

SHIRE OF HARVEY

**LESCHENAULT LEISURE CENTRE ADVISORY COMMITTEE MEETING**

MINUTES OF THE MEETING OF THE LESCHENAULT LEISURE CENTRE ADVISORY COMMITTEE HELD ON FRIDAY, 2<sup>ND</sup> FEBRUARY 2018, IN THE COMMITTEE ROOM, LESCHENAULT LEISURE CENTRE, AUSTRALIND COMMENCING AT 8.00A.M.

**ATTENDANCE**

Presiding Member	Cr.	A.	Lovitt
	Cr.	D.	Simpson
	Mrs.	M.	Lewis
	Mr	R.	Jackson

**STAFF**

Acting Chief Executive Officer	Mr.	S.	Collie
Manager of Community and Economic Development	Mr.	P.	Quinlivan
Centre Manager (Ex-Officio)	Mr.	R.	Duke

1. **OFFICIAL OPENING**

2. **RECORD OF ATTENDANCE/APOLOGIES**

Apologies      Mrs B. Italiano  
                         Mrs S. Newman

3. **DECLARATIONS OF MEMBERS' AND OFFICER'S PERSONAL INTEREST**

Nil.

4. **RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE**

Nil.

5. **PUBLIC QUESTION TIME**

Nil.

6. **PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS**

Nil.

SIGNED \_\_\_\_\_ DATED 6<sup>th</sup> April 2018

7. **CONFIRMATION OF PREVIOUS MINUTES**

The Minutes of the Leschenault Leisure Centre Advisory Committee meeting held on Friday, 8<sup>th</sup> December 2017, are attached hereto.

**ATTACHMENT**

**Recommendation:**

That the Minutes of the Meeting held on Friday, 8<sup>th</sup> December 2017, as attached, are confirmed as a true and correct record.

LLC-18/001. **Simpson/Lewis**

**“That the Minutes of the Meeting held on Friday, 8th December 2017, as attached, are confirmed as a true and correct record.”**

**CARRIED 5-0**

8. **REPORTS OF OFFICERS**

<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 2017/18 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 2017/18 Budget.

<b>Project</b>	<b>Scheduled Completion</b>	<b>Status</b>
Computer upgrades.	February 2018	Complete.
Scoreboard Replacement.	February 2018	Scoreboards have been received and installation is scheduled to proceed in January.
Crèche Furniture Upgrade	May 2018	To be completed at conclusion of crèche extension.
Gym Equipment Replacement	February 2018	Order issued, January delivery.
Resurface Courts 3 and 4.	December 2016	Completed July 2017.
Guttering & Down Pipe Replacement	April 2018	To be completed after Crèche Upgrade
Air Conditioning Server Room	June 2018	Complete.

SIGNED \_\_\_\_\_ DATED 6<sup>th</sup> April 2018

Project	Scheduled Completion	Status
Preventative painting C/fwd.	June 2018	To be completed during and post pool deck extension to both Aquatic and Dry.
Energy Saving Initiatives	June 2018	Completed Court 1 – 4 LED lights and ceiling lights to Centre. Further initiatives to be advised and undertaken.
Crèche Upgrade C/fwd.	May 2018	Works to commence following completion of Aquatic extensions. Due for completion May 2018.
Retile spa pool and surrounds C/fwd.	December 2017	Order issued and works re-scheduled for March 2018 as part of the Aquatic Centre extensions.
Extend pool deck and office space C/fwd.	December 2017	Works underway with completion now scheduled for February 2018.
Replace insulation on Aquatics hall roof C/fwd.	June 2017	Sufficient funding not available to proceed with this project as part of the current upgrade.
Aquatic changeroom additions C/fwd.	June 2017	Works underway with completion now scheduled for February 2018.

