



# Donnybrook Recreation Centre Advisory Committee Meeting Minutes

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Held on

Wednesday, 9<sup>th</sup> September 2015

Commencing at 5.00pm

At the Donnybrook Recreation Centre  
Steere Street, Donnybrook WA 6239

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A handwritten signature in blue ink, appearing to read "J R Attwood".

**J R Attwood**  
**Chief Executive Officer**

**15 September 2015**

## **DISCLAIMER**

The advice and information contained herein is given by and to the Council without liability or responsibility for its accuracy. Before placing any reliance on this advice or information, a written inquiry should be made to the Council giving entire reasons for seeking the advice or information and how it is proposed to be used.

Please note these minutes contain recommendations, which have not yet been adopted by Council.

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## DONNYBROOK RECREATION CENTRE ADVISORY COMMITTEE MEETING MINUTES

Wednesday, 9<sup>th</sup> September 2015

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# SHIRE OF DONNYBROOK/BALINGUP

## DONNYBROOK RECREATION CENTRE ADVISORY COMMITTEE MEETING AGENDA

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Held at the Donnybrook Recreation Centre,  
Wednesday, 9 September 2015, commencing at 5.00pm

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### ATTENDANCE

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#### COMMITTEE MEMBERS

Cr Mitchell  
R Horton  
L McCabe  
J Bishop  
R Licciardello

#### STAFF

D Vanallen – Community/Recreation Development  
Officer  
J McLean – Manager Recreation Centre

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### 1 APOLOGIES

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A Julian

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### 2 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

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#### *2.1 Donnybrook Recreation Centre Advisory Committee – 29 April 2015*

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Moved: Cr Mitchell

Seconded: L McCabe

That the Minutes of the Donnybrook Recreation Centre Advisory Committee Meeting held on 29 April, 2015 be confirmed as a true and accurate record.

Carried 5/0

### **3 REPORTS OF OFFICERS**

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<b>3.1.1</b>	<b>SUBJECT:</b>	<b>GENERAL BUSINESS</b>
	<b>Location:</b>	<b>Donnybrook Recreation Centre</b>
	<b>Applicants:</b>	<b>N/A</b>
	<b>Zone:</b>	<b>N/A</b>
	<b>File Ref:</b>	<b>CSV24/1</b>
	<b>Author:</b>	<b>Deb Vanallen</b>
	<b>Report Date:</b>	<b>31 August 2015</b>
	<b>Attachments:</b>	<b>3.1.1. - Donnybrook Recreation Centre 2015 – 2016 Business Plan (to be posted separately)</b>

3.1 An overview of the Centre's end of year financial performance for the period July 2014 to June 2015 was presented at the meeting. The Centre's overall financial performance exceeded budget expectations with the main growth areas being the fitness classes and memberships. Income generated through the stadium reduced slightly mainly due to Kindy Gym not running for the majority of the year, and a reduction in the number of teams in the summer mixed netball competition – 12 teams down to 10 teams.

3.2 An overview of the Centre's attendance statistics for the period July 2014 to June 2015 was tabled. As mentioned above, fitness classes and memberships attendances again exceeded expectations; however there was a reduction in attendances in the stadium due to Kindy Gym being inconsistent and fewer teams in the summer mixed netball.

3.3 An overview of the Centre's major achievements in the 2014/15 year included:

- Significant growth in attendances to the Centre's fitness programs
- Increased membership to the Centre
- Upgrading of the sub-soil drainage around the Centre perimeter which has arrested water ingress into the stadium/cause of damage to wooden floor surface
- Stadium floor resealed
- Innovative, low cost use of the mezzanine floor for expanding fitness programs
- Completed the upgrade to the Centre's wet and dry change rooms
- Stability of the staff team in all areas of the Centre
- Open Day – March 2015
- Launch of 'Grit Club' to piggy-back on the True Grit program
- Continuation of the Children's School Holiday programs
- Continued the successful roller discos and social netball competition.

Some of the major challenges included:

- Difficulty in securing a Kindy Gym instructor
- Frustration associated with managing the major building maintenance faults which have come to a head this year – stadium floor damage, stadium roof leaks and indoor pool roof. The difficulty in isolating the cause of problems has impeded the ability to identify solutions and resolve them quickly.

- 3.4 A summary of the major priorities for Donnybrook Recreation Centre in the 2015 – 2016 year was presented. A walk-through the Centre provided an opportunity to receive an update on the major building faults and remedial works currently in progress.

