MEETING MINUTES

Meeting Minutes of the **Manjimup Rea Park & Collier Street (MRCR) Advisory Committee** meeting held at the JC Rose Room, Council Chambers, 37-39 Rose Street, Manjimup on **Tuesday 12 September 2023,** commencing at **5.30pm.**

1	**OPENING OF MEETING** The meeting was opened at 5.30pm by Cr. Denise Jenkins.	
2	**ACKNOWLEDGEMENT OF COUNTRY** Delivered by Cr. Denise Jenkins. *'The Shire of Manjimup acknowledges and respects the traditional lands of all Aboriginal people and respects Elders past and present. We ask that all people that walk, work and live on Aboriginal lands be respectful of culture and traditions, and commit to building a brighter future together.'*	
3	**ATTENDANCE:** Cr. Denise Jenkins (Acting chair) Cr. Cliff Winfield (proxy – voting rights) Evy Apeldoorn – Shire of Manjimup Angelo Femia – Football Mat Johnston – Football (proxy) Jodi Johnston – Cricket Dave Jeffery – Cricket (proxy) Troy Reid – Soccer Carol Samsa – Hockey Tracy Gibellini – Hockey (proxy) Pat Martin – Community Member Melinda Booth – Community Member **GUESTS:** Shammara Markotis – Shire of Manjimup (minute taker)	**APOLOGIES/ABSENCES:** Shire President, Cr. Paul Omodei Cr. Susan Dawson Vidovich (proxy – voting rights) Gail Ipsen Cutts – Shire of Manjimup (proxy) Aimee Bendotti – Warren District Agricultural Society Ethel Sale – Warren District Agricultural Society (proxy) Josh Rayson – Community Member
4	**DECLARATION OF FINANCIAL INTERESTS** Any committee member who has a financial interest in any matter to be considered by the committee must declare that interest and the nature of that interest in writing immediately before the matter is discussed. Nil.	

5	**CONFIRMATION OF PREVIOUS MEETING MINUTES** That the minutes of the meeting of the Manjimup Rea Park & Collier Street Redevelopment Advisory Committee held on 15 August 2023 be adopted as a true record of proceedings. **Moved:** Carol Samsa **Seconded:** Tracy Gibellini **CARRIED 9/0**
6	**COUNCIL DECISIONS ON COMMITTEE RECOMMENDATIONS** Ordinary Meeting 7 September 2023: **COUNCIL RESOLUTION:** **MOVED: Jenkins, D SECONDED: Buegge, D** **29262** **That Council receive the unconfirmed meeting minutes of the Manjimup Rea Park and Collier Street Redevelopment Advisory Committee meeting held 15 August 2023 as per Attachment: 9.16.1(1).** **ADOPTED BY EN BLOC RESOLUTION: 9/0**
7	**BUSINESS ARISING FROM MINUTES & ACTION AGENDA** • Nil.
8	**UPDATES – E. APELDOORN** **Implementation** Power Upgrade and Field Lighting • The conduit install has recommenced this week. • Design of the lighting near the event enclosures has been determined. • Footings will be installed when the grounds dry out a bit more. **Planning** Playing Fields Analysis and Design • Design report has been emailed to the committee. Committee members should contact E. Apeldoorn if there are any questions or concerns. • The design report has been reviewed many times and contains a lot of information about grass types, profile types, maintenance costs etc. • Maintenance costs are forecast to remain very similar to what they are currently. • Design drawings were shown to the explain the amount of fill v cut required for the redeveloped fields. C. Winfield asked if the soil would be moved around on site. E. Apeldoorn explained that some soil is able to be reused but soil from other areas is not suitable for reuse. • Design drawings are almost finalised and will be distributed when ready. • Costings are currently being optimised. • A local quantity surveyor was engaged to review the design costings to ensure they are applicable to Manjimup. The review of the Opinion of Probable Costs has shown a 9% cost difference which provides comfort with the SportENG costings. Events Area • SportENG have been engaged to develop an irrigation design and demolition plan for the new events area.