### Operations and Facilities

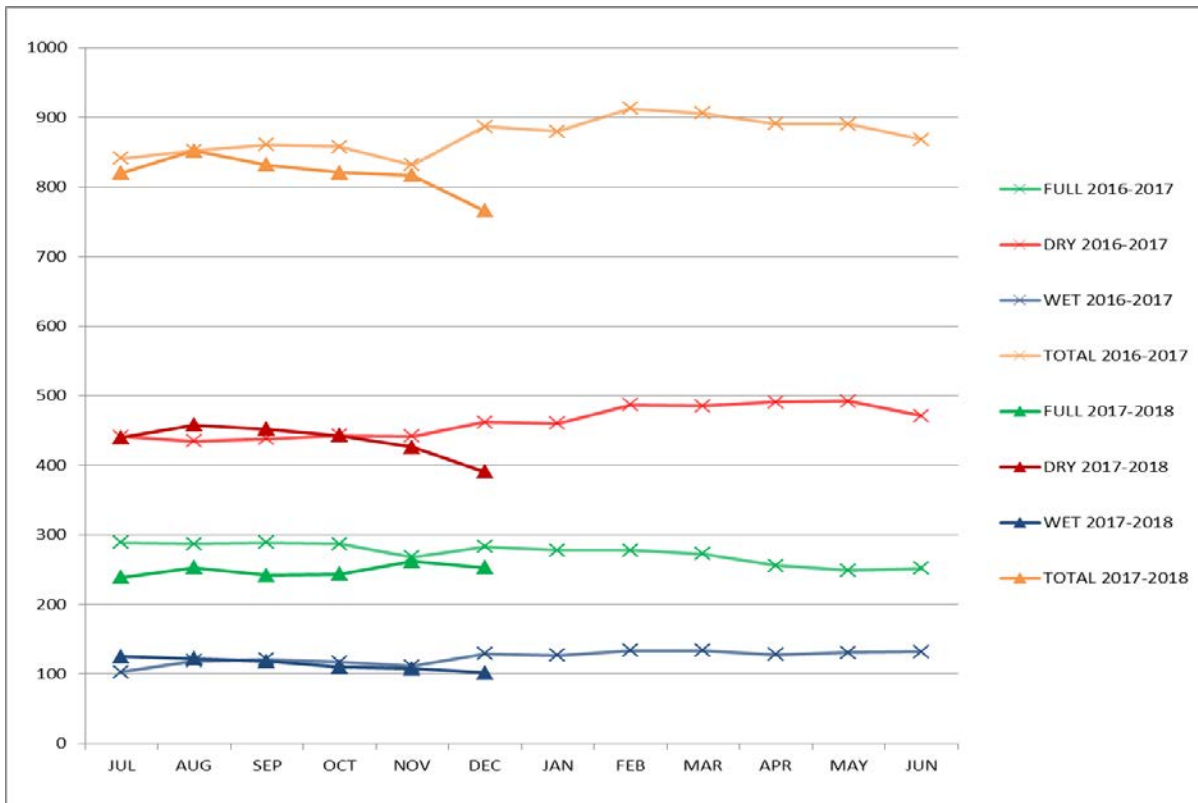
#### Membership comparison as of 31<sup>st</sup> December 2017

Category	July 2016	July 2017	Aug 2016	Aug 2017	Sep 2016	Sep 2017	Oct 2016	Oct 2017	Nov 2016	Nov 2017	Dec 2016	Dec 2017
Re-join	57	62	86	58	69	35	61	50	62	44	71	41
New	21	22	28	27	15	17	22	33	9	43	52	14
Expired	70	60	89	50	61	61	70	79	78	76	63	100
Cancelled	18	12	13	3	14	11	15	15	23	15	10	6
Total Members	853	<b>820</b>	865	<b>852</b>	874	<b>833</b>	872	<b>821</b>	842	<b>817</b>	892	<b>766</b>
Retention %	64.8	86.1	84.3	*109.4	92	48.6	71.8	53.2	61.4	48.3	97.3	38.7

\*Retention figures greater than 100% can be due to promotional periods or when members pay in advance of their formal expiry date. In this instance our records only differentiate between new and existing memberships paid in that month. Similarly previously expired members are reflected as re-joined if they choose to pay fees in that month.

The average retention rate so far for the financial year is 64.05% compared to 78.17%, for the same time last year. The increase in expiries and the subsequent drop in retention for December relates directly to the Double your Dollar campaign in December 2016. A similar campaign is currently running for January 2018 and is expected to improve member numbers.

Membership Breakdown by type July 2017-December 2017



Overall member numbers is represented by the orange lines at the top of the graph. Compared to the same time last year the line displays a difference of 121 members across all types of membership. The highest proportion of decline is the Dry membership with a difference of 71 members and this is the one area of direct competitiveness with other health clubs. Member numbers historically decline in the November to December period and as can be seen from last year the December promotion reversed that trend. This year's promotion was delayed to January 2018 and is expected to alter the downward trend.

Month	New Members signing up with RAC Memberships	Number of Previous Members that have returned as a RAC Member	Total RAC Memberships
July 2017	9	4	13
August 2017	7	2	9
September 2017	4	3	7
October 2017	6	5	11
November 2017	10	7	17
December 2017	3	3	6
<b>TOTAL</b>	<b>39</b>	<b>24</b>	<b>63</b>

The Leschenault Leisure Centre is a member of the Bunbury Geographe Chamber of Commerce and as members we participate in the regional RAC advertising campaign. While RAC member uptake for November improved, figures for December reflect the traditionally quiet period for memberships.

