

SHIRE OF HARVEY

**LESCHENAULT LEISURE CENTRE ADVISORY COMMITTEE**

**MINUTES OF THE MEETING OF LESCHENAULT LEISURE CENTRE ADVISORY COMMITTEE  
HELD ON FRIDAY, 5<sup>TH</sup> MAY 2017, AT THE LESCHENAULT LEISURE CENTRE, AUSTRALIND  
COMMENCING AT 8:05A.M.**

**ATTENDANCE**

Presiding Member	Cr. A. Lovitt
	Cr. B. Adams
	Mrs. M. Lewis
	Mr. B. Harrison

**STAFF**

Manager of Community and Economic Development Centre Manager	Mr. P. Quinlivan
	Mr. R. Duke

**AGENDA**

**1. OPENING AND WELCOME**

The Presiding Member opened the Meeting at 8.05a.m.

**2. PUBLIC QUESTION TIME**

Nil.

**3. APOLOGIES**

Mr. M. Whitehead  
Mr. M. Parker (Chief Executive Officer)

**4. DECLARATION OF MEMBERS' AND OFFICERS' PERSONAL INTEREST**

Nil

**5. CONFIRMATION OF PREVIOUS MINUTES**

The Minutes of the Leschenault Leisure Centre Advisory Committee meeting held on Friday, 31<sup>st</sup> March 2017, are attached hereto.

ATTACHMENT

**Recommendation**

That the Minutes of the Meeting held on Friday, 31<sup>st</sup> March 2017, as attached, are confirmed as a true and correct record.

SIGNED \_\_\_\_\_

DATED 21<sup>st</sup> July 2017.

LLC-17/005. **Adams/Harrison**

**“That the Minutes of the Meeting held on Friday, 31<sup>st</sup> March 2017, as attached, be confirmed as a true and correct record.”**

**CARRIED 5-0**

## 6. REPORTS

<b>Item.</b>	<b>6.1</b>		
<b>Subject</b>	<b>Leschenault Leisure Centre Report</b>		
<b>Proponent:</b>	<b>Shire of Harvey</b>		
<b>Location:</b>	<b>Leschenault Leisure Centre</b>		
<b>Reporting Officer:</b>	<b>Centre Manager</b>		
<b>File No.:</b>	<b>A005529</b>		<b>Attachment Reg. No.</b>

### Summary

The following report is provided to update the Committee and Council on the activities at the Leschenault Leisure Centre since the last meeting and the status of capital items funded in Council's 2016/17 Budget.

### Capital Projects and Major Maintenance

The following table provides a status report on capital items and projects that have been included in Council's 2016/17 Budget.

<b>Project</b>	<b>Scheduled Completion</b>	<b>Status</b>
Computer upgrades.	June 2017	Complete.
Public Address System.	February 2017	Complete.
Upgrade administration.	June 2017	Deferred.
Resurface Courts 3 and 4.	December 2016	Order issued. Delay with contractor supply means the job has been re-scheduled to July 2017.
Partition for gym circuit room.	October 2016	Complete.
Gym equipment.	November 2016	Complete.
Café / Reception area.	June 2017	Deferred.
Leach drains upgrade.	January 2017	Complete – April 2017.
Crèche upgrade C/fwd.	June 2017	Tender awarded to Smith Constructions 21 <sup>st</sup> February. Works to commence following completion of Aquatic extensions.
Retile spa pool and surrounds.	January 2017	Quotes obtained. Order to be issued and works carried forward to August 2017 as part of the Aquatic extensions.
Inflatable water feature.	September 2016	Complete.
Preventative painting C/fwd.	June 2017	To be completed during pool deck extension.
Extend pool deck and office space C/fwd.	June 2017	Works underway.
Replace insulation on roof C/fwd.	June 2017	Funding not available to proceed with this project as part of the current tender.
Aquatic changerooms addition C/fwd.	June 2017	Works underway.

SIGNED \_\_\_\_\_

DATED 21<sup>st</sup> July 2017.

Leach Drain replacement has been completed and the tanks servicing the Stage 1 building have been cleared in preparation for the Crèche extension and facility upgrade scheduled for later in the year.

Due to contractor delays the Court 3 and 4 resurface will be carried forward to the July 2017 school holidays for completion.

The works for the retiling of the spa have been confirmed and will be carried forward to be completed in August 2017 as part of the aquatic extensions.

