



Notice of Donnybrook Recreation Centre Advisory Committee Meeting

TO:

Cr Dilley, J Bishop, L McCabe, A Julian,
R. Licciardello and B Brown

To be held on

Wednesday, 12 April 2017

Commencing at 5.00pm

In the Function Room, Donnybrook Recreation Centre
Steere Street, Donnybrook WA 6239

A handwritten signature in black ink, appearing to read "BGR" followed by a flourish.

Benjamin Rose
Chief Executive Officer

5 April, 2017

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

12 April, 2017

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SHIRE OF DONNYBROOK/BALINGUP

DONNYBROOK RECREATION CENTRE ADVISORY COMMITTEE MEETING AGENDA

To be held at the Donnybrook Recreation Centre, Wednesday,
12 April 2017 at 5.00pm

ATTENDANCE

COMMITTEE MEMBERS

Cr Mitchell
J Bishop
L McCabe
A Julian
R Licciardello
B Brown

STAFF

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

1 APOLOGIES

2 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

2.1 *Donnybrook Recreation Centre Advisory Committee – 30 November, 2016*

Moved:

Seconded:

That the Minutes of the Donnybrook Recreation Centre Advisory Committee Meeting held on 30 November, 2016 be confirmed as a true and accurate record.

3 GENERAL BUSINESS

3.1 *Financial Update*

Community Development Team Leader to provide an overview of the Centre's year-to-date financial performance for the period July 2016 to February 2017. Attached is the Financial Statement as at 31 January 2017 provided for your information (Attachment 3.1). The February 2017 Statement will be tabled at the meeting.

3.2 Attendance Statistics

Recreation Centre Manager to provide an overview of the Centre's year-to-date attendance statistics July 2016 to February 2017. The Donnybrook Recreation Centre Attendance Statistics for the period July 2016 to February 2017 will be tabled at the meeting.

3.3 Key Performance Areas

Committee to review and discussion of the key performance areas identified in the Donnybrook Recreation Centre's 2016 – 2017 Business Plan, and strategies suggested at the November, 2016 meeting.

3.4 Recreation Centre Upgrade

Community Development Team Leader to provide an update on the planned upgrades to Donnybrook Recreation Centre - November 2016 – April 2017.

Next steps - upgrades to Donnybrook Recreation Centre

3.5 Equipment Purchases

Recreation Centre Manager to provide an update on equipment purchases July 2016 – April 2017.

3.6 2017/18 Budget Considerations

Committee to discuss items for submission to the 2017-2018 Financial Year – Operating and Capital Budget considerations.

3.7 Recreation Centre's Long Term Project Plan

Committee to discuss Donnybrook Recreation Centre's Long Term Project Plan.

3.8 Committee Resignation

Mrs Jill Tuia has submitted her resignation from the Donnybrook Recreation Centre Advisory Committee. Mrs Tuia's resignation was accepted by the Shire Chief Executive Officer under Regulation 4 of the *Local Government (Administration) Regulations 1996*.

4 OTHER BUSINESS

5 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 _____.

ATTACHMENT 3.1

**DONNYBROOK RECREATION CENTRE
OPERATING STATEMENT
FOR THE PERIOD ENDED 31ST JANUARY 2017**

MONTH NUMBER 7

OPERATING REVENUE

	BUDGET FOR THE YEAR	BUDGET TO-DATE 2016/17	MONTH OPENING BALANCE	ACTUAL FOR MONTH JANUARY	ACTUAL TO DATE 2016/17	VARIANCE TO-DATE
POOL	68,800	36,910	30,142	9,204	39,346	2,436
SHOP / KIOSK	23,800	14,673	7,898	2,215	10,113	-4,560
SQUASH CENTRE	1,440	776	500	112	612	-164
GYMNASIUM & MEMBERSHIPS	67,800	38,770	21,692	3,517	25,209	-13,561
FUNCTION LOUNGE	4,800	2,591	517	191	708	-1,893
STADIUM	27,800	14,901	7,281	2,410	9,691	-5,210
SUNDRY	0	0	0	0	0	0
TRANSFER FROM LSL RESERVE FUND (130730)	0	0	0	0	0	0
	194,440	108,621	68,030	17,649	85,679	-22,942

