

Date: 16 December 2016

Location: City of Victor Harbor – Encounter Room, Civic Centre, 1 Bay Road, Victor Harbor
Meeting opened at 10:10am

1. ATTENDANCE

Present:

David Cooke (Chairperson)
John Coombe OAM (Deputy Chairperson)
Alison Kimber
Councillor Pat Chigwidden
Councillor Grant Gartrell (Deputy Elected Member Representative) [Cr Gartrell arrived at 11:05am]

In attendance:

Leonie Boothby, Executive Officer
Elizabeth Williams, Acting General Manager – Organisation & Culture Alexandrina Council
Kellie Knight-Stacey, Finance Manager City of Victor Harbor
James Lomax, Area/Centre Manager YMCA

2. APOLOGIES

Mayor Graham Philp (Deputy Elected Member Representative)
Councillor Madeleine Walker

3. MINUTES OF THE PREVIOUS MEETING

Moved: Mr John Coombe
Seconded: Cr Pat Chigwidden

FRACA000038 That the minutes of the previous Fleurieu Regional Aquatic Centre Authority meeting held on Friday 21 October 2016 as circulated be confirmed as a true and accurate record.

CARRIED

4. BUSINESS ARISING

4.1 Resolutions Report and Work Program

Moved: Cr Pat Chigwidden
Seconded: Ms Alison Kimber

FRACA000039 That the Fleurieu Regional Aquatic Centre Authority note the Work Program and Resolutions Report as at 16 December 2016.

CARRIED

5 PRESENTATIONS

5.1 Nil

6 REPORTS

6.1 Authority 3 Year Budget; Fleurieu Aquatic Centre Fees & Charges and Operating Hours

Moved: Mr John Coombe

Seconded: Ms Alison Kimber

FRACA00040 That the Fleurieu Regional Aquatic Centre Authority supports the inclusion of an integrated Health and Fitness offering for the Fleurieu Aquatic Centre noting that the inclusion of that offering will:

- Enable the viability of selling facility memberships (recognised in the industry as a requirement to maximise financial return / minimise subsidy);
- Create greater community engagement by encouraging a level of commitment with users beyond once off casual visits;
- Provide an offering well suited for families (training, sport and family fun), and the identified growing older adult segment;
- Create further opportunities in the areas of allied health, disability and rehabilitation;
- Deliver an holistic approach to physical activity and wellness, increasing the facility appeal and relevance to a larger audience, ultimately delivering greater community health outcomes.

CARRIED

Moved: Cr Pat Chigwidden

Seconded: Mr John Coombe

FRACA00041 That the Fleurieu Regional Aquatic Centre Authority adopt the Opening Hours for the Fleurieu Aquatic Centre as recommended by YMCA SA and as set out in the report for Agenda Item 6.1 Authority 3 Year Budget; Fleurieu Aquatic Centre Fees & Charges and Operating Hours (refer Appendix A).

CARRIED

Moved: Mr John Coombe

Seconded: Cr Grant Gartrell

FRACA00042 That the Fleurieu Regional Aquatic Centre Authority adopt the Fees and Charges for the Fleurieu Aquatic Centre for 2016/17 and 2017/18 as proposed in the Fleurieu Aquatic Centre Business & Marketing Plan 2017-2020 (refer Appendix B).

CARRIED

Moved: Cr Pat Chigwidden

Seconded: Mr John Coombe

FRACA00043 That the Fleurieu Regional Aquatic Centre Authority supports the staffing structure for the Fleurieu Aquatic Centre as recommended by YMCA (refer Appendix C).

CARRIED

Moved: Mr John Coombe

Seconded: Ms Alison Kimber

FRACA00044 That the Fleurieu Regional Aquatic Centre Authority adopt the Fleurieu Regional Aquatic Centre Authority 3 Year Budget (incorporating the Fleurieu Aquatic Centre 3 Year Operational Budget) and recommend the draft 3 year Authority budget (as detailed in the report for Agenda Item 6.1 Authority 3 Year Budget; Fleurieu Aquatic Centre Fees & Charges and Operating Hours) to the Constituent Councils with an accompanying explanatory report.

CARRIED

Action: Communication to be made with Constituent Council Elected Members, providing advance notice of increased subsidy requirements for 2016/17 and 2017/18; and noting that a detailed report will be provided for consideration at January 2017 Council meetings.

Moved: Ms Alison Kimber

Seconded: Cr Pat Chigwidden

FRACA00045 That the Fleurieu Regional Aquatic Centre Authority endorse the Fleurieu Aquatic Centre Business & Marketing Plan 2017-2020 and accompanying Marketing & Communications Schedule.

CARRIED

6.2 Authority Policies

Moved: Cr Pat Chigwidden

Seconded: Cr Grant Gartrell

FRACA00044 That the Board endorsed the following policies:-

1. Work Health Safety & Return to Work Policy
2. WHS Contractor Management Policy
3. Disposal of Land & Assets Policy
4. Sustainability Policy

CARRIED

7 URGENT BUSINESS WITHOUT NOTICE

7.1 Emergency management

Ms Alison Kimber raised for discussion the subject of emergency management for the Fleurieu Aquatic Centre and responsibilities for the Authority and key stakeholders.