Smith Constructions took possession of the site on Monday, 10<sup>th</sup> April, with temporary fencing and site set out completed. A schedule of works has been provided by Smith Constructions for the project (refer **Attachment 1**).

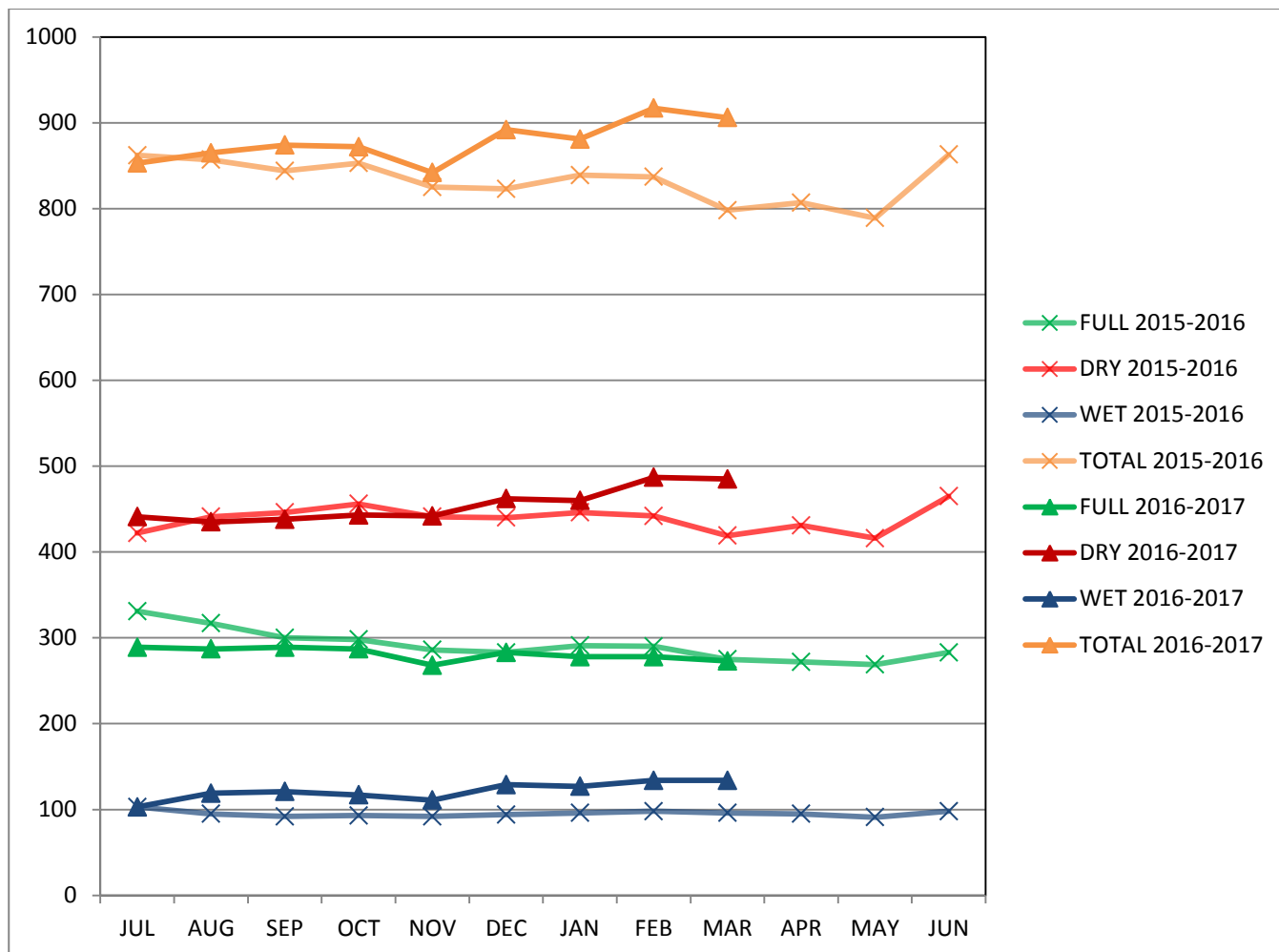
### Operations and Facilities

#### Membership comparison as of March 2017

Category	July 2016	Aug 2016	Sep 2016	Oct 2016	Nov 2016	Dec 2016	Jan 2017	Feb 2017	March 2017
Re-join	57	86	69	61	62	71	62	95	95
Expiries	88	102	75	85	101	73	100	78	122
New	21	28	15	22	9	52	27	19	16
Total Members	853	865	874	872	842	892	881	917	906
Retention %	64.7	84.3	92	71.7	61.4	97.3	62	121.8	77.9
Previous Period 15/16 %	57	62.2	40.6	55.6	39.1	52	76	45.5	41.1

The average retention rate so far for the financial year is 81.46%, which compares well against previous YTD of 53.3% and the 2015/16 final average of 60.64%.

