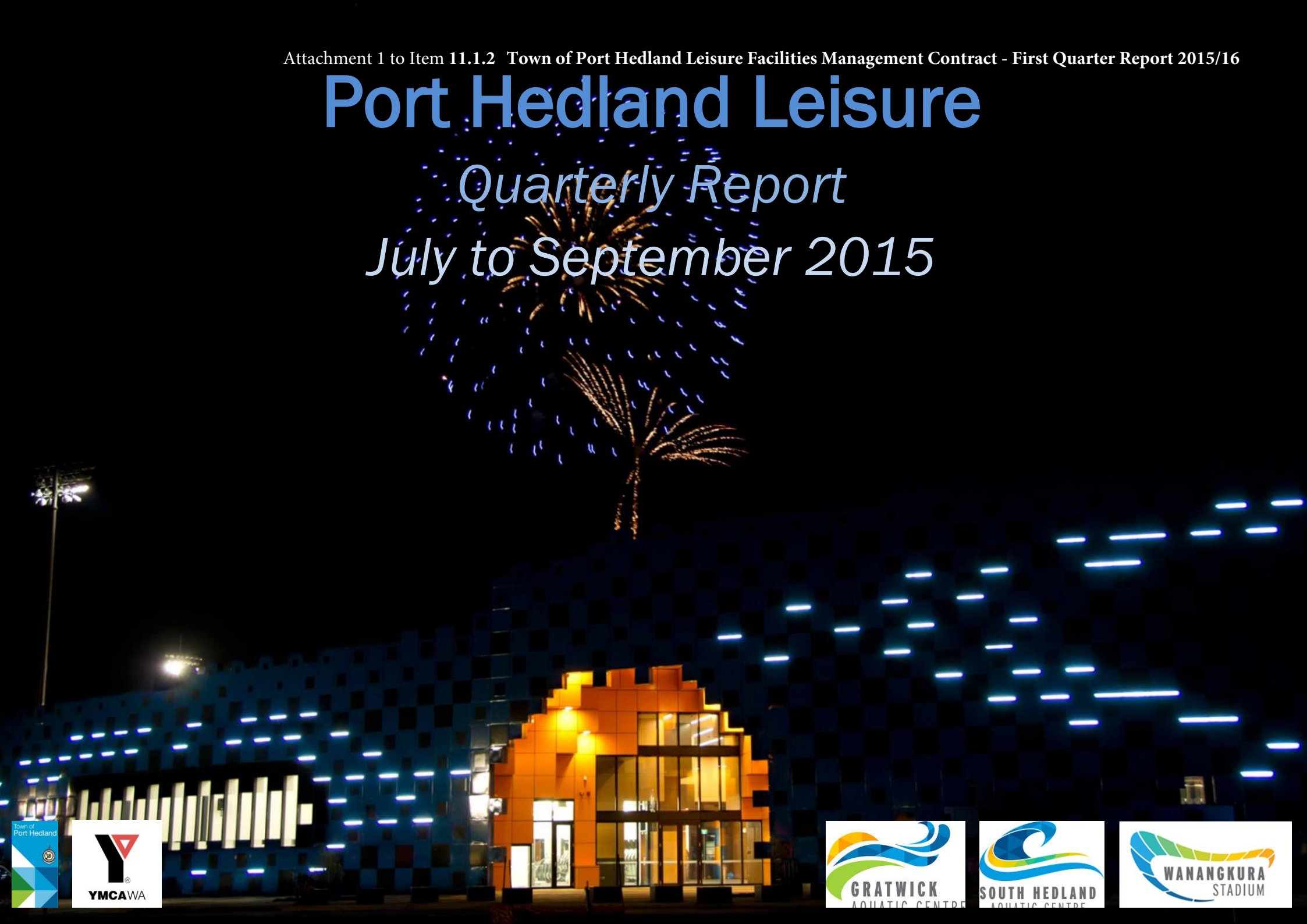


Port Hedland Leisure

Quarterly Report

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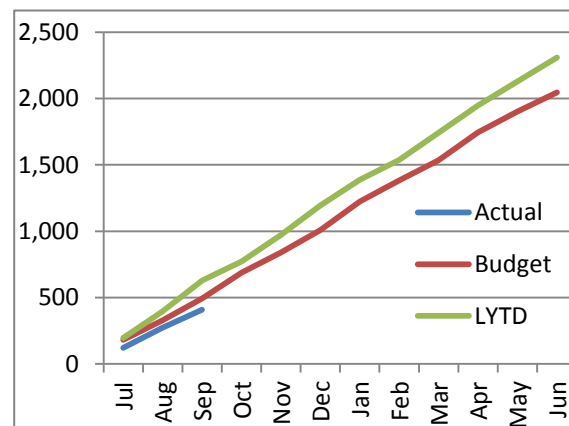
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EXECUTIVE SUMMARY

Port Hedland Leisure Q1 & Year To Date												
	Financial Performance				Attendances				Efficiencies			
	Income	Expend	Result	Expense Recovery	Total Attendance	Visits per m ²	Income per visit	Subsidy per visit	Secondary Spend	Labour Costs	Utility share	Utility per visit
Actual	597,490	1,005,302	407,812	59%	55,432	9	\$10.78	\$7.36	\$0.51	103%	14%	\$2.61
Target	608,993	1,236,181	627,188		57,220	Target boxes coloured out due to differing targets between centres with no overall Port Hedland Leisure target.						
14/15	608,993	1,236,181	627,188	49%	57,220	10	\$10.64	\$10.96	\$0.60	129%	15%	\$3.28



As the chart to the left shows a lower Actual operational deficit compared to both Budget and the 14/15 financial year, it has been positive start financially to the 15-16 year.

Membership to the Wanangkura Stadium and the South Hedland Aquatic Centre Swim School are the main drivers of the lower than budgeted income. With increased indoor fitness facility utilisation and swim school participation projected for the hotter months, the Swim school enrolments are expected to completely recover and the memberships not fall further behind in the second quarter.

The Maintenance and Electricity lines show the greatest variation in the expenditure. Maintenance is due to a combination of some preventative maintenance being delayed due to contractor availability and suitability and the use of in-house staff attending to minor maintenance. While the end of financial year total for expenditure on Electricity is still projected to be accurate, an initial lack of profiling this throughout the year

has led to current discrepancies in this account. Both items are expected to correct themselves in the second quarter with one 'summer' and one 'winter' quarter having been completed.

Attendances at Gratwick Aquatic Centre are ahead of last year due to the unmanned gym facility while the South Hedland Aquatic Centre and Wanangkura are down proportionally to the lower swim school and membership numbers.