Action: Executive Officer to work with YMCA to document the emergency management framework for the Fleurieu Aquatic Centre including public safety, incident investigation and management and communications with a report to be provided to the Board at the February 2017 meeting.

7.2 Deputy Chairperson leave of absence

Mr John Coombe requested (and the Board noted) a leave of absence from the 11th of January 2017 to the 5th of April 2017.

7.3 Independent Board Member term of office

Mr John Coombe noted that his one year term of office as an independent Board Member concludes on 7 March 2017 and indicated that he is seeking reappointment for a further term.

Action: Executive Officer to commence the process to seek Mr Coombe's reappointment as an independent Board Member for a further term.

8 CONFIDENTIAL REPORTS

Nil

9 NEXT MEETING

Ordinary meeting: Friday 17 February 2017, Alexandrina Council Office – 11 Cadell St Goolwa

10 CLOSURE

Meeting closed at 12:00pm.

APPENDIX A: Fleurieu Aquatic Centre Operating hours

| Services | Operating hours recommended by YMCA |
|-------------------------------|--|
| Facility | Open 7 days a week (except Good Friday, Christmas Day and with reduced operating hours on ANZAC Day, Christmas Eve and New Year's Day) |
| Swimming Pool (minimum hours) | Monday to Thursday, 6am – 8pm Friday 6am– 7pm Saturday and Sunday, 8am – 5pm Christmas Eve, close at 5pm 26 , 27, 28, 29, 30 and 31 December, 8am – 6pm ANZAC Day, open from 12.30pm Public holidays not listed above, 8am – 5pm |
| Hydrotherapy pool | Public access: Monday – Friday, 8am - 12pm & 3pm - 7pm Saturday and Sunday 8am - 2pm <i>Please note:</i> Outside of the above hours (in line with general pool hours above) the pool can be booked by health providers |
| Cafe (minimum hours) | Monday to Friday, 7.30am – 6pm Saturday and Sunday, 8am – 5pm Public holidays, 8.30am – 4.30pm |
| Cafe Private Functions | Designated rooms for hire may be booked any time during the Facility operating hours |
| Crèche (minimum hours) | Monday – Friday 8:45am – 11:15am Saturday - nil |
| Multi-purpose room | Facility opening hours (subject to programming) |

APPENDIX B: Fees and charges:

| Fee type | Fees & charges recommended by YMCA for 2016/17 and 2017/18 |
|---|---|
| Casual Swimming (per visit) | Adult 16Y+: \$6.20 Child & Youth 4Y-15Y / Concession: \$5.00 Infant 0Y-3Y: Free Family: \$21.00 Spectators \$3.00 |
| Casual - full access (per visit) | Adult 16Y+: \$15.00 Concession: \$12.00 |
| Multi Pass* – aquatic areas – swim only | 20X Visit Pass: Adult 16Y+: \$112.00 Child & Youth 4Y-15Y / Concession: \$90.00 Infant 0Y-3Y: Free Family: n/a |
| Multi Pass* – full access | 10X Visit Pass: Adult 16Y+ \$135 Concession \$108 |
| Annual Membership | Full Access Membership \$16.90 (per week) Concession / 'Mates Rates'** \$13.90 (per week) Active Adults \$12.50*** Youth membership \$12.50 Membership start-up fee \$49.00 |
| Swimming lessons | Swim Lessons \$16.90 Swim Lesson (Additional Children) \$16.10 Private Swim Lessons 1 on 1 \$35.00 Private Swim Lessons 1 on 2 \$63.00 |
| School swim program | \$3.70 |

*10X Visit Passes are priced at 9 admissions with a 6-month expiry. 20X visit passes are priced at 18 admissions, with a 12-month expiry. Concession discounts are available to both admissions and visit passes.

**Members who join with a family member or friend stay longer. To encourage increased community usage (referrals and creating more loyal members) a discounted rate is applied to those who join with a family member or friend.

***Active Adults is a specialised membership category catering to the 60+ older adult market. The membership provides full access to aquatic areas, access to relevant group fitness and aqua fitness classes and restricted access to the gym during non-prime times.

APPENDIX C: Staffing structure:

Staffing structure recommended by YMCA

- Area/Centre Manager (full time)
- Frontline Coordinator (full time)
- Operations Coordinator (full time)
- Swimming Lessons Coordinator (full time)
- Health & Fitness Team Leader (part-time 20 hours per week)
- Casual staff: Customer Service Officers, Café Team Leader (part-time/ casual), Duty Managers, Lifeguards, Cleaners, Swim Teachers, Birthday Party Leaders, Crèche Attendants, Health & Fitness Instructors and Group Fitness Instructors

**Please note:* Full time roles proposed by YMCA will predominantly provide services directly to members with minor portions of time allocated to indirect (management type) activities.