Membership Breakdown by type July 2016-March 2017



Membership total numbers are slightly down from 917 to 906. Planning has commenced for the upcoming promotion of the Community Open Day scheduled for Sunday June 18<sup>th</sup> 2017.

**Financial operations**

Condensed Financial Summary to March 2017

Year to Date (YTD) operating expenses for the 9 months to March 2017 was \$1,949 under Budget however YTD operating income was under budget by \$90,536, resulting in a net position of \$88,587 behind budget for the period. Expenses have been maintained this month to budget whereas a large proportion of income will be received in April and May from Term 2 enrolments such as swim school, holiday program and netball.

A summary of the financial performance of the departments and major programs for the Year to date to March 2017 is as follows:

**Health and Fitness (includes maintenance)** - YTD operating expenses for the period were under Budget by \$1,069 and income was below Budget by \$47,974, resulting in a net position of approximately \$46,905 behind Budget.

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DATED 21<sup>st</sup> July 2017.

**Multi Sports and Court Bookings** - has improved slightly in March with the new netball season commencing and will improve with the new term 2 enrolments. Expenses for the period were approximately \$8,295 over Budget and income was approximately \$3,966 under Budget, resulting in a net position of \$12,261 behind Budget.

**Children's Services** - including crèche, junior programs and vacation care are tracking ahead of Budget with YTD expenses for period approximately \$24,949 less than budget and YTD income ahead of Budget by approximately \$11,912, resulting in a net position of \$36,861 ahead of Budget.

**Vacation Care** - is showing a net profit to date of \$15,346 with Income of \$78,842 compared to YTD Budget \$69,300 and expense of \$67,328 compared to YTD Budget of \$73,132. The final program has been hosted over the April school holidays so this activity will return a good profit for the year.

**The Wet Centre** - including Pro shop finished the period approximately \$23,773 behind Budget. Aquatic income is approximately \$9,655 ahead of YTD Budget, however, expenses were approximately \$33,428 more than YTD Budget. Salary and wages were approximately \$24,000 above Budget for the period, however, this was largely due to the additional pay period in December and salaries should be back in line with the Budget by the end of the year.

**Swim School** - expenses were approximately \$132 above YTD budget and income is \$41,803 behind YTD Budget. Term 2 enrolments have been positive to date which will help reduce this shortfall in income.

**Food and Beverage** - net position to date is \$169 behind Budget. Income is \$9,723 ahead of Budget for the period however expenses were over Budget by \$9,554. Unbudgeted equipment repair accounts for \$3,840 of the additional expense.

### **Other Matters**

- Concrete features and the deep bowl have been formed and poured at new Australind Skate Park. This project is scheduled for completion by June 2017.
- The resurfacing of the Australind Tennis Courts is progressing well and is scheduled for completion by the end of April.
- Basketball Southwest has completed a third payment on the 31<sup>st</sup> March, leaving a balance of \$3,141 to be paid by May 2017. All future bookings continue to be cash only in advance.
- Enquiries have been made regarding the vacant land held by Woolworths as potential overflow carpark. To date no response has been received by the Centre Manager. Advice regarding public liability insurance is being sought and may determine whether the idea is able to be implemented.
- Feedback regarding the absence of café facilities during regional netball competitions held at LLC on Sunday, has been received and a schedule of opening and servicing hours has been drafted based on bookings. Total sales would need to be approximately \$120 over 3 hours to cover staff expense and cost of sales.

### **Statutory/Policy Environment**

N/A

SIGNED \_\_\_\_\_

DATED 21<sup>st</sup> July 2017.

### **Strategic Framework**

Within the Shire's Strategic Community Plan 2013 – 2023, Strategy 3.4.6 states:

*“Continue to maintain and enhance recreation centres to service a wide range of the community.”*

### **Risk Management**

The Risk Theme Profile identified as part of this report is ***Providing Inaccurate Advice/Information***. Given that no action is recommended other than receipt of the Centre Manager's report, there is deemed to be no risk associated with this report.