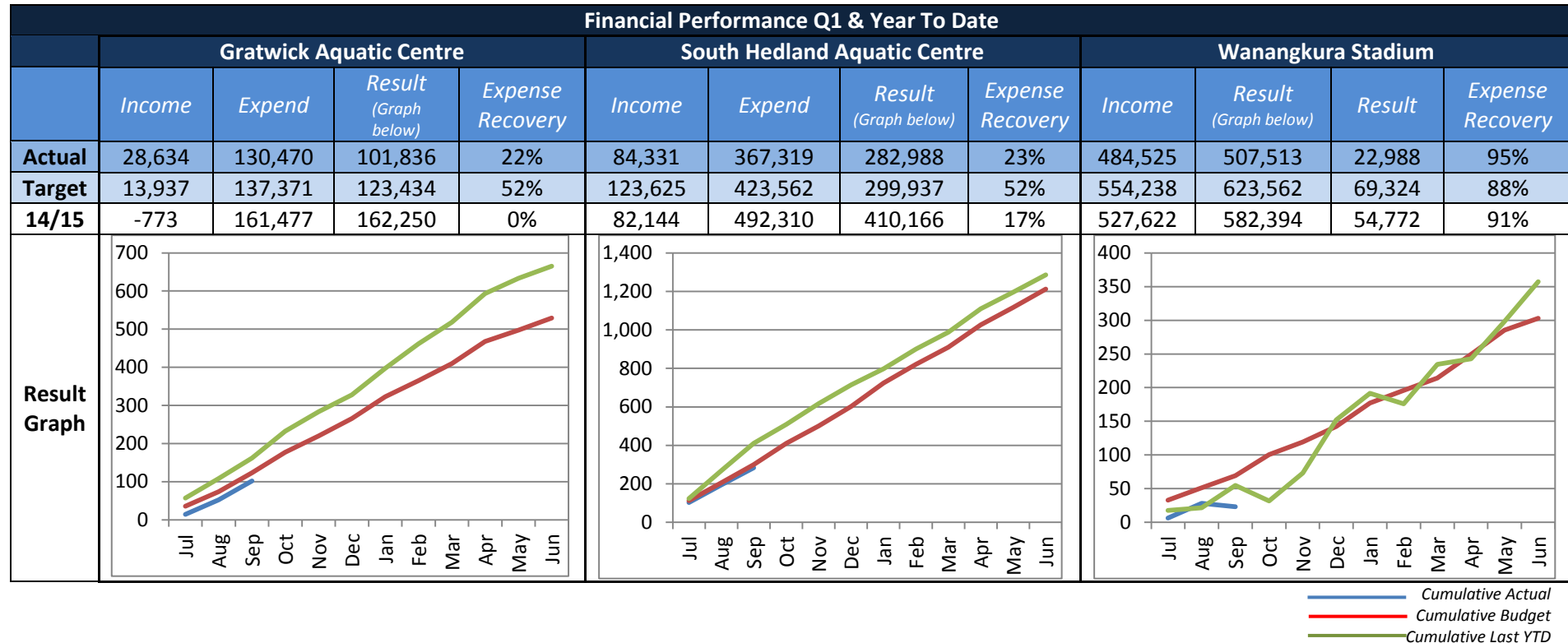
The focus for the second quarter is to continue meet agreed targets and reporting parameters, including submissions of capital works schedules, audit report updates and the annual report due on October 31.

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FINANCIAL PERFORMANCE



As the tables above represent the cumulative operational deficit of each facility, it has been a positive start financially with all three centres being ahead of budget and ahead of the 14/15 financial year. This is a result of lower than projected income and expenditure across all three centres.

Gratwick's position is skewed as the aquatic centre had only opened for one week in the quarter with the centre receiving the majority of its income through the membership allocations from the unmanned fitness facility. While no income was budgeted in the first two months and the current \$15k difference between Actual and Target is projected to reduce, initial indications will see this income line remain accurate over the course of the financial year. While the income line is skewed, the expenditure line is tracking as per budget with staff taking advantage of the offseason to carry out preventative and reactive maintenance.

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South Hedland Aquatic Centre's lower than projected income is primarily due to Swim School enrolments not achieving the targeted number during the traditionally quieter third term. This is a consequence of rebuilding clientele after a loss of heating in the same term last year saw last year's enrolments drop from 356 to 297. With 300 enrolments budgeted for each term, Term 3, traditionally the quietest term of the school year, only achieved 234 enrolments. Conversely, term 4 traditionally being the second most popular term, sees enrolments rapidly approaching (and projected to exceed) this budgeted target. In the expenditure lines, maintenance is down due to some preventative maintenance being pushed to later in the year due to a hold up with service agreements and the availability of some contractors, and minor maintenance tasks such as painting being completed in-house. The Electricity expenditure line is up due the requirement to heat the pool over the winter months. These items are projected to begin correcting themselves in the second quarter. This will see an increasing income in line with the higher swim school enrolments, balancing expenditure with higher maintenance and lower electricity, and not affecting the overall position of the budget.

Wanangkura Stadium income shortfall is driven primarily by lower than projected memberships. This is projected to not fall further behind in the budget line coming into the second quarter when memberships traditionally trend upwards. The electricity expenditure line is lower than projected, however this will correct itself coming into summer with greater demand being placed on air conditioners.

METRICS

Attendances Q1 & Year To Date												
	Gratwick Aquatic Centre				South Hedland Aquatic Centre				Wanangkura Stadium			
	Total Attendance	Visits per m ²	Income per visit	Subsidy per visit	Total Attendance	Visits per m ²	Income per visit	Subsidy per visit	Total Attendance	Visits per m ²	Income per visit	Subsidy per visit
Actual	2,800	2	\$10.23	\$36.37	19,715	6	\$4.28	\$14.35	32,917	7	\$14.72	\$0.70
Target	275		\$3.49	\$3.63	28,073	57	\$3.49	\$3.63	42,992	37	\$3.16	\$0.58
14/15	2,032	1	-\$0.38	\$79.85	19,535	6	\$4.20	\$21.00	35,653	8	\$14.80	\$1.54

The attendance at the Gratwick Aquatic Centre is higher than projected and higher than last year due to higher usage of the unmanned gym. South Hedland Aquatic Centre attendance figures were impacted by the reduced swim school numbers compared to same time last year. The attendance at Wanangkura Stadium is also lower than last year in line with the decreased memberships.

The positive trend is the subsidy-per-visit. While the targets are based on national averages set at the start of the contract in 2012 and do not easily translate to Port Hedland, year to year comparisons of the individual facilities illustrates continual improvement.

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Efficiencies Q1 & Year To Date												
	Gratwick Aquatic Centre				South Hedland Aquatic Centre				Wanangkura Stadium			
	Secondary Spend	Labour Costs	Utility share	Utility per visit	Secondary Spend	Labour Costs	Utility share	Utility per visit	Secondary Spend	Labour Costs	Utility share	Utility per visit
Actual	\$0.27	154%	11.1%	\$5.17	\$0.76	253%	25.7%	\$4.79	\$0.39	73%	7.0%	\$1.08
Target	\$0.99	102%	7.3%	\$0.52	\$0.99	102%	7.3%	\$0.52	\$0.50	66%	4.3%	\$0.22
14/15	\$0.39	-13218%	8.3%	\$6.69	\$0.65	345%	23.6%	\$5.95	\$0.58	76%	9.9%	\$1.50

With the unmanned gym providing the majority of attendees at the Gratwick Aquatic Centre, the capacity for secondary spends was reduced. This figure is projected to more closely resemble South Hedland Aquatic Centre's in the next two quarters with the opening of the Gratwick's pool. The increased Utility Share at the two Aquatic Centres is a result of increased efficiencies in other expenditure lines at South Hedland (ie. 16% of the total budgeted expenditure is projected to be electricity however the YTD actual is 23%) and lower water usage rates at Gratwick last year. The lights were also being run continuously at Gratwick in the unmanned gym facility as a safety precaution until the sensor lights were installed late in the quarter. Wanangkura Stadium's utility share is down due to increased efficiencies in this area.

Effectiveness Q1 & Year To Date												
	Gratwick Aquatic Centre				South Hedland Aquatic Centre				Wanangkura Stadium			
	Mystery Shopper	Customer Service	Training per visit	Facility Audit	Mystery Shopper	Customer Service	Training per visit	Facility Audit	Mystery Shopper	Customer Service	Training per visit	Facility Audit
Actual	-	-	\$0.79	-	96%	-	\$0.17	-	85%	-	\$0.02	N/A
Target	80%	80%	\$0.04	Pass	80%	80%	\$0.04	Pass	80%	80%	\$0.03	Pass
14/15	-	-	\$0.29	-	75%	-	\$0.17	-	78%	-	\$0.15	N/A

With no survey nor facility audit conducted in the first quarter, no results are possible for these metrics. The mystery shopper rating at SHAC was the highest in the state, with Wanangkura coming in third overall. The training cost per visit is highly variable with various training being taken advantage of throughout the year.