### **Financial operations**

#### **Half Yearly Financial Summary 2017/18**

Year to Date (YTD) operating expenses for the first half of the year was \$18,970 over Budget and operating income was under budget by \$99,822 resulting in a net position of \$118,792 behind budget for the period.

The over expenditure can be attributed to:

- Slight increase in cost of sales associated with food and beverage. This is offset to some degree with food and beverage above budget income.
- Operating expenses particularly for Aquatic maintenance and repair have had work completed ahead of schedule and consequently exceed the YTD budget. It is not expected that more work will be required in these areas and therefore should remain within budget.

While operating expenses have been contained to maintenance and repair costs, the overall year to date position is directly related to income shortfall in two key areas.

The shortfall in income for the six month period is primarily due to:

- Receipts for Health and Fitness Services are below Budget by \$59,631
- Receipts for the Swim School program are below Budget by approximately \$42,700
- The Holiday Program income is currently tracking below Budget by \$14,000 however outstanding payments from the Department of Education and Centrelink will make up part of this shortfall following the Christmas Vacation period.

At the end of the six (6) month period a number of areas have performed in line with or above budget income forecasts including Multisport, Junior Sports, and Food and Beverage. With the current Health and Fitness promotion running in the month of January it is expected some of this shortfall will be reduced.

A summary of the financial performance of the departments and major programs for the mid-point of the 2017/18 financial year is as follows:

**Health and Fitness (includes maintenance)** for the six (6) month period is behind budget by approximately \$47,700. Whilst YTD expenses are \$11,875 below budget, there is an income shortfall of \$59,631. The timing of the most recent promotion is believed to have impacted significantly on the retention with many members waiting to see if a new campaign would be released. Retention of members is an issue and some other centers are experiencing similar reduction in member numbers. The increasing number of small group and personal training trainers operating outside established facilities is having a significant impact on traditional Health Clubs and the challenge is to promote the value and certainty of membership. Centre run personal training sessions have gained some popularity however come with the added expense of a membership whereas outside PT trainers have no associated overheads.

New equipment introduced over the past 12 months has had a positive effect however not to the same degree as a wholesale upgrade. Future upgrade and replacement of electronic equipment and introduction of the RPM program are expected to create interest and boost new and renewing memberships.

Les Mills' Fitness programs continue to be well attended and class numbers have improved with the release of new material.

**Multi Sports & Court Bookings** performed strongly with overall team numbers again improving on previous year. While income is approximately \$1,300 below YTD budget, this is offset by savings in expenses which are approximately \$7,500 below budget. At this time of the season, Australind Basketball Association continues to generate a large proportion of court hire income and this is expected to continue over the coming months. The Basketball Southwest Regional Carnival was again successfully hosted at LLC and recent enquiries from clubs may expand competitions to include Indoor Hockey over the coming months.

A capital upgrade to the scoreboards completed this year will ensure the Centre is able to meet demand from existing clubs and associations as well as future programs and carnivals. The LED lighting upgrades to the courts will also reduce operating expenses as well as improve court operations particularly in regard to power outages interrupting competitions.

**Children's Services** including crèche, junior programs and vacation care was approximately \$2,000 behind operating budget for the period. Combined YTD Expenses were approximately \$6,000 less than budget and YTD income was behind budget by approximately \$8,000. Vacation Care has recorded a shortfall of \$14,000 to date while delivering a cost reduction of approximately \$13,000. Presently payments from the Department of Education / Centerlink should make up this income shortfall, by the end of the December / January vacation period.

Toddler gym and Gymnastics continue to grow with enrolments and maintaining coaching staff and continuity of programming remains a goal in this area.

**The Wet Centre** including Aquatic Pro shop finished the period approximately \$19,800 behind operating budget. Aquatic income is approximately \$8,800 below YTD budget and expenses are approximately \$11,000 more than YTD budget. Chemical costs and maintenance / repair are two of the most significant expense areas. A recent change to the supply contract and delivery of Carbon Dioxide should realize savings of approximately \$400 per month for future chemical costs. Advanced expenditure in maintenance and repairs has also contributed to this shortfall however this should be back within Budget by the end of the financial year.

In term Education Department swimming lessons have had an increase in attendance and Vacation swimming lessons have also shown an increase in attendance this year.

