



Notice of Donnybrook Recreation Centre Advisory Committee Meeting

TO:

Cr Dilley, J Bishop, L McCabe, A Julian, R Horton,
J Tuia and B Brown

To be held on

Wednesday, 6th April, 2016

Commencing at 5.00pm

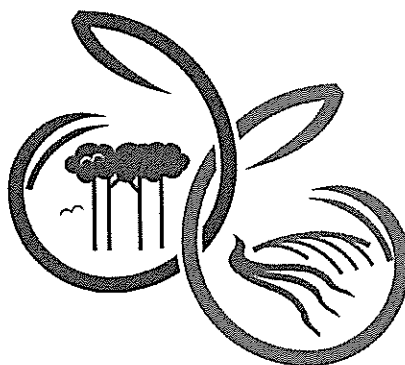
At the Donnybrook Recreation Centre
Steere Street, Donnybrook WA 6239

J R Attwood
Chief Executive Officer

24 March, 2016

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 this agenda contains recommendations, which have not yet been adopted by Council.



DONNYBROOK RECREATION CENTRE ADVISORY COMMITTEE AGENDA

6 April, 2016

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SHIRE OF DONNYBROOK/BALINGUP

DONNYBROOK RECREATION CENTRE ADVISORY COMMITTEE MEETING AGENDA

To be held at the Donnybrook Recreation Centre, Wednesday, 6 April 2016
at 5.00pm

ATTENDANCE

COMMITTEE MEMBERS

Cr Dilley
J Bishop
L McCabe
A Julian
R Horton
J Tuia
B Brown

STAFF

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

1 NOMINATION OF PRESIDING OFFICER

_____ nominated _____ to the position of Presiding Officer. In the absence of any further nominations the CEO duly declared _____ elected as the Presiding Officer of the Committee.

_____ took the chair and called for nominations of the position of Deputy Presiding Officer.

2 NOMINATION OF DEPUTY PRESIDING OFFICER

_____ nominated _____ to the position of Deputy Presiding Officer. In the absence of any further nominations _____ was duly declared elected as Deputy Presiding Officer of the Committee.

3 APOLOGIES

4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

4.1 Donnybrook Recreation Centre Advisory Committee – 9 September, 2015

Moved:

Seconded:

That the Minutes of the Donnybrook Recreation Centre Advisory Committee Meeting held on 9 September, 2015 be confirmed as a true and accurate record.

5 GENERAL BUSINESS

5.1 Financial Performance

The Donnybrook Recreation Centre Operating Statement for the period 1st July 2015 to 29th February 2016 (Attachment 1) has been prepared to provide an overview of the Centre's year-to-date financial performance.

5.2 Attendance Statistics

The Donnybrook Recreation Centre Attendance Statistics for the period from 1st July 2015 to 29th February 2016 will be tabled at the meeting.

5.3 Key Performance Areas

Review and discussion of the key performance areas identified in the Donnybrook Recreation Centre's 2015 – 2015 Business Plan.

5.4 Update on building upgrades July 2015 – April 2016.

5.5 Update on equipment purchases July 2015 – April 2016.

5.6 2016-2017 Financial Year Operating and Capital Budget considerations.

5.7 Donnybrook Recreation Centre long term project plan.

5.8 General Business.

Open for discussion.

Committee's Recommended Resolution

Moved: Cr

Seconded: Cr

That the above discussion points are noted.

6 CLOSURE OF MEETING

The Chairperson to advise the date of the next Donnybrook Recreation Centre Advisory Committee meeting will be held on _____ commencing at _____ at the Donnybrook Recreation Centre.

The Chairperson to declare the meeting closed.