LESS OPERATING EXPENDITURE

SALARIES	Salaries - 195820	31,156	18,174	15,857	0	15,857	2,317
	Salaries - 127420	255,840	142,854	110,651	16,721	127,373	15,481
	Superannuation - 127320	21,925	12,717	12,123	1,721	13,843	-1,126
	Conference / Training 128020	2,200	1,283	469	0	469	814
	Recruitment Exp - 127520	1,750	1,021	0	356	356	665
	W/Comp Ins - 127520	8,443	8,443	8,443	0	8,443	0
	Other Staff Costs	0	0	516	0	516	-516
	Staff Uniforms - 127520	700	408	0	0	0	408
		322,014	184,900	148,059	18,798	166,857	18,043

ADMIN/GENERAL Job: B014

	Building Insurance	13,562	13,562	13,562	0	13,562	-0
	Public Liability Insurance	1,789	1,789	1,540	0	1,540	249
	Telephone/Internet	3,500	2,042	1,882	164	2,047	-5
	Cleaners Wages	12,807	7,281	7,258	1,333	8,591	-1,310
	Cleaning Materials	3,600	2,100	863	772	1,635	465
	Sanitary Services	900	525	782	0	782	-257
	General Unforeseen Mtc	10,000	5,833	3,741	0	3,741	2,093
	Specific Identified Mtc						
	- Paint front Façade of Bldg	6,600	3,850	0	0	0	3,850
	- Cleaning Gutters	500	292	0	0	0	292
	Printing / Stationery	1,680	980	126	0	126	854
	Advertising	1,560	910	1,146	543	1,689	-779
	Wet/Dry Vacuum Cleaner	400	400	0	0	0	400
	Alarm Monitoring	0	0	143	143	286	-286
	Sundry Equipment	0	0	68	0	68	-68
	Sundry Expenses	2,740	1,598	2,897	469	3,365	-1,767
		59,638	41,163	34,008	3,424	37,432	3,731

GARDENS Job: B029

	Gardens / Landscaping	7,200	4,469	3,948	66	4,014	455
		7,200	4,469	3,948	66	4,014	455

POOL Job: B020

	Water Consumption	7,500	3,750	2,387	1,439	3,826	-76
	Pool Chemicals	13,200	7,273	6,712	2,127	8,839	-1,566
	Personal Protective Equipment	300	175	0	0	0	175
	Electricity	60,000	34,856	33,372	3,104	36,476	-1,620
	Heater Maintenance	2,000	1,167	0	0	0	1,167
	Program Costs	5,400	3,150	2,780	587	3,367	-217
	Sundry Expenses	1,000	583	326	50	376	207
	Chemical Transfer Pump	1,300	758	1,355	0	1,355	-597
	Replace Two Heat Pumps	2,900	1,692	830	3,072	3,901	-2,210
	LIWA Aquatics Membership	400	233	1,800	0	1,800	-1,567
	Specific Identified Mtc						
	- Painting as per Contract	6,600	3,850	0	0	0	3,850
	- High pressure clean & seal pool	800	467	0	485	485	-18
	- High pressure clean & seal walls	500	292	0	0	0	292
	General Mtc as Identified	4,200	2,450	5,916	249	6,165	-3,715
		106,100	60,696	55,477	11,113	66,590	-5,894

