



**Meeting:**

**Joondalup Lotteries House Management Committee**

**Meeting held Thursday 11 December 2014 commencing at 1pm in the Conference Room at Joondalup Lotteries House**

	Agenda Item	Status	Actions
1	Meeting opened		1:00pm
2	Attendance		Christopher Paull - Chairperson, Julie Forrester-Vice Chairperson, Kum Weng Lee-Treasurer, Mandy Stringer, Fran Edmeades, Nicole Hanigan, Diane Cooke, Jennie Hague Administration Officer
3	Apologies		Pam Cackett, Jenny Drury, Joeline Mandzufas, Rose Ngoga, Roia Atmar
4	Confirmation of previous minutes	Motion: That the minutes of the meeting held on 13 November 2014 (postponed from 9 October 2014) were accepted and the business ratified as a true and correct record.	MOVED: Diane Cooke SECONDED: Mandy Stringer CARRIED
5	Nominations for Committee Positions	Any nominations for vacant committee positions.	No nominations received.
6	Management Committee Structure and Role of Administration Officer	Discussion about proposed committee structure into the future.	The Committee discussed the Administration Officer position and its relationship to the Management Committee. Proposed that: <ul style="list-style-type: none"> <li>There will be an Executive Committee of three people plus Treasurer.</li> <li>Look at Administration Officer role and with a view to increasing the level of responsibility and a possible increase in pay to reflect this.</li> </ul>

	Agenda Item	Status	Actions
			Further details are required and a formal proposal is to be made to the Committee at the February 2015 Committee Meeting.
7	Financial report	Treasurer presents financial report Public Officer/Associate appointment for TAX office AUSkey	<p>Financial statements were presented to the Committee:</p> <ul style="list-style-type: none"> <li>The House has surplus funds which will be put towards future maintenance projects.</li> </ul> <p>The Australian Tax Office requires a public officer to access Auskey for Joondalup Lotteries House accounts:</p> <ul style="list-style-type: none"> <li>Jennie Hague - Administration Officer has been nominated to be the public officer and will request Auskey access from ATO.</li> </ul> <p>Creche budget:</p> <ul style="list-style-type: none"> <li>Volunteer Reimbursements (to cover out-of-pocket expenses such as parking fees of \$10 per day to each volunteer will continue until further notice.</li> </ul> <p>MOVED: Fran Edmeades SECONDED: Christopher Paull CARRIED</p>
8	Car Parking	Joondalup Festival - Chairperson to discuss meeting held with City of Joondalup	<p>Christopher Paull held meeting with City of Joondalup and discussed Committee concerns:</p> <ul style="list-style-type: none"> <li>There is not scope for free parking due to City construction works.</li> <li>The car park will be unavailable for a total of three days before and after the festival.</li> </ul> <p>Security:</p> <ul style="list-style-type: none"> <li>Extra CCTV cameras and extra lighting have been installed.</li> </ul>

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			<ul style="list-style-type: none"> <li>If needed Joondalup Lotteries House can request City Watch security services to assist with staff safety.</li> </ul> <p>Disability Access:</p> <ul style="list-style-type: none"> <li>The ACROD bay access may be a problem during the three days. Administration Officer to monitor the ACROD bay usage over a two-week period in January to gauge the level of use of the bays. Committee to be notified of results.</li> </ul>
9	Maintenance	Air-conditioning Contract Address on Front of Building	<p>Due to increased costs from Air-conditioning contractor Airmaster Administration Officer is to request quotes from other contractors. The information is to be passed on to the Committee in February.</p> <p>The Committee discussed having the address on the front of the building. Administration Officer to request quotes for Committee to present at February meeting.</p>
10	Creche Update	Report to be provided.	The Committee welcome and thank new volunteer Ying Wang for her support in helping at the crèche on Tuesday mornings. Julie Forrester to find further volunteer for Tuesday afternoon. The crèche is to be run every Tuesday until further notice.
11	Rubbish Bins	Removal from the front of the building by City of Joondalup	<p>Report on bin removal from car park outside the building by Julie Forrester:</p> <ul style="list-style-type: none"> <li>External bins on the JLH site are no longer available due to lack of use. Administration Officer is to provide a bin in the reception area of the building for tenants and visitors.</li> </ul>

