



Broome LOTTERIES HOUSE

Your Not For Profit Community Centre

Chairperson Report

Term: 2019/2020

Overview;

For the past 10 months I have undertaken the role of chair via corespondance. I would like to sincerely thank the committee for allowing me to do this, enabling me to continue to work on the the 7 year lease agreement project with the Broome Shire.

Task successfully completed during term;

- Commencement of Lotterywest fit out Grant, Kylie took this over and we were successful in obtaining funds
- Completed 2 days onsite training with Kylie
- Completed 6 and 12 month employment reviews for Kylie
- Finalised the 7 year lease agreement project with Broome Shire
- Authorsied fortnightly wages and outgoings via ComBiz banking
- Visited and introduced myself to each onsite tenant, conducted an internal review of service deliverance and Site Managers approachability (review conducted to identify any possible issues after 2 employees commenced then left the role)
- Encouraged and supported Kylie in her role. I made myself available day/night to assist in any way I could
- Identified two operational functions requiring improvement and made recommendation to the committee and Kylie
 - 1) Future training for employees – I have been training staff in a volunteer capacity for 3 years. An alternate plan should be discussed in case Kylie departs suddenly or is not available to volunteer and train new staff
 - 2) Evacuation procedures – meeting our Shire lease and public building requirements of 1x evacuation drill per annum and having updated nominated reps from each office who can operate the extinguishers, set the alarm off to alert others in an emergency and operate the defib machine

Finalisation;

I am truly sadden to step away from the centre after an 11 year term. Thank you once again to the committee, I am confident the new dedicated management team will continue to lead the centre to success.

Many thanks,

Danica Saunders

Broome Lotteries House, your local non for profit community house offering low cost office space and venue hire to the Broome Community.

Po Box 1868 Broome WA 6725 ph 9193 5222 fax 9193 7506 bmelott@wn.com.au