### **Budget Implications**

Nil

### **Officer's Recommendation**

That the Centre Manager's report for the month of March 2017 be received.

LLC-17/006. **Lewis/Adams**

**“That the Officer's Recommendation be adopted.”**

**CARRIED 5-0**

<b>Item No.</b>	<b>6.2</b>
<b>Subject:</b>	<b>Leschenault Leisure Centre – Strategic Review</b>
<b>Proponent:</b>	<b>Shire of Harvey</b>
<b>Location:</b>	<b>Leschenault Leisure Centre</b>
<b>Reporting Officer:</b>	<b>Centre Manager</b>
<b>File No.:</b>	<b>A000155</b>

### **Summary**

This report presents an update on the staged implementation of the Leschenault Leisure Centre Review endorsed by Council on the 27<sup>th</sup> June 2014.

### **Background**

The Leschenault Leisure Centre Review contained a total 49 recommendations. Given the number of recommendations it was agreed to consider a staged plan that allows Council to progressively implement those recommendations that have been identified as high priority and those which provide a positive financial benefit to the Centre's operations.

The study's recommendations were grouped together under the following headings:

1. Facility Development Recommendations.
2. Energy Saving Recommendations.
3. Operational Recommendations.

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DATED 21<sup>st</sup> July 2017.

Facility Development Recommendations

Year	Description	Scheduled completion	Status	Amount \$
2014/15 Stage 1	Staff room	November 2014	Completed.	30,000
	Pool Deck Extension and office space	2015	Tender awarded and works commenced 10 <sup>th</sup> April 2017.	420,000
2015/16 Stage 2	Extension of the Aquatic change rooms	2016	Tender awarded and works commenced 10 <sup>th</sup> April 2017.	300,000
	Relocate and expansion of the Crèche	2016	Tender awarded and works commenced 10 <sup>th</sup> April 2017.	252,000
2016/17 Stage 3	New Administration area Upgrade Café/reception	2017	Minor upgrade of existing Administration area completed. Upgrade of Café/ Reception deferred pending completion of major works.	360,000

Energy Saving Recommendations

A number of the energy saving recommendations have already been completed with further works planned for 2017/18.

Year	Description	Estimate \$	Status
2014/15	Improved lighting controls and presence detection.	16,000	Completed LED light replacement and sensors, and token boxes to squash courts.
	Replace insulation in Aquatics Hall roof.	24,000	Insufficient funds to include this project with the extension to pool deck and office expansion. To be listed for future budget consideration.
	Evaporative Air conditioning improvements.	21,000	Completed louvres and covers installed to Health and Fitness air-conditioning.
	Replace Air Conditioning Unit HP1.	101,000	Works complete.
2015/16	Instantaneous Hot Water Units to Stage 2 and energy saving initiatives.	35,000	To be considered for inclusion in future Council Budgets
	Pool Pump (Control Board) Pool Pump (Variable Speed Devices).	26,000	Installation of VSDs to Aquatic plant was completed in June 2015.
2016/17	Replace Air Conditioning Unit HP2.	90,000	Refurbishment works completed. Re-scheduled for 2018/19.
2017/18	Lighting Upgrades.	82,000	Scheduled for 2017/18 subject to funding.
2018/19	Photovoltaic solar energy system.	129,000	Scheduled for 2018/19 subject to funding.

The above program was put forward as a guide and is subject to availability of funding in Council's annual Budget process.

SIGNED \_\_\_\_\_

DATED 21<sup>st</sup> July 2017.

Operational Review Recommendations

The Operational Recommendations relate to various areas of the Centre's operations and a number have potential to improve the financial performance of the Centre. The study provides a number of recommendations including:

- Policies;
- The Crèche pricing policy;
- Programs;
- Gym equipment;
- Food and Beverage; and
- Retail sales and membership marketing.

