



**REC.CENTRE ADVISORY COMMITTEE
MEETING**

MINUTES

A meeting of the Rec.Centre Advisory Committee
held at the Rec.Centre, Albany Highway, Mount Barker
at 6.00pm on Tuesday 30 September 2014

**Rob Stewart
CHIEF EXECUTIVE OFFICER**

Committee Members:

*Cr S Etherington, Cr Chris Pavlovich, Mr Rob Stewart, Ms Fiona Saurin(Chair), Ms Ronnie Smith,
Ms Karen Webb, Mrs Bindi Wallinger, Mr Greg Sounness, Mr Andrew Fraser and Mrs Shirley
Reynolds.*

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
1	DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS	1
2	RECORD OF ATTENDANCE / APOLOGIES	1
3	CONFIRMATION OF MINUTES	1
4	RECREATION CENTRE MANAGER'S REPORT	1
4.1	CENTRE UPDATE	1
4.2	EQUIPMENT MAINTENANCE	1
4.3	BUILDING AND GARDEN MAINTENANCE	2
4.4	FINANCE AND ATTENDANCE	2
5	GENERAL BUSINESS	2
6	NEXT MEETING	3
7	MEETING CLOSURE	3

1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

6:02pm The meeting was opened

2 RECORD OF ATTENDANCE / APOLOGIES

Present

Cr Sue Etherington	Shire of Plantagenet
Cr Chris Pavlovich	Shire of Plantagenet
Karen Webb	Community Representative
Ronnie Smith	Shire of Plantagenet
Isabelle Draffehn (Chair)	Shire of Plantagenet
Rob Stewart (CEO)	Shire of Plantagenet

Apologies

Shirley Reynolds	Mt Barker Community College
Andrew Fraser	Mt Barker Community College
Bindi Wallinger	Community Representative
Greg Sounness	Community Representative

3 CONFIRMATION OF MINUTES

Moved Rob Stewart, Seconded Sue Etherington:

That the minutes of the Ordinary Meeting of the Rec.Centre Advisory Committee held on 13 May 2014 be accepted.

CARRIED

4 RECREATION CENTRE MANAGER'S REPORT

4.1 CENTRE UPDATE

- The Rec.Centre staff have been working on the development of a community survey to increase awareness about the facility and to attract new customers; and
- Ronnie provided an update on the holiday program: September/October holiday programs are generally quiet due to the Perth Royal Show and the Mount Barker Wine Show. Rec.Centre staff are aiming to develop child led activities to increase numbers. It seems that a set program is not always appropriate due largely to varying age groups of participating children.

4.2 EQUIPMENT MAINTENANCE

- New gym equipment has been delivered including a X-Trainer, a Pec Fly and a Seated Row. The Chest Press is still on back order;

- Rec.Centre staff have been working on the new equipment replacement program;
- The electronic score boards have been ordered. These are multisport boards. The Rec.Centre is responsible for the installation of the boards – staff to confirm monetary contribution from the Department of Education for the installation;
- Active After School equipment has been ordered; and
- Karen Webb mentioned that the pump and step equipment is in bad condition and needs replacing. This will be considered closer to the end of the financial year.

4.3 BUILDING AND GARDEN MAINTENANCE

- Rec.Centre staff and the Manager Community Services investigated the purchase of vending machines for the Centre and gym (and possibly for the pool and library). Advantages could include freeing up staff time and minimising the risk of loss of profit from the kiosk. Disadvantages may include little to no profit and possibly reduced customer interaction. Staff and management will continue to review and investigate the current and future options for the sales of consumables;
- The Rec.Centre roof is still leaking, although some repairs were undertaken. This has been an ongoing issue. A contractor has been engaged by Department of Education to assess the problem. It appears to be of structural concern. Senior Shire staff will deal with the risk issue as the Rec.Centre staff cannot resolve this any further;
- New trees have been planted in the car park and positive feedback was received from staff and customers;
- Extensions for the curtains have been delivered. The installation is scheduled for end of October; and
- The entry statement/new Rec.Centre sign was discussed. Cr Etherington advised that a concept plan for the new logo has been drafted; a copy will be emailed to the committee. It was suggested that the school students may be able to manufacture the new sign once the logo is approved.

4.4 FINANCE AND ATTENDANCE

- Finance and attendance sheets attached.

5 GENERAL BUSINESS

- The Qantas Wine Show will be held at the Rec.Centre in the week of 6 – 10 October 2014. The Centre will be closed but the gym will remain accessible for gold members;

- Cr Pavlovich enquired about budget recommendations for the next financial year – this can be tabled for the next meeting;
- Darren McDonald has fitted into the team very well and is very popular with the customers. He is currently training for Body Step classes;
- It was identified that the manual winder (for the basketball hoops) portrays a risk to staff and other centre users. Replacing it with an automatic model would be preferable. Negotiations with the Department of Education will be instigated regarding the replacement and cost sharing;
- The CEO met with Ronnie Smith a few weeks ago regarding the development of a business plan for the Active After School Program and advised that he was pleased with the results. It is planned to continue this process for other Rec.Centre programs and work towards a structured approach to future planning for the Rec.Centre;
- Ronnie was invited to do a presentation on active ageing at a Stay on Your Feet event (facilitated by HACC). Feedback received was very positive and Rotary and the Speedsters Club have enquired about a similar talk for their groups;
- Cr Etherington provided an update on the community bus development (an initiative instigated by the Speedsters Club, the Mens Shed, Plantagenet Village Homes and the Shire of Plantagenet). Such a service would provide great opportunities to the Rec.Centre; and
- The Council on the Ageing (COTA) has complimented the Rec.Centre on their Living Longer Living Stronger Program and encouraged nominations for this year's awards. Submissions are due end of this week. Ronnie will liaise with COTA.

6 NEXT MEETING

Tuesday 2 December 2014 at 6pm

7 MEETING CLOSURE

7:00pm

CONFIRMED: CHAIRPERSON _____ **DATE:** ____ / ____ / ____