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In addition to the regular internal lifeguard training, customer service training, emergency evacuation training, etc. Port Hedland Leisure staff also participated in the following externally provided training:

- LIWA Aquatic Conference
- Bronze Medallion Course
- Royal Life Saving Society of WA Pool Lifeguard
- Resuscitation course
- St John Ambulance First Aid course
- High Level Incident Training
- Les Mills Instructor Course.

KEY PERFORMANCE INDICATORS

Attendances												
	Gratwick Aquatic Centre				South Hedland Aquatic Centre				Wanangkura Stadium			
	Target	Actual	Budget	14/15	Target	Actual	Budget	14/15	Target	Actual	Budget	14/15
YTD	34,182	2,939	275	2,320	99,785	18,656	28,553	19,451	171,265	31,721	42,992	36,147

Attendances at Gratwick Aquatic Centre are ahead of last year due to the unmanned gym facility while the South Hedland Aquatic Centre and the Wanangkura Stadium are down attendances proportionally to the lower swim school and membership numbers.

Swim School Enrolments												
	Gratwick Aquatic Centre				South Hedland Aquatic Centre				Total			
	Target	Actual	Budget	14/15	Target	Actual	Budget	14/15	Target	Actual	Budget	14/15
YTD	320	-	-	-	1200	234	300	268	1520	234	300	268

Wanangkura Stadium					
Junior Sporting Competition	Senior Sporting Competition	Programs For A Specific Demographic	Lifestyle / Personal Development Prog.s	Junior Non-Sporting Programs	After School Programs
1/3	4/5	1/2	4/16	1/2	3/4

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South Hedland and Gratwick Aquatic Centre										
After School Programs		Aqua-Run Total Hours		Programs & Events		Aquatic Training & Education		Surfing Competitions	Term based Surf Program	Youth Diversionary Programs
Gratwick	SHAC	Gratwick	SHAC	Gratwick	SHAC	Gratwick	SHAC	SHAC	SHAC	SHAC
-/2	1-2	-	1	-/2	1/2	1/3	1/3	-/2	-/2	1/2

STAFFING

A YMCA WA executive restructure impacted its Port Hedland operation for 2015-16 with the appointment of a new General Manager Pilbara to directly oversee the operations in the Pilbara. This report line replaces Executive Manager – Recreation. This new structure reinforces the YMCA WA's commitment to the Pilbara.

A complete staff breakdown by numbers has been included in Attachment 1.

INCIDENTS

Incidents									
	Gratwick Aquatic Centre			South Hedland Aquatic Centre			Wanangkura Stadium		
	Type	Level	No.	Type	Level	No.	Type	Level	No.
YTD	Slips, Trips & Falls	Low	1	Break-in	High	1	Death	High	1
	Failed Health Test	High	1	Collision	Low	1	Slips, Trips & Falls	Low	1
				Distressed Swimmer	Low	1	Slips, Trips & Falls	Med	1
				Manual Handling	Low	1	Abrasion	Low	1
							Abrasion	Med	2
							Hand, Foot and Mouth	High	2

Failed Health Test

Prior to the season opening, Thermophilic Acanthamoeba was found in the Gratwick Aquatic Centre dive pool. This took several super-chlorinations and two retests to return a clear sample. Thermophilic Acanthamoeba attaches itself to pitted surface of pool walls requiring them to be scrubbed. A capital works request to repaint the walls of the pool to remove the pitted surface was submitted in for consideration in the 2015-16 budget however was not approved.

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Break in

Toward the end of August, the cleaner's cupboard at the South Hedland Aquatic Centre was broken into. As a result, the police became involved and believed it to be people looking for chemicals to make drugs. No staff or patrons were affected.

Death

On August 6, a patron playing a game of mixed netball collapsed and died on the court. Staff provided first aid and the defibrillator was utilised. A full report has been sent through to the Town of Port Hedland and the staff involved have been debriefed.

Hand Foot & Mouth

A case of Hand, Foot and mouth was confirmed at the Wanangkura Stadium crèche. Liaising with the YMCA's Early Learning Centre and other YMCA Early Years industry experts, the centre was closed, disinfected and reopened in line with industry requirements.

CONTRACTED REPORTING REQUIREMENTS

Maintenance

The preventative maintenance completed in the first quarter has included:

- Automatic Pool Vacuum
- Water Testing Unit
- Fire Detection system
- Pest management
- Air conditioning service
- Breathing Apparatus
- Lane Ropes
- Locker maintenance
- Service retractable shade sails
- Refrigeration Services
- Gym equipment service
- Palm Tree Pruning
- Tile replacement
- Electrical Testing and Tagging
- Reticulation service
- Cl₂ Booster Pump
- Clean waste water tank
- Lighting servicing
- Service air compressor
- Service oxygen equipment
- Service and Test Reticulation
- Wave Rider service
- Pest Management
- Auto Doors

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No individual item of reactionary maintenance exceeded \$5000 and a full list of completed preventative maintenance and reactionary maintenance can be found in Attachment 2. The approved preventative maintenance schedule has been included in Attachment 3

Cleaning Schedules

Utilising Unicorn Cleaning Services and internal staff, all facilities were presented to a high standard. The cleaning schedule followed has been included in Attachment 4.

Staff Wellness

Town Of Port Hedland Staff Wellness								
	Gratwick Aquatic Centre		South Hedland Aquatic Centre		Wanangkura Stadium		Total	
	2014-15	2015-16	2014-15	2015-16	2014-15	2015-16	2014-15	2015-16
Q1 & YTD	24	30	213	210	419	509	656	749

FOCUS FOR SECOND QUARTER

While the opening quarter of 2015-16 can be seen as a positive with budget and KPI targets being achieved, Port Hedland Leisure are now focused on repeating this success in the second quarter. Essential to that success is establishing staffing levels to deliver these results on an ongoing basis.

The Gratwick Open day (the first of the special Council Days for 2015-16) is scheduled for 11 October to launch the pool's opening while the Gratwick gym is proposing extending its unmanned hours from its current 4am to 11pm structure. Additionally, reduced operating hours will be requested over the Christmas – New Years' break.

Having gained approval to delay the submission of the annual report from October 1 to October 31 to allow time for the auditing of the organisation's finances, the second quarter will continue to see YMCA WA meet all reporting schedules; submitting monthly reports no later than the 15th of the following month, this Quarterly report being submitted on 31 October, and weekly meetings with the contract manager.

The final focus for the second quarter is finalising those items that remain outstanding in the recent Town audit report (included as Attachment 5) and submitting the capital works and building management schedule. There is also a YMCA national audit which will occur in November.

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ATTACHMENTS

Attachment 1 – Staffing levels

Staffing & Qualifications of Port Hedland Leisure				
	<i>Gratwick Aquatic Centre</i>	<i>S. Hedland Aquatic Centre</i>	<i>Wanangkura Stadium</i>	<i>Total</i>
<i>Adult Term Program</i>			5	5
<i>Aqua Aerobics</i>	1	3		3
<i>Aquatic Education</i>	2	10		10
<i>Area Manager</i>	1	1	1	1
<i>Business Support Officer</i>			1	1
<i>Centre Managers</i>	1	1	1	3
<i>Children's Services</i>			2	2
<i>Children's Term Programs</i>			5	5
<i>Creche</i>			11	11
<i>Creche Team Leader</i>			2	2
<i>CSO Function Manager</i>			4	4
<i>Customer Service</i>			15	15
<i>Duty Management</i>	3	3	14	18
<i>General Manager</i>	1	1	1	1
<i>Group Fitness</i>			22	22
<i>Health club</i>			8	8
<i>Health Club Manager</i>			2	2
<i>Lifeguards</i>	7	24		26
<i>Personal Training</i>			9	9
<i>Sports Manager</i>			2	2
Total	16	43	105	150

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Attachment 2 – Maintenance

Completed Preventative Scheduled Maintenance		
Gratwick Aquatic Centre	South Hedland Aquatic Centre	Wanangkura Stadium
July	July	July
<p><i>Automatic Pool Vacuum</i> The auto pool vacuum cleaners had an annual service completed by Shenton Pumps.</p>	<p><i>Water Testing Unit</i> The water testing units were recalibrated by Chadsons Engineering as part of an annual recalibrating process.</p> <p><i>Automatic Pool Vacuum</i> The auto pool cleaners had an annual service completed by Shenton Pumps.</p> <p><i>Inspect and tag electrical equipment</i> Completed by Far North West Electrical.</p>	<p><i>Fire Detection system</i> The Fire Detection System received its bi-annual system service to comply with building codes.</p> <p><i>Aircon</i> The building's air handling unit was serviced by MPM. The efficient running of the air conditioner has contributed significant savings in power usage.</p> <p><i>Pest management</i> All Rid Pest maintenance completed a quarterly inspection/service in July.</p>

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Attachment 2 – Maintenance (cont.)