- Tree arborist has been engaged to assess the safety of the trees in the area.

Irrigation

- New irrigation system will be more efficient, however more areas will be irrigated.
- Dams depth determination to be undertaken to ensure there is an accurate analysis of water supply.
- Both dams are currently connected and water is able to be pumped between the two. They will remain connected with the new design. Water from the Heritage Park can be directed to the Collier Street dam.

Drainage Plan

- Hydrology report and drainage plan for the entire Reserve is being developed. This will determine where water will go once it comes off of the playing fields and existing buildings.

New Pavilion Concept Design

- Currently on hold while the design of the proposed change room block is determined.

Rea Park Amenities Building

- Contractor has been engaged to develop an amended floor plan with a changed layout of the building.
- Looking to fit an accessible toilet and shower in each change room, as well as including an accessible toilet as part of the public toilets.
- Proposed changes will meet the requirements of the AFL guidelines.
- Initial discussions have been undertaken with Tigers Football Club regarding in-kind or cash contribution, as well as retention of the lease with a written agreement that the change rooms can be used for other sports.

Bushfire Emergency Plan

- Bushfire Management Plan has been developed.
- Bushfire Emergency Plan is currently being developed which includes evacuation routes.

Design of new Johnson Street access

- Original plan was to construct the new playing field whilst retaining the existing bitumen for access to the Scouts building prior to the pavilion being constructed. SportENG have provided feedback on this and are concerned about the constructability of the field while retaining the road.
- Decision has now been made to construct the new multipurpose field in its entirety, including the removal of the northern section of the Collier Street road (which is now degazetted). This will be a great outcome as the northern fields will be linked to the new field.
- This means that the track on the west of Collier Street fields will need to be given a minor upgrade, with a connection to be constructed from Johnson Street to allow Scouts access to the Scout Hall. The road will not be the final road, but will be upgraded to the standard required.

Tree Assessment of Collier Street Fields

- There are native trees surrounding the Collier Street fields. The area needs to be surveyed to ensure that there is enough space for machinery to create

	the required slopes for the playing field upgrades. There will be a need to remove some native trees. • Assessment, mapping and surveying of trees is being undertaken to prepare for an application for a clearing permit. This is expected to have a long time frame for approval. • Trees are also shading the fields and impacting on the quality of the playing field surface. • M. Johnston asked if there is consideration to applying for the removal of trees for the future carpark on the western side of the Collier Street fields. E. Apeldoorn explained that the amount of trees to be cleared will be limited given the long wait times for approval to ensure the implementation of the next project stage isn't delayed. Economic Benefit Analysis and Business Case • A consultant has been engaged to develop an Economic Benefit Analysis and Business Case. The Shire is currently going through the economic modelling assumptions with the consultant. • This is a requirement for grant applications. • Modelling to be undertaken on events, maintenance costs, staging. Letters of Support • Clubs are asked to provide a letter of support. The Shire will request these in the coming weeks. Fencing • Overview of current fencing has been prepared but can't be progressed until further decisions are made on the location of the amenities building.
9	**GROWING REGIONS GRANT APPLICATION – E. APELDOORN** **Reserve Amenities** • The committee discussed the location of the proposed amenities building. • J. Johnston asked if any thought had been put into how much it is going to cost clubs to utilise the new amenities. E. Apeldoorn said that an Operational Plan/Model will need to developed. There are many options for how the building could be managed. Inevitably it will need to operate cost neutral to the Shire. Once the floorplan/size of the building is determined then the maintenance costs can be determined. Aim is to build something that we can all maintain and afford. • Cr. C Winfield asked about the relocation of the cricket nets. The preference is to leave them in-situ if possible. • Discussion about possible locations near the cricket nets. D. Jefferey asked if this would be a temporary position. Idea is that it would be located in its permanent position to avoid future relocation costs. • Cr. D Jenkins asked all to provide their preference for location. Overall consensus was that the preferred location is to the east of the cricket nets with a horizontal alignment, especially considering that the northern section of the roadway may now be removed (refer to Attachment 1). o A. Femia mentioned that the committee had previously determined that the amenities were better located on the west of the fields. It was explained that this location was preferred for viewing purposes from the proposed pavilion, but the change rooms would be preferred in a location central to the fields and will not have a spectator viewing purpose.

