

0016 | Queen Elizabeth II Seniors Advisory Committee

Meeting Minutes

1 | 15 May 2013

Rosetta Finlay | QEII Seniors & Community Centre Coordinator

Meeting Name.	Queen Elizabeth II Seniors Advisory Committee	Meeting No 16	
Meeting Date	Wednesday 15 May 2013		
Meeting Time	12:00pm – 12:58pm		
Meeting Location	QEII Seniors & Community Centre		
Attendees	Cr Neil Bennett (chairperson) Rosetta Finlay (QEII Seniors & Community Centre Coordinator) Chris Budhan (Manager, Arts, Culture & Heritage) Sue Hunter (Piccadilly Dance Club) Beryl Scott (Association of Independent Retirees) Chris Mullender (Geraldton & Districts Seniors Action Group) Verna Scully (Pensioners Social Club) Edna Freeman (Over 50's Gentle Gym Class) Dave Gibson (Friendly Squares Dance Club) Betty Clarke (Geraldton Probus Club)	By Invitation	Brian Lumley (Supervisor Building & Facilities Maintenance)
		Apologies	Cr Bob Hall Renee Ellis (Manager, Community Empowerment & Development) Gae Slade (Friendly Squares Dance Club)
		Distribution	Cr Bob Hall Cr Neil Bennett Rosetta Finlay (QEII Coordinator) Chris Budhan (Manager, Arts, Culture & Heritage) Renee Ellis (Manager, Community Empowerment & Engagement) Edna Freeman (Over 50's Gentle Gym) Verna Scully (Pensioners Social Club) Sue Hunter (Piccadilly Dance Club) Gae Slade (Friendly Squares Dance Club) Betty Clarke (Geraldton Probus Club) Beryl Scott (Association of Independent Retirees) Christine Mullender (Geraldton & Districts Seniors Action Group) Records

- Confirmation of Minutes of Previous Committee Meeting Held on 20 February 2013 – As circulated.

COMMITTEE RESOLUTION

MOVED: S HUNTER SECONDED: E FREEMAN

That the minutes of the previous QEII Seniors Advisory Committee meeting held on 20 February be adopted as a true and correct record of proceedings.

CARRIED

2 QEII Seniors & Community Centre Coordinator's Report – February, March, April 2013 - As circulated

COMMITTEE RESOLUTION

MOVED: C MULLENDER SECONDED: S HUNTER

That the QEII Coordinator's report for the months of February, March, April 2013 be received.

CARRIED

3 Attendance figures including comparisons - As circulated

COMMITTEE RESOLUTION

MOVED: C MULLENDER SECONDED: S HUNTER

That the QEII attendance figures for April 2012 to April 2013 be received

CARRIED

4 Correspondence

A complaint has been received from the Geraldton Probus Club regarding the storage cupboard they share with the QEII Art Class. As there has been an increase in QEII art equipment it has been encroaching on the club's allocated space. On the 19 April 2013 a shelf collapsed however Betty Clarke, the Club's treasurer who was in the storage room at the time wasn't injured. The club propose the QEII Art Class store their lockable cupboard in the breezeway or meeting room to free up space and remove the TV from the cupboard.

R Finlay has spoken with Jim Evans, the art class coordinator who advised he had repaired the broken shelf. R Finlay will request the removal of the TV from the storage cupboard.

5 General Business

5.1 Update on QEII Maintenance & Main Kitchen Renovations

Brian Lumley, Supervisor, Building & Facilities Maintenance advised money allocated from the 2012/13 budget will be spent on the following areas and work scheduled to be completed by the end of June 2013;

Main Kitchen Upgrade

- The servery area and main kitchen is being renovated. Geraldton Building Services and Cabinets will commence once materials have been ordered.
- Colours for the bench tops and cupboards have been selected
- An industrial dishwasher will be installed
- The kitchen ceiling/ walls will be repainted, electrical switches replaced
- There will be no changes to the layout of the areas.
- R Finlay will advise centre users once a date has been set for work to begin.

Replacement of Carpets

- The carpet in the meeting room and resource room will be replaced.

Roller Door

- The roller door in the main QEII storage room will be replaced.

Other Maintenance Issues

- B Lumley advised conversion of the alcove into a storage area has been investigated and money will be allocated in the 2013/14 budget. The kitchen renovation had been seen as a priority over the conversion of the alcove.
- S Hunter requested an upgrade of the fans in the Lower Hall
- A customer request has been received to move the winders in the Upper Hall up further. B Lumley advised they can't be moved. C Mullender suggested the handles are turned around.
- N Bennett commented the next major upgrade at the centre would be greater utilisation and conversion of the patio area into an enclosed room. e.g. arts room. B Lumley will progress this issue further.

(B Lumley left the meeting at 12:24pm)

5.2 QEII Booking Officer Position

Alan Hughes, an experienced council employee for 27 years is the new QEII booking officer and he is located in the Upper Hall office. The position also encompasses ground bookings.

5.3 2013/14 Seniors User Group Fees & Charges

C Budhan advised proposed senior user group fees & charges in the 2013/14 budget are to rise by 3% CPI.

C Budhan is currently working on a Council Policy regarding community use of City of Greater Geraldton facilities including the QEII Seniors & Community Centre, Aquarena, Queens Park Theatre etc. The policy will clarify the Primary/ Secondary senior user's fees as detailed in the QEII Operations Manual.

Cr Bennett commented the QEII Operations Manual was adopted by Council and specifies senior groups receive a 90% fee reduction. Previously changes in QEII fees/ charges were discussed at the advisory committee and recommendations given to council. The support of senior groups and programs by the City of Greater Geraldton is tied into the funding of \$100,000 per annum received from the Department of Communities. The QEII centre is the only seniors centre in the state which receives funding and it is important it isn't jeopardised. The support of programs by the City of Greater Geraldton can also be included in the Positive Ageing Strategy which is in the preliminary stages.

(C Budhan left the meeting at 12:38pm)

5.4 City of Greater Geraldton's Positive Ageing Strategy

R Finlay advised the City of Greater Geraldton doesn't have a senior strategy plan. She has attended two meetings with team members from Community Development & Empowerment and the following action plan has been proposed;

- 1) A reference group is formed with key staff and external representatives
- 2) Community consultation - A draft survey distributed and data collected on strategic areas:
 - Health & Wellbeing
 - Service/ Programs/ Life Long Learning
 - Communications/ Information
 - Employment/ Volunteering/ Community Engagement
 - Transport
 - Housing (short term/ long term)
 - Advocacy to community

Cr Bennett suggested adding mobility to the transport area because it included footpaths and access.

S Hunter commented the QEII Centre should be marketed more as she has spoken to seniors who are unaware of the programs available. One suggestion is distributing QEII brochures with the City's rate notices.

6 Actions from meeting

- B Lumley to investigate conversion of alcove into storage area and enclosure of patio area
- C Budhan to present a draft policy of the Community Use of City of Greater Geraldton facilities at next month's QEII Seniors Advisory Committee

7 Close

Meeting closed at 12:58pm

Next meeting date is on Wednesday 17 July 2013 at 12 noon.