Completed Preventative Scheduled Maintenance		
Gratwick Aquatic Centre	South Hedland Aquatic Centre	Wanangkura Stadium
<i>August</i>	<i>August</i>	<i>August</i>
<p><i>Air conditioning units service</i> The airconditioners in the office and reception, first aid and gym room were serviced as part of an ongoing agreement.</p> <p><i>Breathing Apparatus</i> Australian Safety Engineers completed a scheduled service of the breathing apparatus.</p> <p><i>Lane Ropes</i> Replacement lane rope wires and discs were installed.</p> <p><i>Locker maintenance</i> The lockers were rust treated along with a number of other items.</p> <p><i>Service retractable shade sails</i> To ensure smooth operation of the shade sails during the summer, this was serviced by Completed by Far North West Electrical.</p>	<p><i>Air conditioning units service</i> The airconditioners in the office and reception, first aid and gym room were serviced as part of an ongoing agreement.</p> <p><i>Breathing Apparatus</i> Australian Safety Engineers completed a scheduled service of the breathing apparatus.</p>	<p><i>Fire Detection system</i> The Fire Detection System received its bi-annual system service to comply with building codes.</p> <p><i>Refrigeration Services</i> The fridges and air-conditioners were serviced by MPM as part of routine service agreements.</p> <p><i>Gym equipment service</i> Gym Care attended site in August to undertake maintenance on all gym equipment at Wanangkura Stadium and Gratwick Aquatic Centre.</p>

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Attachment 2 – Maintenance (cont.)

Completed Preventative Scheduled Maintenance		
Gratwick Aquatic Centre	South Hedland Aquatic Centre	Wanangkura Stadium
<i>September</i>	<i>September</i>	<i>September</i>
<p><i>Pest Management</i> Spraying outside areas and around change rooms/office All Rid.</p> <p><i>Palm Tree Pruning</i> All palms pruned by by North East Outdoor.</p> <p><i>Tile replacement</i> No matching tile for bulkhead dark blue wall tile. Contractor on leave will follow up October.</p> <p><i>Testing and Tagging</i> All electrical equipment tested and tagged</p> <p><i>Reticulation service</i> First of a monthly service</p> <p><i>Cl₂ Booster Pump</i> CSA servicing as part of service agreement.</p> <p><i>Clean waste water tank</i> Viola engaged to clean waste water tank.</p> <p><i>Lighting servicing (replace lamps)</i> Lamps around the Aquatic Centre were replaced by Far North West Electrical.</p>	<p><i>Lighting Service</i> Lighting that is not working still waiting on transformers.</p> <p><i>Air conditioning units service</i> The air conditioners in the office and reception first aid and coms room are serviced as part of annual service.</p> <p><i>Service and Test Retic</i> Reticulation required to be serviced early due to faults in the system.</p> <p><i>Wave Rider</i> Swimplex are on site repairing damage to the right hand side of the machine and will be completing a full service at the same time.</p> <p><i>Service oxygen equipment</i> Completed by Medical Sales and Service.</p> <p><i>Service hot water system</i> Serviced by North West Electrical with temperature turned down.</p>	<p><i>Pest Management</i> All Rid attended site to provide this service.</p> <p><i>Fire Alarm system (MPM & Electrical)</i> Carry out the function testing of the HVAC plant in the case of a fire alarm in conjunction with Far Northwest Electrical who look after the Fire testing.</p> <p><i>Auto Doors</i> The auto doors were serviced in September in line with a malfunction that increased the urgency,</p>

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Attachment 2 – Maintenance (cont.)

Completed Preventative Scheduled Maintenance		
Gratwick Aquatic Centre	South Hedland Aquatic Centre	Wanangkura Stadium
<i>September</i>	<i>September</i>	<i>September</i>
<p><i>Service air compressor</i> Service of air compressor carried out by CAS.</p> <p><i>Service oxygen equipment</i> Completed by Medical Sales and Service.</p>		

Attachment 2 – Maintenance (cont.)

Preventative Scheduled Maintenance		
Gratwick Aquatic Centre	South Hedland Aquatic Centre	Wanangkura Stadium
<i>Preventative Maintenance Items not completed</i>	<i>Preventative Maintenance Items not completed</i>	<i>Preventative Maintenance Items not completed</i>
<p><i>Quarterly Servicing</i> Delayed due to contractor engagement delays.</p> <p><i>Fire Extinguisher testing</i> This is completed in conjunction with the Town of Port Hedland in May and November.</p> <p><i>Test EXIT lights (re fire exit)</i> Postponed until November so all emergency requirements are tested at the same time.</p> <p><i>Service chemical spray down units/dump showers</i> Postponed until November due to availability.</p>	<p><i>Quarterly Servicing</i> Delayed due to contractor engagement delays.</p> <p><i>Fire Extinguisher testing</i> This is completed in conjunction with the Town of Port Hedland in May and November.</p> <p><i>Service retractable shade sails</i> Cable tensioned as part of routine maintenance.</p> <p><i>Palm tree pruning</i> Delayed to November to keep close to cyclone season.</p>	<p><i>Carpet Cleaning</i> Delayed due to availability. Scheduled to be completed in October.</p> <p><i>Lift services</i></p> <p><i>Tag fire extinguishers/blankets</i> This is completed in conjunction with the Town of Port Hedland in May and November.</p> <p><i>Defib service</i> Contact was made with St John Ambulance who informed us they no longer required a service.</p>

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Attachment 2 – Maintenance (cont.)

Preventative Scheduled Maintenance		
Gratwick Aquatic Centre	South Hedland Aquatic Centre	Wanangkura Stadium
<i>Preventative Maintenance Items not completed</i>	<i>Preventative Maintenance Items not completed</i>	<i>Preventative Maintenance Items not completed</i>
	<p><i>Test EXIT lights (re fire exit)</i> Postponed until November so all emergency requirements are tested at the same time.</p> <p><i>Service chemical spray down units/ dump showers</i> Postponed until November due to availability.</p> <p><i>Locker maintenance</i> Was carried out in June with new locks purchased.</p> <p><i>Pest Management (inc termite spray)</i> This items coordinated with the Town's building maintenance department.</p>	<p><i>Lights Servicing</i> Completed in April 2015. Delayed until April 2016</p> <p><i>Exit & Emergency lighting</i> <i>Test EXIT lights (re fire exit)</i> Postponed until November so all emergency requirements are tested at the same time.</p> <p><i>Appliance Testing / Tagging</i> Completed in March. Not required until March 2016.</p>
<i>Reactive Maintenance</i>	<i>Reactive Maintenance</i>	<i>Reactive Maintenance</i>
<p><i>Filters raked</i> This is carried out annually and involves raking the filter bed to remove debris.</p> <p><i>Fence Repairs</i> A large hole in the fence and some of the barbed wire on top of the fence required repair</p>	<p><i>Shade Framework</i> Advantage is being taken of the lower tempo to paint the framework of the shade structure.</p> <p><i>GPO</i> A power point was installed in the store shed to cater for the pool buddy.</p>	<p><i>Lighting</i> A light globe which is out on an outdoor court is being sourced by North West Electrical.</p> <p><i>Jimblebar Fridge</i> MPM contacted to investigate the fridge in the Jimblebar room not working and found compressor has faulted. New one ordered.</p>

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Attachment 2 – Maintenance (cont.)

