

0016 | Queen Elizabeth II Seniors Advisory Committee

Meeting Minutes

1 | 20 February 2013

Rosetta Finlay | QEII Seniors & Community Centre Coordinator

Meeting Name.	Queen Elizabeth II Seniors Advisory Committee	Meeting No 15	
Meeting Date	Wednesday 20 February 2013		
Meeting Time	12:05pm – 1:30pm		
Meeting Location	QEII Seniors & Community Centre		
Attendees	Cr Bob Hall (chairperson) Cr Neil Bennett Rosetta Finlay (QEII Seniors & Community Centre Coordinator) Chris Budhan (Manager, Arts, Culture & Heritage) Renee Ellis (Manager, Community Empowerment & Development) Sue Hunter (Piccadilly Dance Club) Beryl Scott (Association of Independent Retirees) Lorraine Taylor (Geraldton & Districts Seniors Action Group) Verna Scully (Pensioners Social Club) Edna Freeman (Over 50's Gentle Gym Class)	By Invitation	Geoffrey Burton, Project Support Officer Trudi Van Staden, Project Administrator Jessica Felix, Community Engagement Officer
		Apologies	Gae Slade (Friendly Squares Dance Club) Terry Stewart (Geraldton Probus Club)
		Distribution	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) Terry Stewart (Geraldton Probus Club) Beryl Scott (Association of Independent Retirees) Lorraine Taylor (Geraldton & Districts Seniors Action Group) Records

- Confirmation of Minutes of Previous Committee Meeting Held on 17 October 2012 – As Circulated.

COMMITTEE RESOLUTION

MOVED: S HUNTER SECONDED: E FREEMAN

That the minutes of the previous QEII Seniors Advisory Committee meeting held on 17 October be adopted as a true and correct record of proceedings.

CARRIED

- 2 **QEII Seniors & Community Centre Coordinator's Report – October, November, December 2012 & January 2013** (As circulated)

COMMITTEE RESOLUTION

MOVED: V SCULLY SECONDED: L TAYLOR

That the QEII Coordinator's report for the months of October, November, December 2012 & January 2013 be received.

CARRIED

- 3 **Attendance figures including comparisons**

Reports circulated with the agenda.

October, November, December 2012 & January 2013 QEII Seniors & Community Centre Coordinator's reports stated total centre usage was 12 836

- 4 **Correspondence**

NIL

- 5 **General Business**

5.1 Stormwater Harvesting and Water Efficiency Project

Geoffrey Burton, CGG Projects Officer provided information on City of Greater Geraldton's vision to become a climate resilient water sensitive city due to the limited water supplies in a changing environment. (Handout distributed at the meeting)

Stormwater drains will be installed on the Durlacher Street side next to the QEII Centre and along Maitland Street. Impact on the centre will include noise and a loss of 30 QEII carparks during construction. Issues relating to traffic diversion and congestion are still being processed. The project is scheduled to commence April 2013 and completion in July 2013

Seniors / community users will be notified by correspondence prior to commencement.

5.2 Survey Results on Upgrade of Patio Area

Submission to council needs to be made in regards to future budget allocation for the upgrade of the patio area. (Survey results distributed at the meeting). The CGG Building department will be contacted to progress this issue.

5.3 QEII Booking Officer Position

Cr Hall commented there needed to be a permanent staff person in this position as there had been quite a few staff changes and this was having a negative impact on customer service.

5.4 Update on Kitchen Upgrade

L Taylor has researched and provided quotes and details on industrial dishwasher.

Cr Hall commented the QEII Main kitchen hasn't been upgraded for over 20 years and a business plan needs to be presented to Council including addressing the following; health & hygiene, space/safety standards. The upgrade is also important in terms of projected future growth and usage of the centre.

R Finlay is in the processing of obtaining quotes for the cupboards.

Cr Hall requested C Budhan as the Assets Manger of the Centre to progress the issue.

C Budhan suggested a representative from the building department be invited to attend future meetings to discuss maintenance/ building issues.

5.5 Manager, Community Empowerment and Development

Cr Hall introduced Renee Ellis to the committee. Renee is R Finlay's manager and oversees senior issues at the centre.

5.6 QEII Operations Manual & Seniors User Group Fees

C Budhan commented on the need to review senior user's fees as the current QEII Operations Manual doesn't correctly reflect the practice of not charging Primary User Groups. He stated the QEII Operations Manual can't override Council policies or Council set fees & charges and a Council policy regarding senior's groups use of QEII needs to be drafted.

C Budhan advised a comprehensive primary/ secondary user group policy regarding fees/ charges needs to be drafted.

R Finlay advised the QEII Operations Manual was drafted by the QEII Seniors Advisory Committee which is a council endorsed committee and the QEII Operations Manual had also been endorsed by Council. QEII Fees / charges have in the past been discussed by the committee and recommendations, given to the Manager for consideration and then presented at Council.

5.7 QEII Maintenance Issues

- Fans in Lower Hall are noisy and need to be checked
- R Finlay is in the process of obtaining quotes for the renewal of carpets in the Meeting Room and Resource Room.

6 Actions from meeting

- C Budhan to progress business plan for QEII kitchen upgrade
- R Finlay to invite a representative from the building department to attend next meeting
- R Finlay to finalise quotes on kitchen cupboards

7 Close

Meeting closed at 1:30pm

Next meeting date is on Wednesday 15 May 2013 at 12 noon.

DATE

CONFIRMED

PRESIDING MEMBER