## FACILITIES AND SERVICES DIVISION
### RELOCATIONS PROJECT – USER REFERENCE GROUP
#### 25 NOVEMBER 2010
### MEETING KEY POINTS AND ACTIONS

### ATTENDEES

### APOLOGIES
Delia Ritherdon, Keith Walker, George Abraham, Alex Chryss, Jamie Van Aalst

### KEY POINTS AND ACTIONS

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| Welcome and Apologies     | Wayne Ford                   | • Level 1 Changes  
- addition of B&S room  
- External bike store although this raises a security concern.  
- 3 x showers for males and females incl. 20 lockers in each block  
|                           |                              | • Level 2  
- Infill a void to create a large storage zone.  
|                           |                              | • Level 3  
- Limited quiet rooms how with they be booked.  
- Do we have too many interview rooms within the building?  
- Adjusted individual work points based on feedback received. This will allow for extra shelving, increased height in privacy screens and larger desk space.  
- In addition four different storage solutions are available for the needs of different areas.  
|                           |                              | Duncan Taylor to follow up with Keith Walker regarding representation as third no show.                                                                                                                  |
| Feedback: AMC Interviews  | AMC Interviews                | • Requirements for a first aid room  
- Task list for receptionist  
- Parking  
|                           |                              | Lisa Brown to follow up Shirley Winton to update web site.  
Duncan Taylor to discuss with Lisa Brown.                                                                                                           |
| Issues:                   | Lisa Brown                   | • Onsite supervisor for cleaning services  
• Contractor must be on-site and provided a working space  
|                           |                              | Barry Hughes to advise Lisa Brown of space require needs for City Group.                                                                                                                                     |
| Barry Hughes/Bart Meehan  |                              | • Signing off on a floor plan is the first priority and is critical at this stage in the project to enable electrical/mechanical works to begin.  
• External issues with then be addressed  
|                           |                              | Lisa Brown to arrange workshop with relevant F&S personnel to brainstorm external issues / options.                                                                                                          |
| Noted                     | David Cook                   | • Outdoor space BBQ areas, extra break out area.  
|                           |                              | Nil.                                                                                                                                                                                                     |
| Other Business            | Duncan Taylor                |                                                                                                                                            |                                                                                                                                   |
Meeting closed at 12pm.