Preventative Scheduled Maintenance		
Gratwick Aquatic Centre	South Hedland Aquatic Centre	Wanangkura Stadium
<i>Reactive Maintenance</i>	<i>Reactive Maintenance</i>	<i>Reactive Maintenance</i>
<p><i>Plumbing issues</i> Three of the toilet seals and the water fountain required attention.</p> <p><i>Flag Fixtures</i> The trip hazard that existed with the raised flag points were repaired with the sleeves now flush with the paving.</p> <p><i>Rust Treatment</i></p> <ul style="list-style-type: none"> • A number of features at Gratwick Aquatic Centre were treated for rust including: • Bike lockers • White square poles around toddlers pool • Playground octopus feature; and • Yellow/black pole bases around main pool. <p><i>Paving</i> Paving around gold and black poles lifted and were re-laid by Full Tilt Carpentry.</p> <p><i>Signage</i> Erection of “No diving” and other advisory signage completed by Full Tilt and Aquatic Opening times by Signs West.</p>	<p><i>Shade Sail</i> A snapped cable on the shade sail required it to be removed and repaired.</p> <p><i>Lighting</i> Four light globes are out which are being sourced by North West Electrical.</p> <p><i>Leisure pool shade</i> Shade over the leisure pool was sent for repairs with the installation of the lighting causing holes to be worn in the fabric.</p> <p><i>Mirrors</i> Mirror have been purchased and placed in the change rooms for both Male and Female.</p>	<p><i>General maintenance in preparation for Summit</i> Jimblebar function room blinds, door alignments, and panels in stadium were addressed through Full-Tilt Carpentry.</p> <p><i>Outdoor courts</i> Light globe sourced and replaced.</p> <p><i>Jimblebar Room</i> The Jimblebar Room Fridge had new compressor has been ordered and was on separate circuit with isolator. The blinds in the room were also repaired.</p> <p><i>Automatic door</i> The front door to the centre came off its roller bolts and required repair.</p> <p><i>Fire Pump</i> The alarm found a false fuel pump which was adjusted and reset</p> <p><i>Exit Signage</i> Three exit fittings in stadium were installed.</p>

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Attachment 2 – Maintenance (cont.)

Preventative Scheduled Maintenance		
Gratwick Aquatic Centre	South Hedland Aquatic Centre	Wanangkura Stadium
<i>Reactive Maintenance</i>	<i>Reactive Maintenance</i>	<i>Reactive Maintenance</i>
<p><i>Electrical</i> Diffusers for light fittings, powerpoints cameras in the office and kiosk areas, and lighting sensors in the gym were installed.</p> <p><i>Blanket Buddy</i> Ordering of replacement foot pedal on blanket buddy through Elite pool covers.</p> <p><i>Photometer</i> The Photometer testing unit was serviced in preparation of the upcoming season.</p> <p><i>Cleaning</i> Deep Clean of change rooms and office – Completed by Unicorn</p> <p><i>Painting</i> Scarboro Painting completed numerous works around the centre.</p>		<p><i>Air-conditioning</i> Chiller 1 is out and Chiller 2 not working at 100%. MPM sourcing a solution.</p>

Port Hedland Leisure

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Attachment 3 – Approved Preventative Maintenance Schedule

YMCA Port Hedland, Wanangkura Preventative Maintenance Schedule:

		Cost Schedule												
Procedure		Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Subtotal
Building Maintenance	Carpet Cleaning	831	0	0	831	0	0	831	0	0	831	0	0	3324
	Lift services	1533			1533			1533			1533			6132
	Refridgeration Services	0	540.8	0	0	540.8	0	0	540.8	0	0	540.8	0	2163.2
	Auto Door	648.96			150	648.96				648.96	150			2246.88
	Air Con Service	4176	4176	4176	4176	4176	4176	4176	4176	4176	4176	4176	4176	50112
	Lock Maintenance	0	0	0	1081.6	0	0	0	0	1081.6	0	0	0	2163.2
	Court Resurfacing	0	0	0	0	0	0	0	0	0	0	0	19634	0
Emergency Procedures	Emergency evac		0						0					0
	Service breathing apparatus								500					500
	Tag fire extinguishers/blankets	1500						1500						3000
	Defib service									450				450
	Fire Detection/alarm system	222	222	222	222	222	222	222	222	222	222	222	222	2664
Electrical	Lights Servicing			1000			1000			1000			1000	4000
	Residual Current Device				300							554		854
	Testing & Tagging equipment				1000									1000
	Exit & Emergency lighting						200					1109	200	1509
	Lights Servicing											6652		6652
	Appliance Testing / Tagging	1662			847			847			847			4203
Other	Locker Maintenance	0	0	0	0	324.48	0	0	0	0	0	324.48	0	648.96
	Gym equipment	7355		0	7355			7355		0	7355			29420
	Pest Management	484	0	357	484	0	0	484	0	0	484	0	357	2650
	Reactionary Maintenance	500	500	500	500	500	500	500	500	500	500	500	500	25584
Subtotals		18911.96	5438.8	6255	18479.6	6412.24	6098	17448	5938.8	8078.56	16098	33712.28	6455	149326.24

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Attachment 3 – YMCA Port Hedland, Gratwick Aquatic Centre Preventative Maintenance Schedule:

		Cost Schedule												
Procedure		Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Subtotal
Electrical	Electrical inspect/test cont. panel												615	615
	Inspect and tag electrical equipment			869			869			869			869	3477
Gardens	Remove and replacement shade sails (cyclones)						615	615	615	615	615			3075
	Service retractable shade sails		769							769				1538
	Service / test reticulation			400						400				800
	Inspect fencing for holes/damage etc replace as needed	250	250	250	250	250	250	250	250	250	250	250	250	3000
	Palm tree pruning		5000											5000
	Lighting servicing (replace lamps)			3000										3000
Plant Room	Quarterly Servicing	5000			5000			5000			5000			20000
	Service chlorine shutdown system and dosing equipment													0
	Inspect ventilation fan for correct operation (plant room)				564									564
	Inspect /service cl2 hoist/ jib crane assembly								500					500
	Service air compressor			226										226
	Service main pump/ electric motor										1128			1128
	Service CL2 booster pump			564										564
	Service water feature pump										564			564
	Service make up valve									256				256

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Attachment 3 – YMCA Port Hedland, Gratwick Aquatic Centre Preventative Maintenance Schedule (cont):

		Cost Schedule												
Procedure	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Subtotal	
Pool Structure and Accessories	Inspect wet deck grills		282			282		282			282		1128	
	Inspect lane ropes for sharp wire replace parts as needed	256					256						513	
	Inspect stability of dive boards, replace components needed			256									256	
	Inspect/ service water polo goals			256									256	
	Service Manual Vacuum cleaner									500			500	
	Service overnight cleaners				3000									3000
	Emergency Equipment	Service breathing apparatus	0	0	0	0	0	0	0	0	0	0	1128	1128
Service oxygen equipment		564	0	0	0	0	0	0	0	0	0	0	564	
Service and tag fire extinguishers/blankets		0	0	564	0	0	0	0	564	0	0	0	1128	
Test EXIT lights (re fire exit)		0	0	256	0	0	0	0	0	0	0	0	256	
Service chemical spray down units/ dump showers		256	0	0	0	0	0	0	0	0	0	564	820	
Defib service					1000									1000
Waste Tank		Inspect /test/service submersible pump					256							256
	Clean waste water tank		3000										3000	
Other	Service air-conditioning	1025			1025		1025			1025			4100	
	Service hot water system										1128		1128	
	Locker maintenance	205					205						410	
	Pest Management			513		154	154		154				974	
	Replace tiles as necessary	256		0	256		256			256			1025	
	Misc cleaning equipment	189	189	189	189	189	189	189	189	189	189	189	2263	
	General Reactive Maintenance	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000	12000	
Subtotals	9001	10489	8342	12284	2130	2923	8950	2335	5565	10526	2848	4614	80008	