#### **Stadium - Floor**

Towards the end of the winter season in 2014, it became apparent that the wooden surface of Donnybrook Recreation Centre's indoor stadium was being adversely affected by water. Water marks and lifting wooden boards worsened over a 4 – 6 week period. Towards the end of 2014, deterioration of the wooden surface slowed, and work commenced on repairs to the sub-soil drainage. This work was completed in late Dec 2014 and monitored over the Jan – July 2015 period. In August 2015, the Manager Development and Environmental Services deemed the problem resolved.

It was recognised that damage to the stadium's wooden surface was significant, and major repair work was necessary. It was recommended that major repairs and resealing of the surface be deferred until the stadium roof was repaired/replaced, and other points of water entry were fully resolved. However, the uneven surface posed a risk to public safety, and remedial rectification work was deemed necessary in order that the stadium remained open for use by the community.

Specialty Timber Flooring WA were contracted to repair the stadium floor. They removed and replaced two small sections of the wooden surface, sanded cupped areas (approx. 100sqm), applied 3 coats of sports floor finish and replaced line markings to sanded areas. In addition, the remaining floor surface was cleaned, sanded lightly, and one coat of sealant applied to the entire surface. This work was completed in the second week of June, 2015 with the stadium out of action for 5 – 7 days.

It is anticipated that this remedial work will enable full use of the stadium for another 18 month to 2 year period when major repair work and a full strip, remark and seal will be required.

#### **Stadium – Roof**

A budget allocation for the repair/replacement of the stadium roof was included in the 2014/15 budget, however this work was deferred with priority given to the stadium floor and water ingress. Funding of \$150,000 has been included in the 2015/16 budget. Quotes obtained previously ranged from approx. \$80,000 - \$220,000.

Manager Development and Environmental Services and the Principal Building Surveyor have sourced a repairer (Bill Goodlad, The Good Shed Lads, based in Capel). The Good Shed Lads was contracted to assess the stadium roof condition and was given the go ahead to:

- Install new flashing around all vents – all over the roof,
- Repair and extend the flashing on the control joint
- Refix/re-screw clear roof sheeting,
- Apply a heavy duty silicon – sikaflex

This work commenced on 31<sup>st</sup> August, 2015. Improvements, persistent leaks etc are being monitored closely and additional repairs are being conducted. These repairs are estimated to cost approx. \$10,000. Leaks will be monitored closely in the coming months and the effectiveness of these repairs will determine the next steps.

**Stadium - Ventilation/Ceiling Fans**

It was intended that improvements/upgrades to the stadium ventilation would be conducted when the roof repairs/replacement took place. This project has been deferred until the effectiveness of the roof repairs is determined.

**Indoor Pool – Replacement of Roof Sheeting and Rust Proof/Repaint Steel Frames**

Funding was obtained through the Dept. Sport and Recreation ‘Pool Revitalisation’ grant in the 2014/15 financial year. This grant was partly used to replace the clear roof sheeting on the indoor pool. This project was conducted in early July, 2015. Topglass Ultra Safe roof sheeting was selected, as it is strong enough to walk on, significantly improving safety when accessing the roof space. This required a 3-day closure of the pool while the work was completed.

On completion of the project, the contractor met with the Shire. He advised that the job was very difficult, leading to some unexpected challenges. Of major concern, is the condition of the roof structure. The purlins are badly rusted, with the majority of the damage apparent on the upper side. In addition, there is rusting on the ceiling trusses. The new, clear panels have been fixed to the purlins, however they are bowed in areas and the tec screws have not taken in many locations. He advised that this may result in some leaking.

Recent rains have indicated that there is significant leaking, and the water has caused damage to the exhaust fans. We are waiting on a report from the contractor. Further advice will be sought before to determining the next steps.

Quotes ranging from \$32,000 - \$36,000 were received in the 2014/15 financial year to conduct major work to sand/rust proof and repaint all of the steel support frames on the indoor pool. It was intended that funding for this work would be sought through the 2015/16 Dept. Sport and Recreation ‘Pool Revitalisation’ grant with the view to this work being conducted in May 2016. f This has been put on hold following concerns raised by the contractor who replaced the clear roof sheeting.

