



0016 | Queen Elizabeth II Seniors Advisory Committee

## Meeting Minutes

1 | 2 May 2012

Rosetta Finlay | QEII Seniors & Community Centre Coordinator

<b>Meeting Name.</b>	Queen Elizabeth II Seniors Advisory Committee		
<b>Meeting Date</b>	Wednesday 2 May 2012		
<b>Meeting Time</b>	12pm – 1pm		
<b>Meeting Location</b>	QEII Seniors & Community Centre		
<b>Attendees</b>	Cr Neil Bennett (chairperson) Cr Bob Hall (from 12:30pm) Rosetta Finlay (QEII Seniors & Community Centre Coordinator)		

**MOVED: S HUNTER SECONDED: E FREEMAN**

*Correction: C Reynolds advised she didn't mention the Geraldton & Seniors District Action Group would contribute \$5000 towards airconditioning in the Lower Hall as was stated in the February minutes but had suggested all centre user groups contribute to the cost. V Scully clarified she had heard C Reynolds mention \$5000. S Hunter confirmed she hadn't heard the comment regarding all user groups contributing.*

That the minutes of the previous QEII Seniors Advisory Committee meeting held on 15 February 2012 be adopted as a true and correct record of proceedings.

**CARRIED**

**2 QEII Seniors & Community Centre Coordinator's Report – February & March 2012**

Reports circulated with agenda.

R Finlay advised Robyn Williams from the Department of Communities (funding body for the centre) had visited the centre on Friday 27 April 2012 and met seniors from the art and crochet class. The QEII Centre is unique as it is the only centre which receives funding in the state of Western Australia.

The results of the first Customer Perception Survey completed by seniors at the centre will be made available in a couple of months and will provide feedback on customer satisfaction.

**COMMITTEE RESOLUTION**

**MOVED: C REYNOLDS SECONDED: B SCOTT**

That the QEII Coordinator's report for the months of February and March 2012 be received.

**CARRIED**

**3 Attendance figures including comparisons**

Reports circulated with the agenda.

February and March 2012 QEII Seniors & Community Centre Coordinator's reports stated total centre usage was 4879.

**4 Correspondence**

Nil

**5 General Business**

**5.1 QEII Fees & Charges Update**

Piccadilly Dance Club & Association of Independent Retirees are the only two centre groups who responded with comments on the proposed 2012/13 fees & charges;

- A security company is issued with keys and are responsible for lock up after events with charges payable by the hirer.
- The bond for an out of hours function with alcohol is raised to \$1000 (up from \$600)

The proposed 2012/13 fees & charges were emailed to C Budhan with recommendations to be discussed and finalised at the next Council meeting. Whether recommendations are endorsed or not all fees and charges usually go up with the yearly CPI index (approximately 4.6%)

## **5.2 Alcove Update**

No further progress has been made on this issue. Money has been allocated in the 2012/13 draft budget however R Finlay has been unable to secure quotes from builders. Cr Bennett suggested speaking with Neil Arbutnot at the City of Greater Geraldton to discuss requirements.

Large equipment currently stored in the alcove e.g. barbecue could be relocated in the patio area when the alcove was enclosed.

## **5.3 Building Maintenance Schedule**

A building maintenance schedule has been compiled and users groups are to report breakages/ maintenance issues to the centre coordinator. Chris Budhan is responsible for the QEII as an asset and the schedule will be forwarded for him to action.

Cr Bennett stated the centre should also have an asset renewal schedule like other City facilities such as the library, QPT etc. C Budhan to c54(d)1.4420.721099(t)TJ 2118(e)1.4422(i)5(l)-7.055(

## 7 Actions from meeting

R Finlay to contact N Arbuthnot to discuss alcove issue

C Budhan to contact Building Department regarding building asset & renewal schedule

Committee members to discuss air conditioning issue with their user group and provide feedback

R Finlay to follow up cleaning issues

R Finlay to contact Manger, Law & Safety to organise fire drill

R Finlay to contact depot and organise signs for the exit doors

R Finlay to contact Governance & Risk Department to complete a building & risk assessment

## 8 Close

Meeting closed at 1:05pm

Next meeting date is on Wednesday 18 July 2012 at 12 noon.

DATE

CONFIRMED

PRESIDING MEMBER