



## Rockhampton Netball Association

### Management Meeting

#### Minutes

Date: Wednesday 24<sup>th</sup> September 2025  
Time: 6.06pm  
Venue: RNA Clubhouse, Jardine Park  
Attendees: Simone Hitchcock, Diana Pettett, Julie Easton, Melissa Weder, Kalie Green, Angela Ross, Sam O'Brien, Julie-Anne Thackeray  
Apology: Elizabeth Blyton, Carrie Bennet  
Minute Taker: Diana Pettett  
Chair: Simone Hitchcock

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#### Agenda Items

##### 1. Meeting open

##### 2. Apologies

Elizabeth Blyton, Carrie Bennet

Moved –Julie Easton

Second – Melissa Weder

Carried

##### 3. Confirmation of minutes of previous meeting

Minor corrections (added the mover and seconder of the apologies)

Moved –Sam O'Brien

Second – Julie Easton

Carried

##### 4. Business arising from the minutes of the previous meeting

Business Arising	Person Responsible
<p><b>DTIS Grant Funding – Court Resurface</b></p> <p>Courts 1 &amp; 6 are completed however some remediation work needs to be done. There is a difference in the level of the court surface between 5 &amp; 6 where part of the old surface has raised up after the new courts were laid and the join in the middle of the courts needs to have the filler levelled with the court surface.</p> <p>Total cost of rebuild of courts 1 &amp; 6 is \$439,000. Leaves \$165,000 for the resurfacing of Courts 2, 3, 4, 5 &amp; 7. Two options have been provided for the resurfacing. Quote for 2 Courts or 5 Courts – Committee chose to go with 5 court options. This includes grinding back high points. Repairing cracks, resurfacing and then repainting. Quote A for 5 Courts - \$103,000 (unsure if this includes GST). Quote B for Courts - \$110,000 including GST</p>	Di and Simone



Management selected the Quote B and elected to be refunded and retain any leftover funds.	
<b>CPL/Country Carnival/Ruby North update</b>  Ongoing	Simone
<b>Grass Courts</b> Grant has agreed to fix goal posts - Ongoing	Simone
<b>Draft Updated By-Laws – Point Calculations</b> Discussed changes, agreed and updated the By-Laws to reflect uneven rounds to be calculated on goals for/goals against.	Simone
<b>Complaints Policy, Policy Updates &amp; WHSQ's IPaM Program</b> Ongoing development of complaints policy, to be revisited next meeting.  Discussed separation of general complaints and umpire-specific complaints, with the latter overseen by USC and maintained in a log for transparency and trend identification.  Lengthy discussion around conflict of interest, especially for those in both official association and club roles processing complaints. Strong desire for a written policy ensuring neutrality, possibly requiring complaint managers to step back when involved parties are from their club.  Identified a need for improved communications on complaints status to panel members. Ongoing	Nat, Simone & Di
<b>Review of work arrangements hours/delineation of duties</b> To be completed by 01/01/2026 - Ongoing	Simone & Angie
<b>Corporate Shirts</b> Ongoing	Liz, Boney and Di to choose shirts
<b>RRC - Rep Shed Update</b> Council has obtained a quote to get the electricity connected. Di provided contact details for the creation of the electricity account with Ergon. It was raised that the meter box on the Southern side of the shed is a potential risk to players. Di to contact Council to advise of the potential Hazard and ask for this to be look at.	Di
<b>Multi-Sport Precinct</b> 50% design meeting on 9 <sup>th</sup> October 2025 @ 8.30am 90% design meeting on 11 <sup>th</sup> December 2025 @ 10.00am  The project is still progressing as expected.	Simone/Di/Liz
<b>Court Maintenance</b> Contractor has now declined our offer for pressure washing. In any event it was decided that this item would be finalised as the courts are being resurfaced and no longer needed.	Finalised
<b>Season Invoice Audit</b> 1 Invoice correction - Bluebirds	Finalised
<b>Umpire Payment in Netball Connect Info Sessions</b>	Finalised



9 Clubs attended over the two nights.	
<b>Umpire Dissent</b>	Finalised
<b>Cleaning</b> New cleaner to start 4 <sup>th</sup> October 2025	Finalised

## **5. Finance**

Attached Report (August 2025) – Julie-Anne to do a presentation of the breakdown of where funds are spent for the General Meeting. Julie-Anne to look at Umpire Payments to ensure they are being recorded properly and prepare a report giving the umpire fees from April 2024 and April 2025.

