

## **Meeting Minutes Douglas Park Reserve Management Trust**

**MEETING:** 7th May, 2015 at Douglas Park Community Centre

**OPENED:** 7:30 pm

**CHAired BY:** Christine T

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**PRESENT:** Christine T, Max S, Karl C, Travis M, Michelle S, Simon C, Maryanne M, Keith D & Melissa W.

**APOLOGIES:** Robert S.

**GUEST:** Robert S (WSC)

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Christine T welcomed all to the meeting. Apologies Robert S.

Robert from WSC was welcomed and addressed the committee in relation to the continuation of the tiered seating at the oval to elevate the perceived slip hazard from the uneven soil as previously minuted. Two quotes were received by Christine T of around \$30k. After a site inspection by the entire committee it was agreed that WSC assess the risk associated with the site and that the committee will act on WSC's advice. It was agreed that if no risk was determined by WSC then the committee would leave the site as it until tiering could be funded,

Robert was thanked for his time.

### **Business arising from previous minutes:**

Council has inspected the water leak raised at the April meeting, the leak was no due to the copper pipe. WSC will continue their investigations and monitor.

Missing key was found by Little Athletics. Karl to follow up its return

### **Correspondence In:**

- Christine T advised Netball Club light key was picked up and distributed to Max S. Number: E3075.
- Christine T advised via email the roof leak appears to be addressed with no further leaks evident; concrete from long jump project to be taken to council depot at Maldon for disposal and fencer will complete the fence in the coming days.
- Emailed received from Travis M reviewing the cost of the defibrillator (Zoll) provided by soccer at the last meeting appears to be \$500 cheaper than the market price.
- Christine T advised by email that the council solution following their risk assessment of the slope down to the oval was to erect a fence. Suggested that this be placed on hold for committee to seek pricing to continue the tiering across the slope. Temporary fencing from WSC was requested until the issue is resolved.
- Quote requested by Travis M received in the mail for the Zoll Defibrillator.
- Draft Fees & Charges for 2015/2016 received from WSC for review.
- Treasurer's Report for April received.

### **Correspondence Out:**

- Email sent by Travis M to Bal Joinery requesting revised quote blocking off the old canteen shutters to create more usable storage space.
- Email sent by Christine T to WSC outlining how the new facility signage should read. Email circulated to all user groups requesting that they provide council with their relevant information.

- Email sent by Christine T to WSC requesting trees shading the solar panels be reviewed and possibly removed/cut back.

### **Business Arising from Correspondence:**

**NIL**

### **Treasurers Report:**

A final bill needs to be issued by the fencer before discussions of the dissection of costs occurs. To be held over to the next meeting.

Term Deposit was rolled over.

2015/2016 Draft Fees and Charges were reviewed. Motioned moved by Michelle S, seconded by Melissa W to accept the draft charges. Melissa to inform WSC of committee decision.

Issue of bin and electricity charges were raised by Little Athletics. The electricity charges were explained as minuted and agreed to be correct. Process of rubbish removal and responsibilities were highlighted by Michelle S. Request was made that a bar be placed on the bin to assist in controlling outside use of the bin. Christine T to arrange.

### **General Business:**

- Top dressing and aeration to occur in September. Christine T to approach WSC to address the impact on our user groups.
- Shelving was suggested in the storeroom by Travis as a solution to storing heaters/fans when not in use. Melissa W also indicated that the mirrors will be modified so that they use less space. All in favour. Moved Max S, seconded Keith Dowel.
- Booking officer advised that bookings have increased. There was an last minute hire for a party due to weather conditions in addition to the yoga group continuing and dog agility. It was noted that numerous schools are booked the facility for athletics carnivals and will require use of Little Athletics equipment. Karl will liaise with David Smith to ensure the equipment is made available.
- Drain in the middle of the breezeway that overflowed in the recent rain has now been fixed by WSC.
- Wooden step ladder in the storeroom was raised as a safety issue. Travis M to arrange for it to be removed.
- It was suggested that a mural be designed on the outside of the public toilets (possible competition to be run at the school). Christine T will request WSC paint the wall as a first step. Ongoing
- It was noted by Keith D that the surface around the netball is breaking away in certain areas which should be a warranty issue. A CRM to be raised to eliminate further deterioration. Melissa W to arrange.
- The fill from the long jump works was raised as an issue by WSC. It was hoped by Little Athletic's that the fill could be used for the proposed storage shed site. WSC indicated that this would require an extension to the stormwater drain. It was also revealed by Keith D and Christine T that the proposed storage shed site is also a possible future tennis court option. Karl to arrange the removal of the soil pile as soon as possible and liaise with WSC.
- Defibrillator purchase discussed. It was agreed that a letter be written to the General Manager of WSC requesting that council fund (reimburse) the cost of purchase as it has at other facilities given that all users groups should be able to access it. Christine T to arrange. It was suggested that the defibrillator be located centrally in the canteen if it is a facility asset. Community grant from WSC was suggested.
- Simon C asked whether the new goal posts formerly approved by the committee be fixed rather than removable. All in favour but will need to be referred to WSC for approval. CRM to be raised.
- Query was raised as to whether Referees Association require their own insurance when booking the facility. It was noted that Macarthur Football Association would cover the referees association so a booking form would only need to be completed when use of the hall is required.

- Keith D suggested that our management committee begin to oversee the river - Douglas Park Beach area (part of the crown land) to improve its outlook and maintenance. Letter to be sent to WSC requesting responsibility for this land.
- It was raised by Keith D that a CPP application be lodged with Illawarra Coal for the continuation of the tiering. Seconded by Travis M.
- Community Pathway project to be updated by Zina at our next meeting.
- Air conditioning to the hall be considered as a future enhancement and possible CPP application.
- It was suggested that hand dryer's be installed in the toilets. Travis M to investigate cost. Ongoing.

**Maintenance Items:**

None Reported.

**Future Projects – Priority List:**

1. Pathway/Running Track around oval.
2. Covered seating area – Grand stand.
3. Clear up crown land south of the reserve along Nepean Street (possible BMX track).

**Items for Council Action:**

**Next meeting: Tuesday 2nd June, 2015 at 7.30pm**

**Close:** Chairperson, Christine T closed the meeting.

There being no further business the meeting concluded at 9:38pm.

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Chairperson

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Date

cc: Wollondilly Mayor/Councillor Col Mitchell, Councillor Kate Terry, Councillor Ray Law