- D. Jeffery asked whether the new change room block could be located at the existing Collier Street pavilion. This was discussed at the previous meeting and E. Apeldoorn explained that in the Master Plan the activity will move more centrally in the Reserve.
- J. Johnston said that having the four change rooms near Rea Park allows for more flexibility of use of change rooms and public toilets across the Reserve.

- J. Johnston said the cricket shed could be used as a kiosk if storage was instead added to the new building.
- D. Jeffery asked whether the small kiosk could be located on the west of the cricket nets.
- J. Johnston advised that cricket are looking at the cost of adding a roof to the cricket nets to increase its usability.

Committee Recommendation

That Council support the proposed amenities building being located on the eastern side of the cricket nets.

Moved: T. Reid **Seconded:** M. Booth **CARRIED 9/0**

- The committee discussed what amenities should be included in the proposed amenities building.
- A modular floorplan design from Landmark Pro was used as a basis for discussion. General consensus was that the floorplan would be suitable, with some tweaks.
  - The design includes two unisex accessible toilets, one of which could be changed to two individual cubicles (1 ambulant and 1 regular).
- J. Johnston suggested that an umpire room should be added.
- The committee determined the following must haves for the building design:
  - 2 x 25m2 change rooms – with 3 toilets and 3 showers in each (sporting guidelines to be checked)
  - Public toilets to include 1 accessible toilet and 2 other public toilets (potentially 1 ambulant and 1 normal). Compliance to be checked.
  - Cleaners store room with sink.
  - Umpires room with 1 shower and 1 toilet.
  - First aid room is not required.
  - Kiosk – stainless steel bench, fridge, 4m x 4m, viewing to new field if possible.
  - Lockable kitchen store room – 5m2
- Design mock-up to be developed and provided to clubs for their feedback.

Spectator Seating

- A Femia advised that Tigers preference is for limestone tiered seating around the ground, with a number of priority areas identified.
  - Priority one: area north of club rooms to amenities building
  - Priority two: area south Lions pavilion
  - Priority three: area north of amenities building towards northern goal posts
- Tigers do not like the built metal grand stands unless they are backed onto a building (for example the amenities block) but tiered limestone terracing is preferred.

	• E Apeldoorn suggested that priority 1 (and priority 2 if funding allowed) would be included in the next stage. Priority 3 seating area should wait until the Rea Park field upgrade has been undertaken. • J. Johnston asked if the tree south of Lions could be removed. This was supported by P Martin from Lions. E Apeldoorn will investigate. • T Gibellini said that hockey liked moveable, sheltered seating. Hockey's preference would be for the seating to be located in the middle of the Collier Street fields, in line with the cricket pitches. • Clubs will be provided with the playing fields layout in order to determine the most suitable location and size of the moveable spectator seating at the Collier Street fields.
10	**GENERAL BUSINESS** • C. Samsa advised that the hockey season is finished and the field condition was poor. • J. Johnston advised that the cricket season will begin soon and use of Collier Street fields will increase due to works on other fields outside of the Shire. Juniors may all be undertaken at one location which will also increase the use of the Collier Street fields. • Tigers AGM will be held next month and information about the redevelopment will be passed on to members. • T. Reid advised that the winter soccer season is almost complete. Juniors will play through the summer. Cr. Winfield and Cr. Jenkins thanked E Apeldoorn for her efforts.
11	**NEXT MEETING** Meeting Dates for 2023: 3 October, 21 November
12	**MEETING CLOSURE** In closing the meeting, Cr. Denise Jenkins recognised Council's support of the project to date and encouraged clubs to reach out to members prior to the Council election to ensure continued support. The Chair, thanking all in attendance, declared the meeting closed at 7.08pm.

Attachment 1 – Preferred location of proposed amenities building

