

Waikanae Golf Club Inc.

Facilities Development Plan 2015 - 2025

Overview

This Facilities Development Plan (FDP) sits subordinate to the Strategic Plan and alongside the Course Development Plan. It is intended to over-arch the Facilities Maintenance and Replacement Schedule (FMRS – Appendix 1) which deals with on-going scheduled maintenance. The FDP outlines a programme of developments and improvements which support the Club's Strategic Plan.

The Vision Statement of the Strategic Plan is “experiencing enjoyable golf at Kapiti's most welcoming club”.

The elements of enjoyable golf particularly relevant to the Facilities are:

- amenities that are fit for purpose, are welcoming and promote enjoyment
- design that facilitates efficient administration and member comfort and convenience
- interior and exterior presentation finished to acceptable standards.

Our Mission is to promote the growth and development of the club and ensure its long term financial viability for the benefit and enjoyment of all present and future members and visitors.

The Facilities will be developed and maintained to provide the best possible security, comfort and convenience for the majority of members given its location, diversity of golfer requirements and financial considerations.

From a golfer's perspective, the Facilities should be a welcoming environment that:

- Facilitate efficient preparation for play – from arrival through pre-game administration and access to the course;
- Provide for ease of post-play administration and self-maintenance (equipment clean-up and stowage, and personal hygiene and grooming activities); and,
- Is a comfortable place for relaxation and to enjoy the company of members and guests.

Scope

Within a 10-year horizon, the scope of this plan encompasses the following:

- clubhouse (including the changing rooms, bar and lounge, café and kitchen, and foyer and administration offices), and immediate surrounds (deck and deck furniture, under-deck breeze-way, and cart shed)
- the on-course toilets,
- the golf shop, and
- the car parks and entrance.

Development and ratification of plan

The draft plan was developed initially by the Board, initially looking at the current situation (where we are) then using a Club Survey to canvas member views on user wants and needs to finally develop an end ideal (where we would like to be). This end ideal gives us the 'vision' for this area and provides a basis for planning of future developments. This plan is issued as a continuously 'live' consultative document. A review of the ensuing inputs will then inform the future fine-tuning of the plan.

The planning period is 10 years; the initial plan covers the period 2015 to 2025. An annual work plan and budget will be developed from this plan by the Facilities Board Member to address identified requirements. This will involve reassessment of developing priorities in conjunction with budgetary constraints. Significant developments will be detailed as standalone projects including specifications, timelines and budgets. Smaller projects and tasks will be programmed by the Facilities Board Member to make the most efficient use of resources within normal Facilities maintenance budgetary demands.

Note: The Club is in possession of a professionally developed, detailed plan for facilities development that was commissioned circa 2003. Although the extension of the clubhouse to its current configuration (circa 2004-05) was constrained by the lack of sufficient funding then available, the completed work would still be adaptable to the original plan were capital to become available at a future date.

Consultation

Comments and suggestions are invited from all club members, in writing to the Facilities Convenor, care of the Office Manager or by email to waikanae@golf.co.nz (subject Facilities Development Plan). Proposals and suggestions will be accepted at any time: the plan and all suggestions will be reviewed annually and the plan amended accordingly.

Note: No major changes or investment in facilities developments will occur without consultation with members.

Limitations

The plan is limited by its start point being the inherited configuration and existing state of repair and appearance of the Facilities (which currently is assessed as meeting minimum, but not optimum standards) and financial considerations. Further, the Club must keep in mind its main purpose which is to provide a facility for its members and their guests. With that in mind and considering the financials involved, development of the property to generate extra revenue (as one example, as a convention or weddings venue) could only be contemplated if the scheduling of such events did not interfere with golfers' use of their club AND the income thus generated was anticipated to be considerably in excess of the investment.

Notwithstanding these limitations, it is believed that the clubhouse should be able to generate sufficient income for this plan to be self-sustaining.

Incremental Development

Against ever-rising costs and a slow-growing membership base, it is deemed to not be in the Club's current best interest to invest heavily in a facilities upgrade at this time, nor indeed, in the foreseeable future. Accordingly, it is intended that staged, incremental improvements will be scheduled to occur within an overarching plan.

Safety and Security

Safety: Implicit within all plans for future development will be an primary requirement to provide safe facilities and amenities, not only for current users at the time, but also in the design and operation of storage facilities for potentially dangerous consumables.

Security: Security of Club assets is key to the club operating economically and without disruption to the services it offers.

Exterior Development

The exterior appearance of the facilities affects perceptions and needs to reflect well on the Club. Facilities should be designed and constructed to afford the most efficient utility for users while at the same time being of acceptable appearance.

- **Main Clubhouse:** The current footprint and basic structure of the main clubhouse will be retained because the size of the current building is deemed to be adequate to foreseeable member needs. Accordingly, effort will go into maintaining the clubhouse and its appearance while working to improve its utility. The clubhouse surrounds will need some structural attention, and the deck area has potential for development as a more usable and desirable place for member relaxation (for example, sun and wind sheltering, and possible development as a 'sprig bar' area.
- **The Shop:** The outside appearance of the shop, as one of the 'windows' to the club, is currently in need of a cosmetic make-over. Once achieved, a maintenance regime will be set up to keep it up to an acceptable standard.
- **The Cart Shed:** This area currently only just meets minimum Club needs for secure cart stowage, recharging and maintenance, but there may be a future need to house more privately-owned carts (probably on a user-pays basis). Future planning will take this matter into consideration.
- **Car Park:** This is currently an area of uncertainty in terms of how much land the Club will be able to access in future. Once this is sorted out, the Club must provide an adequate amount of paved and well-organised parking to meet expected member and visitor usage rates.
- **On-course Toilets:** There are no developmental plans for extending or up-grading the on-course toilets.