**Other initiatives planned for the 2015/16 year include:**

**An increase in the Centre’s hours of operation:**

<b>Opening Days</b>	<b>2014/15 Centre Hours</b>	<b>2015/16 Centre Hours</b>
Monday	7.00am – 7.00pm	<b>6.00am – 7.00pm</b>
Tuesday	8.00am – 7.00pm	8.00am – 7.00pm
Wednesday	7.00am – 7.00pm	<b>6.00am – 7.00pm</b>
Thursday	8.00am – 7.00pm	8.00am - 7.00pm
Friday	7.00am – 8.00pm	<b>6.00am – 8.00pm</b>
Saturday, Sunday and Public Holidays	1.00pm – 5.00pm	1.00pm – 5.00pm

The Centre closed on Sundays during the winter months (April to September), and will revert to 'summer hours' commencing Monday 12th October 2015.

The Centre's hours of operation will be extended this year. Commencing Monday 12th October, 2015 the Centre's standard hours of operation are as follows:

### **Introduction of 'Spin Bike' fitness classes and a purpose built room**

Approval was provided in the Shire's 2015/16 budget to create a purpose built 'spin bike' group fitness room. The storeroom located between the kitchen and crèche has been cleared and equipment relocated to the main storeroom off the stadium. The room will be painted, an air conditioning unit installed, and a set of spin bikes leased. It is anticipated that these classes will commence in late October 2015.

### **24-Hour Gym**

With growing competition, and a number of 24 hour gym options available in the greater Bunbury region, the committee felt that there was a need to investigate options which will ensure the Donnybrook Rec Centre remains competitive.

Discussion took place with Centre staff at the recent planning session. Centre staff have a number of reservations. Eaton Recreation Centre (Shire of Dardanup) has recently upgraded and now open their gym 24 hours / 7 days. Shire officers have liaised with Eaton Recreation Centre management and will continue to liaise with them regarding advantages and disadvantages of this initiative.

### **OS&H – Recommendation**

Centre staff have been reminded that all incidents/near misses should be reported through the Shire's OH&S reporting process. This information allows the senior staff/OH&S representatives/LGIS to identify trends/patterns and eliminate potential hazards before accidents occurs.

### **Geothermal Assessment**

Shire officers have conducted a desk top assessment of geothermal energy. Discussions were held with Geographe Leisure Centre and Manjimup Leisure Centre. Both Centre's commenced the process in earnest by conducting a feasibility study (approx. \$30,000) into the viability of retrofitting site specific geothermal into each Centre. Both Centre's now have geothermal systems installed, the installation/retrofit costs ranged from \$500,000 - \$1.2 million. Payback periods are estimated at between 7 – 12 years. Centre staff will continue to gather information on geothermal installations within the aquatic centre industry.

### **Accessibility of the Pool**

Following on from discussions at the last meeting, further investigation into pool lifts/hoists and funding sources was conducted. Shire Officers submitted a grant application in July 2015 – Community Infrastructure Grant, to the Disability Services Commission. Notification is expected end Sept/early Oct 2015; however the delivery time on the lift takes approximately 3 months.

- 3.5 The 2015-2016 Centre's operating budget was presented for information and discussion.

- 3.6 The 2015-2016 Centre's major capital project plan was presented for information and discussion.
- 3.7 In addition to the projects detailed above in section 3.4, Donnybrook Recreation Centre's long term project plan includes:
- Discussions continue with Donnybrook Amateur Basketball Association regarding their goal to have a third indoor court built at Donnybrook Recreation Centre. The staff met with the 2015/16 committee; they understand the due diligence which would be required to justify funding (both Shire and external grants) to build an additional court. The Association have discussed the possibility of separating sub-juniors and juniors as their membership continues to grow. The major concern is the impact on available volunteers to run a competition two afternoons/evening per week. The Association have set up a separate account to commence fundraising for this project, and they accept that it is a long term goal.
  - Further improvements to accessibility within the Centre. Ramp entry into the pool would greatly assist ease of access into the pool by many pool users and potential pool users including seniors, those with limited mobility, and those recovering from surgery i.e. knee replacements.
  - Lighting audit will be conducted in the 2015/16 financial year (funded through the Dept. Sport and Recreation 'Pool Revitalisation' grant). It is anticipated that significant savings can be achieved by converting to LED lighting.

#### **Committee's Recommended Resolution**

**Moved: Cr Mitchell**

**Seconded: R Horton**

**That Council note the report.**

**Carried 5/0**

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#### **5 CLOSURE OF MEETING**

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The Chairperson advised the date of the next Donnybrook Recreation Centre Advisory Committee meeting will be held in April 2016 at the Donnybrook Recreation Centre; date to be advised.

The Chairperson declared the meeting closed 6.25pm.

**These Minutes were confirmed as a true and accurate record at the Donnybrook Recreation Centre Advisory Committee meeting held on:**

<b>Shire President</b>		<b>Presiding Member</b>