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Attachment 3 – YMCA Port Hedland, South Hedland Aquatic Centre Preventative Maintenance Schedule:

		Cost Schedule												
Procedure		Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Subtotal
Electrical	Electrical inspect/test cont. panel												600	600
	Inspect and tag electrical equipment			848			848			848			848	3,392
Gardens	Remove and replacement shade sails (cyclones)						4,000		4,000					8,000
	Service retractable shade sails	275			275			275			275			1,100
	Service / test reticulation													-
	Inspect fencing for holes/damage etc replace as needed	500	500	500	500	500	500	500	500	500	500	500	500	6,000
	Palm tree pruning		4,400											4,400
	Lighting servicing (replace lamps)			2,500										2,500
Plant Room	Quarterly Servicing	6,000			6,000			6,000				6,000		24,000
	Service chlorine shutdown system and dosing equipment													-
	Inspect ventilation fan for correct operation (plant room)													-
	Inspect /service cl2 hoist/ jib crane assembly													-
	Service air compressor													-
	Service main pump/ electric motor													-
	Service CL2 booster pump													-
	Service water feature pump													-
	Service make up valve													-

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Attachment 3 – YMCA Port Hedland, South Hedland Aquatic Centre Preventative Maintenance Schedule (cont):

		Cost Schedule													
Procedure		Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Subtotal	
Pool Structure and Accessories	Inspect wet deck grills replace broken tiles as needed		275			275			275			275		1,100	
	Inspect lane ropes for sharp wire replace parts as needed	250						250						500	
	Inspect stability of dive boards, replace components needed			250										250	
	Inspect/ service water polo goals													-	
	Service Manual Vacuum cleaner										1,000			1,000	
	Service overnight cleaners				2,500										2,500
	Service breathing apparatus													1,100	1,100
Emergency Equipment	Service oxygen equipment	550												550	
	Service and tag fire extinguishers/blankets			550						550				1,100	
	Test EXIT lights (re fire exit)			250										250	
	Service chemical spray down units/ dump showers	250											550	800	
	Defib service													-	
Other	Service air-conditioning	1,000			1,000			1,000			1,000			4,000	
	Service hot water system											1,100		1,100	
	Locker maintenance	200						200						400	
	Pest Management (inc termite spray)	150		150		150		150		150		150		900	
	Replace tiles as necessary	250			250			250			250			1,000	
			1,200												
Misc cleaning equipment	184	184	184	184	184	184	184	184	184	184	184	184	184	2,208	
General Reactive Maintenance	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	42,000	

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Attachment 3 – YMCA Port Hedland, South Hedland Aquatic Centre Preventative Maintenance Schedule (cont):

		Cost Schedule												
Procedure		Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Subtotal
Attractions	Service Wave rider system	6,700			13,680			6,700			9,340			36,420
	Inspect Wave Rider mats for wear													-
	Service Slide operating system	1,500			1,500			1,500			1,500			6,000
	Inspect slide for wear													-
Subtotals		21,309	10,059	8,732	29,389	4,609	9,032	20,509	8,459	5,732	23,549	5,709	7,282	154,370

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Attachment 4 – Cleaning Schedule

Wanangkura Stadium

CLEANING REQUIREMENTS	DAY OF MONTH	EXPLANATION
WANANGKURA STADIUM KIOSK		
➤ Walls behind and under machinery and equipment	2 & 17	FORTNIGHTLY
➤ Clean floor	DAILY	DAILY
➤ Clean ceiling aircon ducts	2 & 17	FORTNIGHTLY
➤ Clean fridge - outside, inside and door seals	2 & 17	FORTNIGHTLY
➤ Clean out water unit cupboard beneath sinks	2 & 17	FORTNIGHTLY
WANANGKURA OFFICES & FRONT ENTRANCE		
➤ Clean desks, empty bins	DAILY	DAILY
➤ Cleaning the blue walls and windows	DAILY	DAILY
➤ Vacuum floors and front entrance / lobby clean	DAILY	DAILY
➤ Entrance windows	2 nd DAY	EVERY SECOND DAY
➤ Ceiling aircon ducts	14 & 29	FORTNIGHTLY
➤ Clean down tables and couches	DAILY	DAILY
STAIRS TO 1ST LEVEL		
➤ Clean stairs	DAILY	DAILY
➤ Windows inside and external	28	MONTHLY
DOWNSTAIRS KITCHEN (Staff kitchen, café and club room kitchen)		
➤ Empty and clean floor waste drains	DAILY	DAILY - Boiling water and chemicals to be used
➤ Clean roller window to remove dust build up	15 & 30	FORTNIGHTLY
➤ Clean fridge - outside, inside and door seals	Saturday	WEEKLY
➤ Clean floors	DAILY	DAILY
➤ Walls under and behind all benches and machinery	15 & 30	FORTNIGHTLY
➤ Clean freezer seals to remove mould	Saturday	WEEKLY
➤ Clean ceiling aircon ducts	15 & 30	FORTNIGHTLY
➤ Empty water and clean bain marie	15 & 30	FORTNIGHTLY
➤ Remove cobwebs	Saturday	WEEKLY
CHANGE ROOM TOILETS – MALE & FEMALE		
➤ Toilets & Mens urinal	DAILY	DAILY
➤ Showers	DAILY	DAILY
➤ Sinks, soap and mirrors	DAILY	DAILY
➤ Walls and lockers	Wednesday	WEEKLY
➤ Bins	DAILY	DAILY
➤ Floors	DAILY	DAILY
CLUB ROOMS		
➤ Steam clean carpet	First Saturday of month	Monthly
➤ Vacuum carpet	Daily	DAILY
➤ Walls	30	Monthly

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Attachment 4 – Cleaning Schedule Wanangkura Stadium (cont):

GYM AND GROUP FITNESS ROOM		
➤ Steam clean the carpets		ONCE A MONTH
➤ Mop the rubber gym floor	25	ONCE A MONTH (Still under trial)
➤ Vacuum floor	DAILY	DAILY
➤ clean the walls, ceiling aircon ducts, windows	1 & 16	FORTNIGHTLY
➤ Windows	1 & 16	FORTNIGHTLY
➤ Gym offices	DAILY	DAILY
➤ Mirrors	2 ND DAY	EVERY SECOND DAY
CRECHE		
➤ Floors	DAILY	DAILY
➤ Windows	2 & 18	FORTNIGHTLY
➤ Walls	DAILY	DAILY
➤ Bins	DAILY	DAILY
➤ Toilets	DAILY	DAILY
➤ Kitchen	DAILY	DAILY
➤ Change room	DAILY	DAILY
➤ Office	DAILY	DAILY
SQUASH COURTS		
➤ Seating area	DAILY	DAILY
➤ Floors	DAILY	DAILY
➤ Window/glass	DAILY	DAILY
STADIUM		
➤ Empty Bins	DAILY	DAILY
➤ Vacuum the stadium seats	DAILY	FORTNIGHTLY
➤ Windows facing netball courts and reception	1 & 16	FORTNIGHTLY
UNDER STADIUM		
➤ Clean floors	26	MONTHLY
➤ Remove cobwebs	26	MONTHLY
TOILETS – NEAR EXTERNAL COURTS		
➤ Toilets	3 & 19	FORTNIGHTLY
➤ Sinks and mirrors	3 & 19	FORTNIGHTLY
➤ Walls	3 & 19	FORTNIGHTLY

