally accessed change rooms are hired out through an MOU to junior and senior football clubs during the winter season.

Cleaning of the rooms form part of the MOU and is also included within the current cleaning contract with OCE.

CDO Officer advised that OCE clean the change rooms once a week, as per the contract.

Associations requested that the clean occur on a Sunday late evening, or early Monday morning.

Action:

- CDO to liaise with Building Maintenance to request the external changerooms are cleaned on a Sunday evening / early Monday morning.

Officers Comment

That the external changerooms and cleaning comments are noted.

7.0 Urgent Business with the Approval of the Presiding Member

Nil

8.0 Date of Next Meeting

7 November 2024

9.0 Closure

There being no further business, the Presiding Member declared the Meeting closed at 8.30pm.

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

ATTACHMENT 1

Ray Owen Running Action Register

Date of meeting	Item	Status	Responsible Officer/s	Comments
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.
January 2023	New key system	Ongoing	Asset Maintenance	<ul style="list-style-type: none"> Asset Maintenance has raised a budget bid for the 24/25 financial year for Council to consider a new bilock key system at various centres. Outcome of this will be known in July 2024. City staff to follow up regarding the outcome.
January 2023	Fire Doors	Ongoing	Asset Maintenance	<ul style="list-style-type: none"> Several more doors still remaining to be completed before project is closed.
August 2022	Grandstand seating project	Ongoing	Asset Maintenance	<ul style="list-style-type: none"> Please see item 5.3 within the agenda
August 2022	Flooring reseal	Ongoing	Asset Maintenance	<ul style="list-style-type: none"> Court reseal – end of year – Associations have again requested that they would like the indoor courts to be resurfaced every year on a 50/50 split basis with the City, subject to KDBA/KDNA confirmation of contribution. Officers to liaise with Asset Maintenance RE: operating budget. Associations keen to retain current contractor. CDO has sent through available dates to the building maintenance team to secure contractor.
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.