



Donnybrook Recreation Centre Advisory Committee Meeting Minutes

Held on

Wednesday, 20 September, 2017

Commencing at 5.05pm

At the Donnybrook Recreation Centre
Steere Street, Donnybrook WA 6239

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

Ben Rose
Chief Executive Officer

21 September 2017

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



DONNYBROOK RECREATION CENTRE ADVISORY COMMITTEE MEETING MINUTES

Wednesday, 20 September, 2017

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SHIRE OF DONNYBROOK/BALINGUP

DONNYBROOK RECREATION CENTRE ADVISORY COMMITTEE MEETING MINUTES

**Held at the Donnybrook Recreation Centre,
Wednesday, 20 September 2017 at 5.05pm**

The Chair and Deputy Chair for the Donnybrook Recreation Centre Advisory Committee were unable to attend the meeting on 20 September 2017. Under Section 5.14(b) of the *Local Government Act 1995*, the Committee Members present at the meeting were required to choose one of themselves to preside at the meeting.

Linda McCabe nominated Bill Brown to the position of Presiding Officer. In the absence of any further nominations the Community Development Team Leader duly declared Bill Brown elected as the Presiding Officer for the meeting.

Bill Brown took the chair.

ATTENDANCE

COMMITTEE MEMBERS	STAFF
L McCabe (Departed 6.25pm)	D Vanallen – Community Development Officer-Team
J Bishop (Arrived 5.10pm)	Leader
A Julian	J McLean – Manager Donnybrook Recreation Centre
B Brown	

1 APOLOGIES

Cr Dilley
R Licciardello

2 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

2.1 *Donnybrook Recreation Centre Advisory Committee*

Moved: B Brown

Seconded: L McCabe

That the Minutes of the Donnybrook Recreation Centre Advisory Committee Meeting held on 12 April, 2017 be confirmed as a true and accurate record.

Carried 4/0

3 REPORTS OF OFFICERS

3.1 GENERAL BUSINESS

Location:	Donnybrook Recreation Centre
Applicants:	N/A
Zone:	N/A
File Ref:	CSV24/1
Author:	Deb Vanallen
Report Date:	13 September, 2017
Attachments:	Donnybrook Recreation Centre 2017 – 2018 Business Plan (to be distributed at the meeting)

3.1.1 End of Year Financial Performance for 2016/17

The Centre's financial performance showed a reduction over the comparative twelve months; however this was mainly attributed to the interruption/shutdown of the Stadium from May 2017 through to the end of the year.

3.1.2 Attendance Statistics for 2016/17

The Centre's attendance trends reflected those of the financial performance which showed a reduction over the comparative twelve months due mainly to the interruption/shutdown of the Stadium from May 2017 through to the end of the year.

3.1.3 Major Achievements for 2016/17

The committee was shown through the indoor pool where work has involved major treatments to the steel structure, re-roofing the pool, installation of mechanical ventilation and improved lighting. The Pool is due to reopen on the long weekend in time for the commencement of VacSwim on Tuesday 26th September, 2017.

Particular interest was shown in the work done in the stadium, which involved reroofing of the sports stadium, installation of mechanical ventilation, two large ceiling fans and new LED lighting.

3.1.4 Donnybrook Recreation Centre's 2017– 2018 Business Plan: Key Performance Areas

Discussion focussed on the action plan outlined in the Donnybrook Recreation Centre's 2017– 2018 Business Plan. Further suggestions were made, including:

- In regard to the Centre's marketing/promotional plan for the year ahead. It was suggested that the 'Rate Notices' are a good way of reaching every household in the Shire. Shire officers to investigate options of including a Donnybrook Recreation Centre flyer/free pass in future mail outs.
- Schedule a meeting with each of the local schools/Principals/School Boards to discuss opportunities for the school community to better utilise the Recreation Centre.
- Approach key Clubs in the Donnybrook region and discuss opportunities for them to utilise the Recreation Centre i.e. membership special, indoor tennis etc.

- 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,
- Networking/partnering 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,
- 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,
- In regard to the Centre’s aim to better cater to youth, it was suggested that a feasibility study and quotes be sought for the addition of a climbing wall and associated equipment. Shire officers to pursue,
- In regard to the Business Plan and its format, it was suggested that an alternate format/layout which will allow the Advisory Committee members and Shire officers a clearer visual picture of when specific initiatives will be actioned/initiated throughout the year, should be developed. This will also be useful as a reporting tool. Shire Officers to review options prior to the next meeting.

3.1.5 2017-2018 Financial Year – Operating Budget Estimates

There was discussion surrounding the Shire Admin/Governance costs which are reflected differently this year, and now sit under a heading *Administration Costs Allocated*. There was general discussion relating to these costs, however the Committee had some specific detailed questions in regard to how these cost are calculated. Shire officers to follow up.

3.1.6 2017-2018 Financial Year – Major Capital Project Plan

The 2017-2018 Financial Year – Major Capital Project Plan was provided in the Business Plan.

3.1.7 Donnybrook Recreation Centre Long Term Project Plan

Donnybrook Recreation Centre’s primary aims in the coming years are simple and include:

- 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
- Complete major renovations on the stadium roof, indoor pool roof and an expansion of the gym and group fitness areas.

3.1.8 10-Year Plan (2019 – 2029)

Donnybrook Recreation Centre's primary aims over the next 10 years include:

- In line with the Centre's vision statement, ensure that the Donnybrook Recreation Centre be valued by the community as an innovative, diverse sport and recreational facility
- Implement a succession plan for the appointment of a new Manager
- In consultation with the community and other key stakeholders, plan and construct an upgrade to Donnybrook Recreation Centre.

Committee's Recommended Resolution

Moved: Judy Bishop

Seconded: Alan Julian

That the above discussion points are noted.

Carried 4/0

5 CLOSURE OF MEETING

The Chairperson to advise the date of the next Donnybrook Recreation Centre Advisory Committee meeting will be held in April 2018 at the Donnybrook Recreation Centre.

The Chairperson declared the meeting closed 6.31pm.

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

Shire President		Presiding Member