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Attachment 4 – Cleaning Schedule Wanangkura Stadium (cont):

JIMBLEBAR FUNCTION ROOM		
➤ Empty and clean floor waste drains	DAILY	DAILY - must be clean boiling water with a chemical - Unicorn to confirm chemical used
➤ Clean floor and walls behind and under all benches and machinery	27	MONTHLY
➤ Windows facing the oval and windows facing the stadium including doors	27	MONTHLY
➤ Black roller blinds	27	MONTHLY
➤ Black cupboard doors at the end of function room	27	MONTHLY
➤ Clean ceiling aircon ducts	4 & 26	FORTNIGHTLY
➤ Clean coffee machine	27	MONTHLY
➤ Steam clean carpets	1 ST SAT	MONTHLY
YARRIE AND YANDI		
➤ Clean desks, empty bins	DAILY	DAILY
➤ Vacuum	DAILY	DAILY
➤ Clean ceiling aircon ducts	4 & 26	FORTNIGHTLY
➤ Clean walls	4 & 26	FORTNIGHTLY
➤ Steam clean carpets	1 ST SAT	MONTHLY
FUNCTION ROOM TOILETS		
➤ Toilets	DAILY	DAILY
➤ Sinks and mirrors	DAILY	DAILY
➤ Walls	FRIDAY	WEEKLY

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Attachment 4 – Cleaning Schedule (cont):

Gratwick Aquatic Centre

	Daily	Weekly	Monthly	Annually		Daily	Weekly	Monthly	Annually
Managers office					Kitchen				
Sweep and mop floor					Sweep and mop floor				
Empty bins and fit new liners wipe over bin.					Wipe and disinfect all surfaces and taps				
Wipe and disinfect desk surfaces					Wipe down Fridge door				
Clean glass on windows inside					Wipe down Freezer door				
Wipe door both sides					Wipe down hand basin				
Clean all cobwebbs as necessary					Refill soap dispenser				
First aid room					Gym				
Sweep and mop floors					Vacuum carpet				
Wipe down bed					Clean windows				
Empty bins and fit new liners wipe over bin.					Empty bin and fit new liners wipe over bin				
Wipe down hand basin					Clean mirror				
Kiosk					Male Changing room				
Sweep and mop floor					Sweep and mop floor				
Empty bins and fit new liners wipe over bin					Wipe down sinks and taps				
Wipe and disinfect surfaces					Clean mirrors				
Wipe down fridge & freezer doors					Wipe down benches				
Clean all cobwebbs as necessary					wipe over hand dryer				
Clean water bubbler					Spot clean toilets & empty bins replace with liner				
Wipe over sinks and taps					Refil toilet roll if needed				
Clean windows both sides					Spot clean shower walls & urinal				
Disabled/Family Changing room					Female Changing room				
Sweep and mop floor					Sweep and mop floor				
Wipe down sinks and taps					Wipe down sinks and taps				
Clean mirrors					Clean mirrors				
Wipe down benches					Wipe down benches				
wipe over hand dryer					Wipe over hand dryer				
Spot clean toilets					Spot clean toilets				
Clean hand railings					Spot clean shower walls				
Wipe over tiled wall					Refill toilet roll if needed				
					Empty bins replace with liner wipe over bin				

	Monthly	Quarterly	6 Monthly	Annually
Gratwick Aquatic Centre				
Deep clean Gym carpet				
High pressure clean outside of building block.				
High Pressure clean roof				
Clean centre opening time board				
High pressure clean shower walls				
Deep clean office and kiosk floor				

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Attachment 4 – Cleaning Schedule (cont):

South Hedland Aquatic Centre

	Daily	Weekly	Monthly	Annually		Daily	Weekly	Monthly	Annually
Managers office					Kitchen				
Vacuum floor					Sweep and mop floor				
Empty bins and fit new liners wipe over bin.					Wipe and disinfect all surfaces and taps				
Wipe and disinfect desk surfaces					Wipe down tables				
Clean glass on windows inside					Wipe down seating				
Wipe door both sides					Clean glass				
Clean all cobwebbs as necessary									
Male Changing room					Female Changing room				
Sweep and mop floor					Sweep and mop floor				
Wipe down sinks and taps					Wipe down sinks and taps				
Clean mirrors					Clean mirrors				
Wipe down benches					Wipe down benches				
wipe over hand dryer					wipe over hand dryer				
Spot clean toilets					Spot clean toilets				
Refil toilet roll if needed					Spot clean shower walls				
Spot clean shower walls									
Kiosk					Kitchen				
Sweep and mop floor					Sweep and mop floor				
Empty bins and fit new liners wipe over bin					Wipe and disinfect all surfaces and taps				
Wipe and disinfect surfaces					Wipe down tables				
Refil soap					Wipe down seating				
Clean all cobwebbs as necessary					Clean glass				
Clean water bubbler									
Wipe over sinks and taps					First aid room				
Clean glass door on drink fridge					Vacuum carpet				
Clean windows					Wipe down bed				
					Empty bins and fit new liners wipe over bin.				

	Monthly	Quarterly	6 Monthly	Annually
South Hedland Aquatic Centre				
Deep clean office carpet				
Strip and seal kiosk floor				
High pressure clean shower walls				
High pressure clean building exterior walls				

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Attachment 5 – Bi-annual Audit Update

SHAC Audit	Assigned to	Comments	Date to Rectify	Open / Closed
Lots of calcium build up and rust on Aqua Towner. It needs attention and a regular maintenance program		Treatment plan identified – EWP required		Open
Kiosk space needs a paint and fan needs a clean	Di Rickards	Fans cleaned; disagree with painting statement		Closed
Poles need painting under veranda	Di Rickards	Complete		Closed
Bolt in ground past toilets under veranda for old gate needs removal	Di Rickards	Complete		Closed
Toilet cubicles need painting	Di Rickards	Budget considerations - to be done in April school hols		Open
Shower heads need soaking to remove build up	Di Rickards	Wire brushed and now working fine		Closed
Deterioration of metal and paint, lots of calcium build up on structure - requires a regular maintenance program. This item has been raised previously and needs attention	Di Rickards	Quote to be obtained		Open
Shade over pool has some tears and holes, needs replacing. Black line fading (due to multiple super chlorination's)	Di Rickards	CapEx project - Capital replacement schedule being developed Black line given pep talk.		Closed
Pool ladders at deep end need replacing	Di Rickards	To be replaced with the handrail		Open
Shade at shallow end of leisure pool has holes in it and needs mending/replacing	Di Rickards	Shade being fixed in Perth		Closed
Cap in concrete for internal leisure pool light needs replacing	Di Rickards	Complete		Closed
Shade poles need painting around leisure pool	Di Rickards	In progress	Winter	Open
Shade poles over mounds need painting	Di Rickards	In progress - Just the top to do as shade put in before job complete		Open
Areas on the mound grass dead due to reticulation problems (fixed now and grass coming back)	Di Rickards	Complete		Closed
Good labelling throughout plant space	Di Rickards	No Action required		Closed

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Attachment 5 – Bi-annual Audit Update

SHAC Audit	Assigned to	Comments	Date to Rectify	Open / Closed
Water Polo Equipment needs consolidating	Di Rickards	Water Polo Club removed		Closed
Need wash down area on side of building where bulk chemicals are located	Di Rickards	Denied in CapEx		Closed
Paving around the back of surf machine is loose	Di Rickards	Discussion with Graeme was they were seeking a long term solution. Milton seek information from the Town.		Open
Drainage needs improvement in the area at the back of the surf machine	Di Rickards	Discussion with Graeme was they were seeking a long term solution. Milton seek information from the Town.		Open
Capital Item Request for - Replacement shade over 50m pool	Di Rickards	Denied in CapEx		Closed
Capital Item Request for - Washdown area on side of plant room where bulk of chemicals are kept	Di Rickards	Denied in CapEx		Closed
Capital Item Request for - Space around the back of surf machine need developing to include screening	Di Rickards	Denied in CapEx		Closed