## **6. General Business**

### **a) Registration fees**

Kalie raised a question on whether we could charge an all-inclusive registration fee that includes insurance, RNA Fees and game fees at RNA level. Issues raised when there are byes and significant amount of rained out games and would likely result in member fee increases. No support was given for further discussion on the topic.

### **b) Leaders Conference**

Diana & Simone to attend. One night's accommodation and flights to attend.

### **c) Security System Fix**

Management approved the iAssist quote to repair the security system.

Moved: Julie-Anne      Second: Julie Easton

### **d) Staff: Resignation of Lily & Gina**

Lily & Gina have resigned.

Management would like to implement Exit Interviews with a questionnaire to gain a better understanding of why staff are resigning.

Kalie to provide criteria and/or questions for the Exit Interviews.

Both Lily & Regina will be offered the opportunity to fill out the questionnaire and to meet with a Management Member of their choice with a view to get a better understanding improves we can make etc.

It was raised that Di had been told of two people that might be interested in the positions. Abbie O'Brien for Office Convenor and Jess Tellan for Night Convenor. Discussion was had around needing an adult in the office at all time. Management requested that we reach out to both Jess and Abbie to see if they are interested in the positions. and in the interim Julie-Ann will cover Monday nights and Julie Easton on Wednesdays. Both positions are to be discussed at the next General Meeting.

Consensus to reach out for more clarification from departing staff, offer option for feedback (in person or via email), and better define processes for staff/volunteer retention and environment.



Interim arrangements for resignations, including advertising for night and officer convenor roles, and assigning staff to fill coverage in the short term.

**e) Resignation of UC**

Handover from the UC has been emailed in and presented to the Management Committee. Simone has volunteered to be acting UC until the new one is elected.

**f) Draft Calendar**

Discussed format for next year. 7 weeks grading and 14 weeks of fixtures. A Grade to start their grading in week 3 of grading. See if the Uni is available and A Grade will play at the Uni if the grading sub-committee can work in with the two venues. Julie-Ann to provide Di with the dates for State of Origin so that A Grade can play in the one timeslot (if attainable).

**g) UMPIRE ALLOCATION WORKSHOPS**

Discussed two issues found at the workshops, ability for any club to change allocations and if umpires haven't updated their profile and their badge is not being reflected accurately.

Management felt that clubs have a working relationship where they could raise any potential misallocations with each other. Management have said it is the umpire or their parent or guardian to ensure that their profile reflects their correct badge for umpire payments to be made. If it is not correct in their profile then they will be paid at that recorded level.

**h) FINALS FEEDBACK**

Held over

**i) SOCIAL SEASON UPDATE**

Held over

**j) AIR CON**

Air con is fixed.

**k) CANTEEN URN**

Urn tap is to be fixed. Management approved the purchase of the new tap.

**l) END OF FINANCIAL YEAR**

Julie-Ann to liaise with Di for any end of financial year documents

**m) WOODEN RETAINING WALL**

Held over

**n) CQU CALENDAR**

CQU has been tentatively booked for the following sessions



Every Wednesday, 6:00pm – 9:00pm

Commencing: 29 April 2026

Concluding: 2 September 2026

Increase this to include Grading Weeks 3-7 as well.

**7. Business arising from floor**

Nil

**8. Next Meeting date Wednesday, 23<sup>rd</sup> October 2025 @ 6.00pm**

**9. Meeting Closed 8:02pm**

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Simone Hitchcock

President

Rockhampton Netball Association