**Swim School** expenses for the six month period were approximately \$9,000 above the YTD budget and income is approximately \$42,700 below the YTD budget. With enrolments down in terms three and four it will require high enrolments for 1<sup>st</sup> term 2018 to improve the income shortfall. Vacation swimming lesson enrolments have been well attended this period.

High enrolment numbers also increases class occupancy and therefore a better ratio of wages to income. Unfortunately it is necessary to maintain and staff a range of class types each term, even when enrolment numbers are low and this creates a poor occupancy ratio. The next two terms will focus on occupancy and culling low occupancy class types if possible to reduce expenses.

**Food and Beverage** income at \$109,956 was \$2,286 ahead of budget for the period however expenses were over budget by \$4,371. Although this service is currently slightly behind budget, it is on track to achieve budget by the end of the financial year. Containing costs during the quieter months will continue to be a priority.

### **Other Matters**

- On Monday 18<sup>th</sup> December, LLC hosted the Christmas Pool Party in association with Spirit 621. Attendance was pleasing with 293 of the 300 tickets issued being redeemed; and
- Preparation for the commencement of the Crèche expansion and toilet upgrade will commence in February. Temporary ablutions will be required and there will be some disruption to normal activities during the construction period.

### **Statutory/Policy Environment**

Nil.

### **Strategic Framework**

Within the Shire's Strategic Community Plan 2017 – 2027, 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**

The likely shortfall in the Centre's operating income for 2017-18 will be considered as part of the mid-year Budget Review.

### **Officer's Recommendation**

That Council:

1. Receives the Centre Manager's report for the period ending 31st December 2017; and
2. Receives a further report that identifies a range of initiatives to address the current shortfall in the Leschenault Leisure Centre's operating income.

LLC-18/002. **Simpson/Lewis**  
“That the Officer's Recommendation be adopted.”

**CARRIED 5-0**

SIGNED \_\_\_\_\_ DATED 6<sup>th</sup> April 2018

<b>Item No.</b>	<b>6.2</b>
<b>Subject:</b>	<b>Leschenault Recreation Park - Proposal to develop a Master Plan</b>
<b>Proponent:</b>	<b>Shire of Harvey</b>
<b>Location:</b>	<b>Lot 42 Leisure Drive, Australind</b>
<b>Reporting Officer:</b>	<b>Manager of Community and Economic Development</b>
<b>File No.:</b>	<b>A0005529</b>

### **Summary**

The Leschenault Recreation Park (LRP) is the Shire's major recreation facility in the Australind – Leschenault area and includes a number of facilities and playing fields that are likely to experience a considerable increase in demand over the next 10 year period. This report presents a proposal to undertake a review of current usage of LRP's facilities, identify likely future needs of the community along with priorities for any future upgrading or expansion of the facilities, and prepare a Master Plan to guide any future development on the site.

### **Background**

Following major upgrades to LRP over the past 10 years including the development of an additional 13ha of playing fields, the new Leschenault Sporting Pavilion, additional car parking and the Australind Skate Park, the facilities have experienced a significant increase in demand from existing affiliated clubs and associations. Demand for use of the facilities and playing fields has also been received from user groups from outside the Shire of Harvey.

The Leschenault Leisure Centre (LLC) coordinates seasonal and casual booking requests and access to the playing fields, courts and amenities.

The site has six (6) playing fields, eight (8) tennis courts, the Leschenault Leisure Centre and the Australind Skate Park, and is home to a variety of sporting groups that include;

- Australian Rules Football juniors and seniors/masters;
- Soccer juniors and seniors;
- Cricket juniors and seniors;
- Tennis juniors and seniors;
- Rugby League juniors;
- Rugby Union juniors and seniors;
- Dog club training;
- Archery;
- Swimming;
- Netball; and
- Basketball.

The main facilities and buildings at LRP include:

- Leschenault Leisure Centre;
- Tennis/Multi-Purpose Pavilion and tennis courts;
- The Leschenault Pavilion – Leschenault Sporting Association (LSA);
- Western Changerooms;
- Leschenault Cricket Club shed;
- Cricket practice nets;



- Australind Skate Park;
- Playground; and
- Shire of Harvey works depot.

On the western side of LRP is Riverlinks Childcare, Morrissey Homestead and Leschenault Men's Shed, and Kingston is located to the north and east of the Park. Infrastructure throughout the LRP includes various car parks, lighting and pathways connecting to Kingston.