GAC Audit	Assigned to	Comments	Date to Rectify	Open / Closed
Bike locker doors need maintaining	Chris R	Complete with Scarboro painting		CLOSED
New branding needs to be reflected on signage throughout the centre	Chris R	20/8 Chris to liaise with Kellie on the design. To submitted to the signwriters 15 September Signage to be changed identified; request sent through to Sophie.		Open
Vents in kitchen and toilets will need to be cleaned before new season starts	Chris R	20/8 To be completed 24/8	24/09/2015	CLOSED

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Attachment 5 – Bi-annual Audit Update

GAC Audit	Assigned to	Comments	Date to Rectify	Open / Closed
Front chemical storage room needs painting	Chris R	20/8 Waiting on quotes from Scarboro Budget considerations moving this item to later in the year.	24/09/2015	Open
Drink fountain water bottle filler needs tightening	Chris R	Complete		Closed
Female toilets two and three are leaking and it needs to be fixed	Chris R	Complete		CLOSED
Window sills are high areas in toilets needs wiping down	Chris R	20/8 To be completed 19/9	24/09/2015	CLOSED
Toilet seats need tightening	Chris R	Complete		CLOSED
Broken furniture in gym needs to be taken off site	Chris R	Gym care service 19/8		CLOSED
Additional shelving in storage room in gym required	Robyn	Robyn to speak to Ian		Open
Rusting on play equipment, shade structures and shade structure connection points, shade control box needs to be investigated	Chris R	Complete with Scarboro painting	Sept	Closed
Gym equipment pads where ripped needs replacing/gym equipment is aging. This has been raised previously and needs to be addressed	Robyn	Robyn's		Open
Soft fall at playground is lifting and needs to be glued down	Chris R	Monitoring for potential trip hazard NE Outdoor raised topsoil so no trip hazard		CLOSED
Check condition of plant room roof and flashing	Chris R	20/8 Waiting on quotes from Full Tilt Capital item to be raised next financial year		Open
Ensure pool blanket covers are on when not in use		Complete		Closed
Area outside plant rooms needs tidy up, remove concrete slab, vacuum hose & table	Chris R	Review next		Closed
Basketball ring has rusted out and needs replacing. This has been raised previously and needs immediate attention	Chris R	Being completed by Scarboro painting - quotes received	Sept	Closed
Main pool shade control box has rusted out and needs fixing/replaced	Chris R	Being completed by Terry Murphy - quotes received Replaced by North West		Closed

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Attachment 5 – Bi-annual Audit Update

GAC Audit	Assigned to	Comments	Date to Rectify	Open / Closed
Retractable shade cover needs patching in places - this has been raised previously and needs to be addressed	Chris R	\$4k to repair by Full Tilt; other quotes being sought Quality of repair not available. Two contractor's contacted. Manufacturer recommends fishing line, contractors don't want to		Open

Wanangkura Stadium Audit	Assigned to	Comments	Date to Rectify	Open / Closed
Wall surface (left side) in the creche has not worn well. Replacement proposed, submitt as capital request for next year	Tara Jones	Capital Works		Open
First Aid Room untidy and unkept. Light needs to be fixed back onto the roof/wall	Tara Jones	Tidied; Tara to approach Maya handyman to fix light to be done by 25 Sept 30.09.15 Provided list to Stephanie Greene to discuss with Maya	25-Sep	CLOSED
Evidence of early cracking of courts. One specific area of deterioration that requires immediate attention on court one. It is a trip hazard	Tara Jones	Town responsibility; Tara to approach Kellie (2 Oct) 1.10.15 Email sent to Kellie Williams requesting status on works		OPEN
Some Netball Nets need replacing	Tara Jones	Tara to repair (2 Oct) 30.09.15 Provided list to Stephanie Greene to discuss with Maya Currently sitting with Ian		OPEN
Rub back and repaint basketball backboards & replace nets where necessary	Tara Jones	Tara to approach Maya handyman by 25 Sept 30.09.15 Provided list to Stephanie Greene to discuss with Maya Currently sitting with Ian		OPEN

Port Hedland Leisure

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Attachment 5 – Bi-annual Audit Update

Wanangkura Stadium Audit	Assigned to	Comments	Date to Rectify	Open / Closed
Reticulation along the side of the building is exposed and needs to be covered over	Tara Jones	Town responsibility; Tara to approach Kellie (2 Oct) 1.10.15 Email sent to Kellie Williams advising works is complete	01.10.15	CLOSED
General clean-up of garden beds required	Tara Jones	Town responsibility; Tara to approach Kellie (2 Oct) 1.10.15 Email sent to Kellie Williams advising works is complete	01.10.15	CLOSED
Tree cages needs straightening and painting	Tara Jones	Town responsibility; Tara to approach Kellie (2 Oct) 1.10.15 Email sent to Kellie Williams requesting status on works To be done by February - cages ordered		OPEN
Broken upright covers need to be replaced. Requires like for like replacement	Tara Jones	Milton to provide report to Graeme (25 Sept) 1.10.15 Email correspondence from Kellie Williams advising that Uplights are to be rectified asap. Contractor contacted and advised to quote immediately Complete	23/10/2015	CLOSED
High clean on skylights and tiles and underside of the veranda needs doing and should be done quarterly	Tara Jones	Tara to approach Maya handyman by 25 Sept 30.09.15 Provided list to Stephanie Greene to discuss with Maya This item is recommended to be completed bi-annually due to cyclone season		OPEN

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Attachment 5 – Bi-annual Audit Update

Wanangkura Stadium Audit	Assigned to	Comments	Date to Rectify	Open / Closed
Panels underneath reception area have been gouged (most likely from the floor cleaning machine) and needs to be repaired/replaced	Tara Jones	Tara to approach Maya handyman by 25 Sept 30.09.15 Provided list to Stephanie Greene to discuss with Maya Outside Ian's expertise - need to identify a tradesman		OPEN
Some Cardio Equipment needs replacing	Tara Jones	To be done with any new contract		OPEN
Whole Gym needs repainting	Tara Jones	Building maintenance project - Milton to source building maintenance plan Working with Maya to get done in January		OPEN
Some weight equipment needs new upholstery - requires immediate attention	Tara Jones	Upholstry has been sent to upholsterers in Perth for covers		OPEN
Carpet in Cardio Area needs replacing	Tara Jones	Robyn to complete by 15 November	17-Oct	CLOSED
Squash Courts need remarking	Tara Jones	Building maintenance project - Milton to source building maintenance plan		OPEN
Inside court walls need painting within a year	Tara Jones	Building maintenance project - Milton to source building maintenance plan		OPEN
Carpets, skirting boards water damaged in clubroom. Repair/replacement has been booked	Tara Jones	Milton to re-raise with Kellie - 23 Sept Town (Bob from planning and maintenance) currently seeking quotes for repair		OPEN
Café and staff kitchen drain smells. Has been treated but requires continual monitoring	Tara Jones	Ongoing - complete and monitoring		CLOSED
Some panelling near the front of the stage is coming off. Tape stuck on walls needs removing	Tara Jones	Complete		CLOSED
High clean required, can see lots of dust from Balcony Area	Tara Jones	Complete		CLOSED

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Attachment 5 – Bi-annual Audit Update

Wanangkura Stadium Audit	Assigned to	Comments	Date to Rectify	Open / Closed
Floor requires sand and reseal	Tara Jones	Tara to discuss with JD Hardie - 16 Oct To be completed in January; no other flooring needs to doing.		OPEN
Need to discuss suitability of First Aid Room. Building is also used as a welfare centre in community emergency, standard of provision needs to be checked, eg. Oxygen & Defib	Tara Jones	JD Hardie is the Welfare centre Nothing to be done.		CLOSED