The following table provides a status report on the implementation of operational review recommendations:

Year	Description	Status
2013/14	Leasing of gym equipment.	Completed – a cost-benefit analysis on leasing versus purchase was undertaken and Council endorsed the purchase option. The new cardio equipment was installed in March 2014.
2013/14	Food and Beverage.	An internal review of the Food and Beverage service was completed in March 2014 and changes are currently being implemented. Reviewed again in 2016 and is delivering improvements.
2013/14	Review Policies.	Ongoing – a new Sponsorship Policy was adopted in 2013. Other policies have been drafted and will be presented to the Committee and Council for adoption.
2013/14	Retain current Staffing levels and review annually.	Ongoing – staffing levels are reviewed annually.
2013/14	Review cleaning and maintenance contracts.	Changes to the cleaning times have resulted in ongoing savings on cleaning costs. The cleaning contract is currently being reviewed and the tender will be advertised June 2017.  Maintenance contracts are reviewed annually in June.
2013/14	Continue the current membership marketing drive.	Ongoing.
2014/15	Defining the role of LLC as a service provided by the Shire.	Ongoing.
2014/15	Review the pricing policy of the crèche.	Completed.
2014/15	Review the Vacation Care program.	An independent review was completed in 2016 and some recommendations such as fee increase have been adopted for subsequent budgets.
2014/15	Review current use of court space.	Ongoing.
2015/16	Integration of IT systems with the Shire.	Ongoing financial systems integrated. Upgrade to server is planned.
2015/16	Develop a retail marketing strategy.	Opportunities to improve existing retail sales have been implemented however little scope exists for additional retail without major redevelopment.

SIGNED \_\_\_\_\_

DATED 21<sup>st</sup> July 2017.



A review of the food and beverage operation identified opportunities to improve efficiency with point of sale, in particular reconciliation, cash handling and stock control. In July 2015 the upgrade to the Point of Sale with touch screen registers and wireless EFTPOS has already demonstrated an improvement in accuracy and customer service.

The existing retail area at Reception has been upgraded and has shown improvement in sales. A review of the stock levels and product range has identified areas best suited to the activities at Leschenault Leisure Centre.

Improvements to the operational efficiency and integration and upgrade to IT systems is progressing. The Centre has redesigned and upgraded its website which is now mobile phone friendly and introduced a phone app. enabling direct contact with members and patrons when communicating new products and programmes. In January 2016 the Centre also established its own Facebook page to improve patron communication and promotion of Centre programs.

### **Statutory/Policy Environment**

Section 3.57 of the Local Government Act 1995, and Part 4 of the Local Government (Functions and General) Regulations 1996, provides a mechanism for the purchase of goods and services by public tender.

### **Strategic Framework**

Within the Shire's Strategic Community Plan 2013-2023, Outcome 3.4 and Strategy 3.4.6 state:

3.4 "Services, infrastructure and facilities continue to meet community needs."

3.4.6 "Continue to maintain and enhance recreation centres to service a wide range of the community."

### **Risk Management**

The Risk Theme Profile identified as part of this report is **Providing Inaccurate Advice/Information**. Given that no action is recommended other than the receipt of the update report, there is deemed to be no risk associated with this report.

### **Budget Implications**

Any projects or recommendations stemming from the Strategic Review are subject to Annual Budget allocations as adopted by Council.

### **Officer's Recommendation**

That Council receives the update on the staged implementation of the Leschenault Leisure Centre Review.

LLC-17/007. **Harrison/Lewis**

**"That the Officer's Recommendation be adopted."**

**CARRIED 5-0**

SIGNED \_\_\_\_\_

DATED 21<sup>st</sup> July 2017.

7. **GENERAL BUSINESS**

7.1 **Connection to Sewer**

*Cr. Adams enquired as to whether any progress had been achieved regarding the idea of the Leschenault Leisure Centre and other buildings at Leschenault Recreation Park being connected to the Minister's Sewer.*

*The Manager Community and Economic Development advised that preliminary discussions had occurred and it was likely that the cost would be significant.*

*The Committee was supportive of the matter being further investigated.*

LLC-17/008. **Lewis/Adams**

**"That Staff investigate the cost and feasibility of connecting the Leschenault Leisure Centre and other community buildings at Leschenault Recreation Park to the Minister's Sewer."**

**CARRIED 5-0**

8. **NEXT MEETING**

The next meeting of the Leschenault Leisure Centre Advisory Committee is scheduled to be held Friday, 21<sup>st</sup> July 2017, at the Leschenault Leisure Centre, Leisure Drive, Australind commencing at 8.00a.m.

9. **CLOSURE**

There being no further business to discuss, the meeting was declared closed at 9.20a.m.