DONNYBROOK RECREATION CENTRE
 OPERATING STATEMENT
 FOR THE PERIOD ENDED 29th FEBRUARY 2016

MONTH NUMBER 8

OPERATING REVENUE

	BUDGET FOR THE YEAR	BUDGET TO-DATE 2015/16	MONTH OPENING BALANCE	ACTUAL FOR MONTH FEBRUARY	ACTUAL TO DATE 2015/16	VARIANCE TO-DATE
POOL	68,800	44,107	35,863	7,023	42,886	-1,221
SHOP / KIOSK	23,800	17,642	11,873	2,264	14,137	-3,505
SQUASH CENTRE	1,440	944	800	125	924	-20
GYMNASIUM & MEMBERSHIPS	67,200	45,993	39,294	6,576	45,870	-123
FUNCTION LOUNGE	4,800	2,806	976	75	1,051	-1,755
STADIUM	27,800	16,557	14,091	2,470	16,562	5
SUNDRY	0	0	24	0	24	24
SUNDRY	0	0	0	0	0	0
TRANSFER FROM LSL RESERVE FUND (130730)	0	0	0	0	0	0
	193,840	128,049	102,922	18,532	121,454	-6,595

LESS OPERATING EXPENDITURE

SALARIES	248,652	161,496	122,539	17,974	140,513	20,983
Salaries - 127420						
Superannuation - 127320	21,450	14,098	13,500	1,898	15,398	-1,300
Conference / Training 128020	2,100	1,400	0	0	0	1,400
Training	0	0	1,390	0	1,390	-1,390
Staff Recruitment Expense	1,750	1,167	177	0	177	990
Staff Uniforms	700	467	111	0	111	356
	274,652	178,627	137,716	19,872	157,588	21,039

ADMIN/GENERAL

Building Insurance	12,923	12,924	12,923	0	12,923	1
Public Liability Insurance	1,900	1,900	1,900	0	1,900	0
Telephone/Internet	3,500	2,333	1,661	169	1,830	503
Cleaners Wages	12,467	7,843	9,493	1,080	10,574	-2,731
Cleaning Materials	3,600	2,400	1,588	285	1,873	527
Sanitary Services	1,000	667	782	0	782	-116
General Unforseen Mtc	10,000	6,667	830	1,031	1,861	4,806
Specific Identified Mtc						
- Paint front Façade of Bldg	6,600	4,400	0	0	0	4,400
- Cleaning Gutters	500	333	0	0	0	333
- Isolate Power Supply for Gen	800	533	636	0	636	-103
- Upgrade & repair outdoor pod	4,000	2,667	0	0	0	2,667
Gardens / Landscaping	5,000	4,150	2,992	1,274	4,267	-117
Install Signage at Funpark	800	533	0	0	0	533
Printing / Stationery	1,680	1,120	503	0	503	617
Advertising	1,560	1,040	1,322	0	1,322	-282
Feasibility Study - Stadium exte	5,000	3,333	0	0	0	3,333
Workers Comp Insurance	7,957	7,957	7,957	0	7,957	0
Sundry Equipment	0	0	225	0	225	-225
Sundry Expenses	6,240	4,160	3,374	418	3,791	369
	85,527	64,960	46,186	4,257	50,444	14,517

POOL

Water Consumption	7,500	5,625	1,609	1,678	3,287	2,338
Pool Chemicals	12,000	7,745	7,417	1,233	8,650	-905
Personal Protective Equipment	300	200	47	0	47	153
Electricity	50,000	31,893	32,371	3,676	36,047	-4,154
Heater Maintenance	2,700	1,800	85	0	85	1,715
Program Costs	5,360	3,573	3,258	0	3,258	316
Sundry Expenses	1,000	667	3,499	285	3,784	-3,118
Chemical Transfer Pump	1,200	800	1,085	0	1,085	-285
Replace Two Heat Pumps	4,000	2,667	1,293	0	1,293	1,374
LIWA Aquatics Membership	400	267	0	0	0	267
Specific Identified Mtc						
- Replace dislodged panels in c	1,000	667	0	0	0	667
- Painting as per Contract	6,600	4,400	0	0	0	4,400
- Replace broken glass panels	805	537	817	0	817	-280
- Relace existing shelving in Pl	1,000	667	1,316	0	1,316	-650
- High pressure clean & seal pd	2,500	1,667	2,652	0	2,652	-985
- High pressure clean & seal gr	1,800	1,200	0	0	0	1,200
General Mtc as Identified	4,200	2,800	704	546	1,250	1,550
	102,365	67,173	56,153	7,418	63,571	3,602

