



Notice of Donnybrook Recreation Centre Advisory Committee Meeting Minutes

Held on

Wednesday, 30 November 2016

Commencing at 5.05pm

At the Donnybrook Recreation Centre
Steere Street, Donnybrook WA 6239

A handwritten signature in blue ink, appearing to read "Ben Rose".

Ben Rose
Chief Executive Officer

5 December 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 these minutes contain recommendations, which have not yet been adopted by Council.



DONNYBROOK RECREATION CENTRE ADVISORY COMMITTEE MINUTES

Wednesday, 30 November 2016

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spreadsheets detailed in the Donnybrook Recreation Centre Business Plan – July 2016 – June 2017. The Donnybrook Recreation Centre Operating Statement for the period July 2016 to Sept 2016 was also tabled. Current trends in Centre attendances in a reduction gym/memberships.

3.1.1.2 2015/16 Attendance Statistics

An overview of the Centre's attendance statistics for the period July 2015 to June 2016 was outlined.

3.1.1.3 2015/16 Major Achievements

An overview of the Centre's major achievements in the 2015/16 year was outlined. The new 'pool lift' is now in use and a demonstration was conducted.

3.1.1.4 2016/17 Key Performance Areas

A review and discussion of the Centre's key performance areas for the year ahead was discussed. The Donnybrook Recreation Centre's 2016– 2017 Business Plan outlined an action plan and further suggestions were made including:

- Schedule a meeting with the Medical Centre and each of the local allied health professionals in the region to offer them 'come'n try' passes which they could use/issue to patients/clients to encourage them to attend the recreation centre/commence regular exercise in a supported environment,
- Schedule a meeting with each of the local schools/Principals/School Board to discuss opportunities for the school community to utilise the Recreation Centre.
- Approach key Clubs in the Donnybrook region and discuss opportunities for them to utilise the Recreation Centre ie membership special, indoor tennis,
- increase direct promotion to the 'back packers' by marketing directly to them through the local back packer accommodation and major employers in the immediate region,
- initiate a focused promotion on the opportunity for 'Personal Training',
- Better utilise Facebook to promote the Centre. Investigate in relation to the Shire's Social media policy,
- Better utilise Donnybrook Community Radio to assist with Centre promotions,
- In upgrading the outdoor pool area, consider opportunities for youth to utilise the area to 'hang out/swim' during the summer season.

3.1.1.5 2016/17 Financial Year – Operating Budget Estimates

The Recreation Centre's 2016/17 Operating Budget was reviewed and discussed.

3.1.1.6 2016/17 Financial Year – Major Capital Project Plan

The 2016-2017 Financial Year – major capital project plan was outlined with the key project being the Donnybrook Recreation Centre Re-roofing and Upgrade project. An update on this project is provided in item 3.1.1.8.

3.1.1.7 Donnybrook Recreation Centre Long Term Project Plan

The Donnybrook Recreation Centre long term project plan was discussed. Key projects include:

- in consultation with the community and other key stakeholders, plan and construct an upgrade to Donnybrook Recreation Centre's roof (stadium & pool) and gym extension/upgrades,
- further improve the Centre's corporate image,
- focus on developing a stronger relationship with the Centre's existing users/Clubs,
- improve the Centre's marketing strategies,
- increase attendances at the Centre through an increase in the range of programs offered at the Centre,
- identify and apply for grants to assist with implementing new programs, purchasing new equipment and eventually conducting capital improvements to the facility,
- in consultation with the community, other key stakeholders and major funding bodies, conduct a feasibility study into the expansion of the indoor pool, the extension of the stadium to include a third court,
- implement a succession plan for the appointment of a new Manager.

3.1.1.8 Donnybrook Recreation Centre Re-roofing Project

The Shire commissioned Gresley Abas to do a feasibility study as part of the planning process. The feasibility study examines:

- The background and contributing factors to the leaking roofs in the Recreation and Aquatic Centres;
- Opportunities for expansion of the Gymnasium;
- Structural integrity of the building including the roof structure and treatments for corroded building elements in the pool area; and
- Projected costs of the issues identified.

The feasibility study also makes several recommendations in relation to:

- Handling of the existing PV system in preparation for the roof replacement;
- What roof cladding is suitable for the new roof given the pitch of the existing building and past performance;
- Retention of sky lights and installation methodology;
- Management of expansion joints in the Recreation Centre roof;
- Future ventilation management and solutions for the aquatic centre; and
- Insulation upgrades.

The Shire is now preparing procurement documents to appoint an architect to progress the issues identified. This will include:

- Design and planning for the works;
- Tender Documentation (for a builder);
- Superintendence – supervise building works for quality and compliance with specifications

- Monitor building performance through to the end of the defects liability period.

It is planned that works will commence in April 2017 to minimise disruption to Recreation and Aquatic Centre users.

3.1.1.9 Other Items – Frequency of Meetings

The Committee discussed the frequency of the meetings, currently scheduled at twice a year. It was suggested that the meetings be rescheduled to take place on a quarterly basis with the next meeting to be held in February/March 2017 after the tender for the Donnybrook Recreation centre re-roofing project has been appointed.

It should be noted that any amendment to the Donnybrook Recreation Centre Committee Terms of Reference requires Council endorsement. A review of the Council Committee's is scheduled to take place early 2017 and any updates to existing Terms of Reference will take place during the review process. In the meantime, Committee members may be updated on the status of the Donnybrook Recreation centre re-roofing project via monthly email reports.

Committee's Recommended Resolution

Moved: J Tuia

Seconded: B Brown

That the above discussion points be noted.

Carried 5/0

4 CLOSURE OF MEETING

The Chairperson advised that the date of the next Donnybrook Recreation Centre Advisory Committee meeting will be advised.

The Chairperson declared the meeting closed at 6.35pm.

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

Shire President		Presiding Member