ATTACHMENT 3.1

**DONNYBROOK RECREATION CENTRE
OPERATING STATEMENT
FOR THE PERIOD ENDED 31ST JANUARY 2017**

		BUDGET FOR THE YEAR	BUDGET TO- DATE 2016/17	MONTH OPENING BALANCE	ACTUAL FOR MONTH JANUARY	ACTUAL TO DATE 2016/17	VARIANCE TO- DATE
SHOP/KIOSK	Job: B026						
	Stock Purchases - Food	14,000	9,791	6,858	1,221	8,079	1,712
	Stock Purchases - Non-Food	1,600	1,118	864	211	1,075	43
	Kiosk Maintenance	100	50	0	0	0	50
	Stock Write Off (134420)	100	50	0	0	0	50
		15,800	11,009	7,722	1,432	9,154	1,855
SQUASH	Job: B023						
	Hire Equipment	125	73	0	0	0	73
	Sundry Expenses	125	73	0	0	0	73
		250	146	0	0	0	146
FUNCTION	Job: B021						
	Replace Vinyl on Kitchen Floor	2,500	1,458	0	0	0	1,458
	RegROUT Kitchen Tiles	1,500	875	0	0	0	875
	Gen Unforseen Mtc	500	292	0	0	0	292
		4,500	2,625	0	0	0	2,625
GYMNASIUM	Job: B021						
	Maintenance	2,400	1,400	114	127	242	1,158
	Cardio Equipment Lease	5,645	3,293	5,440	654	6,094	-2,801
	Lease 10 x Spln Bikes	2,617	1,527	1,962	0	1,962	-436
	Lease 2 Upright & 1 Recumbent	2,600	1,517	1,170	0	1,170	347
	Replace 10 x Gym Mats	935	545	0	0	0	545
	Dumbell Rack (Pump Class)	90	53	0	0	0	53
	Dumbell Rack (Gym use)	300	175	195	0	195	-20
	Training Programs (In House)	250	146	988	0	988	-842
	Weights - Program Costs	6,000	3,500	4,942	0	4,942	-1,442
		20,837	12,155	14,811	782	15,593	-3,438
STADIUM	Job: B027						
	General Maintenance	2,000	1,167	449	347	795	371
	Annual Inspection of BB equip	700	408	1,605	0	1,605	-1,197
	Umpire Fees	3,300	1,925	286	0	286	1,639
	Program Costs	8,640	5,040	464	0	464	4,576
	Creche/Kindy Gym Equipment	200	117	0	0	0	117
		14,840	8,657	2,804	347	3,150	5,506
TOTAL OTHER EXPENSES - 127220		229,165	140,919	119,286	17,163	136,449	4,986
TOTAL SALARIES & SUPERANNUATION		322,014	184,900	147,543	18,798	166,341	18,043
TOTAL OPERATING EXPENDITURE		551,179	325,819	266,829	35,961	302,790	23,029
NET OPERATING LOSS		-356,739	-217,198	-198,799	-18,312	-217,111	87

ATTACHMENT 3.1

**DONNYBROOK RECREATION CENTRE
OPERATING STATEMENT
FOR THE PERIOD ENDED 31ST JANUARY 2017**

SUMMARY OPERATING BUDGET	Surplus or (Deficit)					
	BUDGET FOR THE YEAR	BUDGET TO-DATE 2016/17	MONTH OPENING BALANCE	ACTUAL FOR MONTH JANUARY	ACTUAL TO DATE 2016/17	VARIANCE TO-DATE
Department						
SALARIES	-322,014	-184,900	-148,059	-18,798	-166,857	18,043
ADMIN / GENERAL - OTHER EXP	-66,838	-45,632	-37,956	-3,490	-41,446	3,731
POOL	-37,300	-23,786	-25,335	-1,909	-27,244	-3,468
KIOSK	8,000	3,664	176	783	959	-2,705
SQUASH	1,190	630	500	112	612	-18
GYMNASIUM	46,963	26,615	6,881	2,736	9,616	-16,999
FUNCTION LOUNGE	300	-34	517	191	708	742
SUNDRY	0	0	0	0	0	0
STADIUM	12,960	6,244	4,477	2,063	6,540	296
SURPLUS/(DEFICIT)	-356,739	-217,198	-198,799	-18,312	-217,111	-369

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 \$1,750.46