ATTACHMENT 1

**DONNYBROOK RECREATION CENTRE
OPERATING STATEMENT
FOR THE PERIOD ENDED 29th FEBRUARY 2016**

		BUDGET FOR THE YEAR	BUDGET TO-DATE 2015/16	MONTH OPENING BALANCE	ACTUAL FOR MONTH FEBRUARY	ACTUAL TO DATE 2015/16	VARIANCE TO-DATE
SHOP/KIOSK	Stock Purchases - Food	14,000	11,331	6,800	2,522	9,321	2,010
	Stock Purchases - Non-Food	1,600	1,188	738	0	738	450
	Kiosk Maintenance	100	100	104	0	104	-4
	Stock Write Off (134420)	100	67	0	0	0	67
		15,800	12,686	7,642	2,522	10,163	2,522
SQUASH	Hire Equipment	250	167	192	0	192	-26
	Sundry Expenses	0	0	0	0	0	0
		250	167	192	0	192	-26
FUNCTION	Replace Vinyl on Kitchen Floor	2,500	1,667	0	0	0	1,667
	RegROUT Kitchen Tiles	1,500	1,000	0	0	0	1,000
	Gen Unforseen Mtc	500	333	26	0	26	307
		4,500	3,000	26	0	26	2,974
GYMNASIUM	Maintenance	2,400	1,600	924	228	1,152	448
	Cardio Equipment Lease	7,850	5,233	7,505	1,309	8,814	-3,580
	Lease 10 x Spin Bikes	3,000	2,000	1,038	654	1,692	308
	Freestanding Boxing Bags x 2	900	600	907	0	907	-307
	Replace carpet with rubber mat	1,600	1,067	2,341	0	2,341	-1,274
	Training Programs (In House)	250	167	360	0	360	-193
		16,000	10,667	13,074	2,191	15,265	-4,599
WEIGHTS	Program Costs	6,000	4,000	855	0	855	3,145
		6,000	4,000	855	0	855	3,145
STADIUM	General Maintenance	2,000	1,333	1,875	145	2,021	-688
	Paint Room for Spin Class	1,800	1,200	2,409	0	2,409	-1,209
	Annual inspection of BB equip	700	467	0	0	0	467
	Umpire Fees	3,300	2,200	1,064	273	1,336	864
	Program Costs	8,640	5,760	4,703	364	5,067	693
	Creche/Kindy Gym Equipment	200	133	484	0	484	-351
	16,640	11,093	10,535	782	11,317	-224	
TOTAL OTHER EXPENSES - 127220		247,082	173,746	136,342	17,170	153,511	21,912
TOTAL SALARIES & SUPERANNUATION		274,652	178,627	136,039	19,872	155,911	20,049
TOTAL OPERATING EXPENDITURE		521,734	352,373	272,380	37,042	309,422	41,961
NET OPERATING LOSS		-327,894	-224,324	-169,459	-18,509	-187,968	36,356

DONNYBROOK RECREATION CENTRE
 OPERATING STATEMENT
 FOR THE PERIOD ENDED 29th FEBRUARY 2016

SUMMARY OPERATING BUDGET	Surplus or (Deficit)					
	BUDGET FOR THE YEAR	BUDGET TO-DATE 2015/16	MONTH OPENING BALANCE	ACTUAL FOR MONTH FEBRUARY	ACTUAL TO DATE 2015/16	VARIANCE TO-DATE
Department						
SALARIES	-274,652	-178,627	-137,716	-19,872	-157,588	21,039
ADMIN / GENERAL - OTHER EXP	-85,527	-64,960	-46,186	-4,257	-50,444	14,517
POOL	-33,565	-23,066	-20,291	-395	-20,685	2,381
KIOSK	8,000	4,956	4,231	-258	3,973	-983
SQUASH	1,190	777	607	125	732	-45
GYMNASIUM	51,200	35,326	26,220	4,385	30,605	-4,721
WEIGHTS	-6,000	-4,000	-855	0	-855	3,145
FUNCTION LOUNGE	300	-194	950	75	1,025	1,219
SUNDRY	0	0	24	0	24	24
STADIUM	11,160	5,464	3,556	1,688	5,245	-219
SURPLUS/(DEFICIT)	-327,894	-224,324	-169,459	-18,509	-187,968	36,356

NOTE: The above results are inclusive of revenue provided internally by the Shire to fund its various "free use" arrangements for the facility. The total such revenue included above for the reporting period to date is \$3,694.72.