	Agenda Item	Status	Actions
12	City of Joondalup – Community Development Plan	Update to be provided	<p>Committee members were thanked by the City of Joondalup for attending a community forum in August. The committee was then encouraged to complete a community consultation survey on the Draft Community Development Plan 2015 to 2020.</p> <p>Members will re-iterate their concerns about increasing the provision of affordable accommodation for not-for-profit organisations and groups.</p>
13	Redevelopment of Lotteries House and Car Park Site	Update to be provided	The City of Joondalup has appointed a new developer and their proposal has been accepted. Committee members requested that a letter be written to the City Project Team stating the interests of the not-for-profit tenants at JLH as they will be to be accommodated in the re-development. Chairperson offered to draft the letter.
14	Fire Doors	Discussion- Fire Door Report	The Committee decided to bring the Fire Doors up to Australian standard in accordance with the condition report provided. The work is to be carried out by Protector Fire. Future checks to be scheduled for once every 12 months.
15	Any other Business	Christmas Holidays - Building Closure Sub leasing of Suites	<p>Christmas Holiday- Building Closure:</p> <ul style="list-style-type: none"> <li>The Committee discussed and it was decided that doors to the building are to be locked from 24.12.2014 to 4.1.2015- Access only by swipe card. Administration Officer on leave for this period.</li> </ul> <p>Sub leasing of suites:</p> <ul style="list-style-type: none"> <li>It was clarified that, although the idea of tenants sharing suites was discussed at</li> </ul>

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			the November meeting, this practice is considered to be sub-letting and not permitted.
16	Future Meetings	<p>To be decided:</p> <p>12 February 2015  09 April 2015  11 June 2015  13 August 2015  08 October 2015  10 December 2015</p> <p>From 1:00pm to 2.30pm -Joondalup Lotteries House Conference Room unless otherwise advised.</p>	2015 meeting dates accepted by the committee.
17	Meeting Closed		2:15pm

Signature of Chairperson: .....

Name of Chairperson: ..... Date: .....



## Minutes

### Joondalup Lotteries House Management Committee

Meeting held Thursday 19 February 2015 commencing at 1pm in the Conference Room at Joondalup Lotteries House

	Agenda Item	Status	Actions
1	Meeting opened	1:00pm	
2	Attendance	Christopher Paull - Chairperson, Julie Forrester - Vice Chairperson, Kum Weng Lee -Treasurer, Pam Cackett, Mandy Stringer, Fran Edmeades, Diane Cooke, Rose Ngoga, Jennie Hague Administration Officer.	
3	Apologies	Jenny Drury, Joeline Mandzufas, Nicole Hanigan, Roia Atmar, Pam Cackett left 1:30pm, Rose Ngoga left 2:05pm.	
4	Confirmation of previous minutes	Motion: That the minutes of the meeting held on 11 <sup>th</sup> December 2014 are accepted and the business ratified as a true and correct record.	MOVED: Rose Ngoga SECONDED: Diane Cooke CARRIED
5	Nominations for Committee Positions	No nominations or changes received.	
6	Management Committee Structure and Role of Administration Officer	A proposal with recommendations for streamlining the Joondalup Lotteries House Management Committee business was tabled and discussed.	The Committee discussed and accepted the proposal that effective 1 March 2015 – <ul style="list-style-type: none"> <li>• There will be an Executive Committee of four – Chairperson, Vice Chairperson, Treasurer and Committee Member.</li> <li>• As Chris Paull has indicated his pending resignation, Fran Edmeades and Mandy Stringer agreed to rotate in the role of Chairperson.</li> </ul>

	Agenda Item	Status	Actions
			<p>Vice Chair would continue to be Julie Forrester and the Treasurer continue to be Kum Weng Lee.</p> <ul style="list-style-type: none"> <li>Any tenant who wishes to attend the bi-monthly meetings will be made very welcome.</li> <li>All tenants will be sent a copy of the agenda and the minutes of each meeting. This will show governance transparency and give all tenant groups a chance to make any comments or give any ideas on issues arising.</li> <li>The Administration Officer will be offered a new role of Administrator with higher responsibilities and increased pay in accordance with the Social, Community, Home Care and Disability Services Industry Award 2010.</li> <li>The new structure will be trialled for a period of twelve months from 1 March 2015. An evaluation of this structure will then be completed after 1 March 2016.</li> </ul> <p>MOVED: Chris Paull  SECONDED: Mandy Stringer  CARRIED</p>
7	Financial report	Treasurer presents financial report	<p>Financial statements presented by the Treasurer.</p> <ul style="list-style-type: none"> <li>As a small surplus was identified, the Committee requested three quotes for painting the building inside and out for consideration at the next meeting.</li> </ul>