At the Leschenault Leisure Centre Advisory Committee meeting held on 21<sup>st</sup> July 2017 the Committee was supportive of developing a Master Plan for LRP that included pathway connections, lighting, future playing fields and car parking areas. The Committee's recommendation (LLC-17/011) that was subsequently adopted by Council was as follows:

*"That Council staff investigate the need to develop a Master Plan for the Leschenault Recreation Park precinct to guide the future use and development of the Park for the next 5-10 year period".*

### **Comment**

The idea of developing a Master Plan for LRP is supported and will ensure any future upgrading or development of the precinct occurs in a planned and coordinated way. The proposed study would involve consultation with stakeholders and user groups to identify current and likely future needs, identifying priorities for the next 5-10 year period, preparing a professional quality Master Plan for the site and a report that could be used to support external funding applications for any future improvements.

If Council is supportive of the proposal to develop a Master Plan for the LRP as outlined in this report the likely cost of such a plan would be in the order of \$20,000 - \$25,000. The opportunity exists to apply to the Department of Local Government, Sport and Cultural Industries (formerly the Department of Sport and Recreation) for a grant of up to one third of the cost of the study. Recent discussions with the Regional Manager indicated that the Shire would be eligible for funding under the Small Grants program. If Council was supportive of this proposal, a possible funding arrangement for the proposed study is as follows:

Shire of Harvey (2018-19 Budget allocation)	\$16,000
Dept. of Local Govt. Sport and Cultural Industries	<u>\$8,000</u>
<b>Total</b>	<b>\$24,000</b>

In summary, the proposal to develop a Master Plan for the Leschenault Recreation Park Precinct is supported and will assist Council to plan the future direction and development of the Park. The report recommends that Council:

1. Supports the proposal to develop a Master Plan for the Leschenault Recreation Park as outlined in this report subject to funding for the proposed study being approved;
2. Submits an application to the Department of Local Government, Sport and Cultural Industries requesting a grant of \$8,000 for the proposed study; and

3. In the event that the grant application referred to in part 2 above is successful, lists for consideration of funding in its Draft 2018-19 Budget a contribution of \$16,000 towards the proposed study.

### **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 2017-2027, 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***. The Consequence could be "Reputational" if there is no coordinated approach to future use and development of the LRP. The Risk Consequence is considered to be "Moderate" (3) and the likelihood "Unlikely", (2) resulting in a Moderate (6) risk being present.

### **Budget Implications**

The report recommends that an amount of \$16,000 be listed for consideration of funding in Council's Draft 2018/19 Budget as a contribution towards the proposed study.

### **Officer's Recommendation**

That Council:

1. Supports the proposal to develop a Master Plan for the Leschenault Recreation Park as outlined in this report subject to funding for the proposed study being approved;
2. Submits an application to the Department of Local Government, Sport and Cultural Industries requesting a grant of \$8,000 for the proposed study; and
3. In the event that the grant application referred to in part 2 above is successful, lists for consideration of funding in its 2018-19 Draft Budget a contribution of \$16,000 towards the proposed study.

LLC-18/003. **Simpson/Jackson**  
**"That Council:**

1. **Supports the proposal to develop a Master Plan for the Leschenault Recreation Park as outlined in this report subject to funding for the proposed study being approved;**

2. **Submits an application to the Department of Local Government, Sport and Cultural Industries requesting a grant of \$8,000 for the proposed study and Staff investigate other potential sources of funding including the Alcoa Harvey Sustainability Fund; and**
3. **In the event that the grant application referred to in part 2 above is successful, lists for consideration of funding in its 2018-19 Draft Budget a contribution of \$16,000 towards the proposed study.”**

**CARRIED 5-0**

**Note: Reason for change in the Officer’s Recommendation was as follows:**

*Cr. Simpson suggested that given the importance of the proposed Master Plan to the long term development of Leschenault Recreation Park, it would be worthwhile investigating other funding options in the event that the grant application to the Department of Local Government Sport and Cultural Industries was not successful.*

*The Committee was supportive of this idea and an additional part was added to the recommendation for Staff to investigate alternative funding options for the proposed study including the Alcoa Harvey Sustainability Fund.*

**9. NEXT MEETING**

The next meeting of the Leschenault Leisure Centre Advisory Committee is scheduled to be held on Friday, 6<sup>th</sup> April 2018, at the Leschenault Leisure Centre, Leisure Drive, Australind commencing at 8.00a.m.

**10. MATTERS BEHIND CLOSED DOORS**

**11. CLOSURE OF MEETING**

There being no further business to discuss, the meeting was declared closed at 9.15p.m.