Interior Development

The general interior appearance of the facilities needs to reflect member expectations, as follows:

- **Bar:** The current appearance of the bar is dated and needs attention. The refrigeration plant and drinks display cabinet are soon to become due either for upgrade or replacement and the solutions to these matters need to fit in with any overall décor upgrade.
- **Lounge:** The design of the lounge area needs to be addressed. Ideally the café and toilets would be more accessible (perhaps by being included within the floor space on the same level) and there are design issues around heating/cooling, disability access, general decor and comfort.
- **Change Rooms:** The current amenities provided are deemed to be adequate to member and visitor requirements and any interior development of these areas will essentially be driven by user groups.

- **Café and Kitchen:** Within the constraints of its current location (away and downstairs from the lounge area) the café design is functional while its décor is only adequate. The kitchen is also functionally sound but in need of a joinery upgrade. High investment in upgrades to this area will need to be planned within a context of whether the café and kitchen are to remain in place, and remote from the lounge.
- **Administration Areas:** In general, the administration areas are in good repair and of adequate appearance. The Match Office is an area used by multiple user groups and it shows it. Further, the current location of the office manager is not obvious to inquirers and entry to it (through the Match Office) is not overly inviting. This is an area that has potential for improvement.
- **Golf Shop:** The inside appearance of the shop, as one of the 'windows' to the club, is currently in need of a cosmetic make-over. Once achieved, a maintenance regime will be set up for the proprietors to keep it up to an acceptable standard.

Long-term Issues

In the longer term, depending on the financial outlook then prevailing, the Club might consider any of the following, for example and in no particular order:

- Merging with another compatible sports or other club or clubs to mutually share clubhouse overheads and increase bar and café usage and revenue;
- Erecting a separate cart shed for privately-owned carts;
- Completing the clubhouse construction to the originally conceived design (upstairs toilets, café and an extension forward onto the deck space).

Appendix 1: Facilities Maintenance and Replacement Schedules

FACILITIES MAINTENANCE AND REPLACEMENT SCHEDULES

1. HEALTH & SAFETY SCHEDULE

ITEM	PERIOD	BY WHOM	RESPONSIBILITY	DATE DONE
Kitchen Hygiene	Annual & Spot Check	KCDC	Catering Manager	
Clubhouse WOF (Bar/Lounge etc)	Annual & Spot Check	KCDC	Bar Manager	
Fire Safety Appliances	6-monthly	Nationwide Ltd	Office Manager	
Electrical Safety Inspection	Annual	Local Electrician	Office Manager	
Bar beer pipes	Monthly	Valet Services Ltd	Bar Manager	
LPG Fittings	On Refill	BOC	Catering Manager	
Plumbing	On occurrence	Local Plumber	Office Manager	

2. ROUTINE REPAIRS, CLEANING & MAINTENANCE SCHEDULE (other than contracted maintenance)

ITEM	PERIOD	LAST DONE	NEXT DUE	EST COST
Water blasting to clean under deck and veranda entrance to club	Annually	2015	2016	\$500
Clean and remove weeds round practice nets	Quarterly	OCT 14	FEB 14	Volunteer
Clean welcoming notice board at road entrance & bridge	6-monthly	JAN 15	JUN 15	Volunteer
Spray to eliminate lichen from deck, stairs, outside furniture & railings.	6-monthly	SEP 14	MAR 15	\$200.00
Steam clean lounge carpet	Annually	N/K	APR 15	\$350.00
Shoe-cleaning compressor tank: Clear accumulated water	Weekly	Volunteer		
Shoe-cleaning compressor tank: Inspect oil levels, air lines and nozzles for leaks and repair: check drive belt and adjust.	Monthly	Volunteer		
Cleaning: Bar	Daily	Bar Persons' Schedule		
Cleaning: Café & Kitchen	Daily	Caterers' Schedule		
Cleaning: Change rooms, Lounge, Foyer, Admin areas & all toilets	2 x weekly	Cleaners' Schedule		
Cleaning: Shop and Hire Carts	Weekly	Shop Proprietors Contract		

3. PERIODIC REPAIRS & MAINTENANCE SCHEDULE

ITEM	PERIOD	LAST DONE	NEXT DUE	EST COST	BUDGETED
Paint wood under deck	10 yearly	2015	2025	\$6,500.00	
Remove lichen from clubhouse & shop roof	2 to 3 yearly	2013	2015	\$250.00	
Paint hand rail on entrance bridge and flag pole.	5 yearly	2011	2016	\$500.00	
Clean and repaint locker rooms	5 yearly	2010	2015	\$1,000.00	
Clean and paint roof	10 to 15 years	2005	2017	\$10,000.00	
Spray to eliminate lichen from all roof areas	3 yearly	2014	2017	\$350.00	
Repaint lounge & foyer	10 yearly	2005	2015	\$1,000.00	
Re-coat deck with fibre glass	5 yearly	2012	2017	\$8,000.00	

4. MAINTENANCE PROJECTS (to be up-dated annually by Facilities Board Member)

ITEM	EST COST	SCHEDULE
Repair barge board on gable end.	\$500.00	2015
Window sash cart storage area.	\$500.00	2015
Skylights & Fly-screen door in café/tea room.	\$500.00	2016

5. REPLACEMENT ITEMS SCHEDULE

ITEM	PERIOD	LAST DONE	NEXT DUE	EST COST	BUDGETED
Replace Carpet in Clubhouse	10 to 15 years	2005	2019	\$20,000.00	
Replace Furniture in Clubhouse	10 to 15 years	2005	2019	\$20,000.00	
Replace non-slip surfacing to paths near clubhouse	As required	2014	?	\$1,000.00	
Replace Golf Carts	1 per year	2003	2016	\$10,000.00 ea	