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			<ul style="list-style-type: none"> <li>Due to online banking difficulties in the past month, the Committee requested that Bankwest be directed to increase the daily spend limit from \$10,000 to \$15,000 per day</li> </ul> <p>MOVED: Julie Forrester SECONDED: Fran Edmeades CARRIED</p>
8	Car Park	Joondalup Festival – Update Monitoring of ACROD Bays Bike Rack Loading Bay	<p><b>Joondalup Festival:</b> Final arrangements have been made. Full details will be sent to tenants when available.</p> <p>The ACROD bays were monitored over a period of two weeks. They were used approximately 20 times. Julie Forrester to speak to Festival coordinator regarding location of temporary ACROD bays over the Festival period. Tenants to be notified accordingly.</p> <p>The Administration Officer was asked to speak to Lakeside Shopping Centre about possible use of their car park facilities over the festival period.</p> <p><b>Bike Racks:</b> Two bike racks are located down the side of the building. Tenants to be notified of their existence.</p> <p><b>Loading Bay:</b> Julie Forrester to check with City of Joondalup regarding Loading Bay Policy.</p>
9	Maintenance	Air-conditioning Contract- Discuss Quotes Address on Front of Building-Discuss Quotes	<p>Three quotes have been received for the Air conditioning. The Committee discussed the proposal of changing the Air conditioning contractors and agreed that DACS Air conditioning would take over the air conditioning maintenance for a 12 month period. The Administration Office is to give notice to</p>



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			Airmaster and engage the services of DACS. Three quotes and designs have been received for the Committee's consideration for the signage to include the address on the building. The quote from Signorama was chosen. The process to have the sign placed on the building is to be passed by the City of Joondalup. The Administration Officer is to follow this up and notify the Committee if further issues need to be addressed.
10	Creche Update	Report provided.	The Tuesday Creche is going well, the new volunteers have settled in well and the everyone involved is very happy with the new arrangements.
11	FAX Machine	Ongoing use, financials and telephone line	The Committee discussed the use of the House FAX Machine, its age and maintenance problems due to the inability to get new parts and monitor tenant use any more. It was decided the FAX machine facility would be discontinued. Womens Health and Family Services offered their machined if needed. Tenants to be notified of the change.
12	City of Joondalup – Community Development Plan	Update to be provided	The City of Joondalup's new Community Development Plan 2015 – 2020 was adopted by Council at its February meeting. Strategies in the Plan will be implemented from March 2015 onwards.
13	Redevelopment of Lotteries House and Car Park Site	Update to be provided	The City of Joondalup has appointed the Devwest Group to redevelop 90 Boa Ave and 70 Davidson Tce sites. It was suggested the Committee send a letter to the City's Project Team reminding them of the accommodation needs for the not-for-profit community organisations housed in Joondalup Lotteries

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			House. Chris Paull will write a letter and send a draft to the Committee for comment.
14	Fire Doors	Update	Works completed. No further issues.
15	Any other Business	<p>OHS-Fire Wardens/ First Aiders</p> <p>Youth Futures Request to move Suites</p> <p>TV/DVD Conference Room</p> <p>Colour Copier/Scanner Administration Room</p> <p>Alarm Monitoring-Tenants</p>	<ul style="list-style-type: none"> <li>• Administration Officer to test evacuation alarms, review procedures and schedule a fire drill. Tenants to be notified and Fire Wardens to be nominated.</li> <li>• The Committee was notified that Youth Futures WA and Nutrition Australia are interested in the suites to be vacated by North Metro Community Drug Services when the time comes. Date not yet received by North Metro Community Drug Service.</li> <li>• The Committee discussed the need for a TV/DVD for training purposes in the Conference Room. Administration Officer to look into the costs and requirements for consideration at the next meeting.</li> <li>• The Administration Officer to replace the printer and paper shredder for the office as neither are meeting current needs.</li> <li>• Tenants to be reminded of arming and disarming of their suites after a spate of lapses and the alarms going off.</li> </ul>
16	Future Meetings	<p>09 April 2015</p> <p>11 June 2015</p> <p>13 August 2015</p> <p>08 October 2015</p> <p>10 December 2015</p> <p>From 1:00pm to 2.30pm -Joondalup Lotteries House Conference Room unless otherwise advised.</p>	
17	Meeting Closed		2:45pm

Signature of Chairperson .....

Date .....

Name of Chairperson .....