

# Queen Elizabeth II Seniors Advisory Committee

## Meeting Agenda

<b>Meeting Name</b>	Queen Elizabeth II Seniors Advisory Committee	<b>Meeting No.</b>	D-23-072998
<b>Meeting Date</b>	Wednesday 21 June 2023		
<b>Meeting Time</b>	9.00am to 10.00am		
<b>Meeting Location</b>	QEII Seniors & Community Centre		
<b>Attendance by Electronic Means</b>			
<b>Attendees</b>	Cr Bob Hall (BH) Cr Natasha Colliver (NC) Cr Michael Reymond (MR) Cr Simon Keemink (SK)  Pavlina Heiderova (PH) CGG Betty Clark Over 50's Gentle Gym (BC) Jean Steer (JS) Seniors Recreation Council WA Inc Lina Mittoni (LM) Geraldton & Districts Seniors Action Group Pat Parker (PP) Pensioners Social Club  Rosetta Finlay – Minutes	<b>By Invitation</b>	Peter Treharne (PT) CGG
		<b>Apologies</b>	
		<b>Leave of Absence</b>	
		<b>Distribution</b>	As Above
<b>Purpose of Committee</b>	Refer to <a href="#">Committee Book</a>		

All Committee Members, including external members, are subject to the same rules as a Council Meeting concerning confidentiality, public statements, conflicts of interest and behaviours of members, pursuant to the [Local Government \(Model Code of Conduct\) Regulations 2021](#).

The Presiding Member is to refer to the following Policy, Meeting Procedures and Regulations when chairing a meeting.

[Meeting Procedures Local Law 2011](#)

[Council Policy 4.4. Operation of Advisory Committees](#)

[Council Policy 4.2 Code of Conduct for Council Members, Committee Members and Candidates](#)

### 1 Welcome & Apologies

The Chair welcomed the members and apologies were noted from:

XX  
XX

## **2 Acknowledgement of Country**

I would like to respectfully acknowledge the Yamatji people who are the Traditional Owners and First People of the land on which we meet/stand. I would like to pay my respects to the Elders past, present and future for they hold the memories, the traditions, the culture and hopes of Yamatji people.

## **3 Disclosure of Interests**

*[Committee Member Name] declared a [TYPE OF INTEREST] in Item [No. Title] as [Reason]  
[Form: [D-17-19792](#)] Disclosures are also to be recorded at the item of discussion.*

## **4 Minutes of Previous Meeting**

# Queen Elizabeth II Seniors Advisory Committee

## Meeting Minutes

<b>Meeting Name</b>	Queen Elizabeth II Seniors Advisory Committee	<b>Meeting No.</b>	D-23-038515
<b>Meeting Date</b>	Wednesday 15 March 2023		
<b>Meeting Time</b>	9:07am to 10:21am		
<b>Meeting Location</b>	Patio Area, Queen Elizabeth II Seniors & Community Centre		
<b>Attendance by Electronic Means</b>			
<b>Attendees</b>	Cr Bob Hall (BH) Cr Natasha Colliver (NC)	<b>By Invitation</b>	
	Peter Treharne (PT) Pavlina Heiderova (PH) Betty Clark (BC) Over 50's Gentle Gym Jean Steer (JS) Seniors Recreation Council WA Inc Lina Mittoni (LM) Geraldton & Districts Seniors Action Group Pat Parker (PP) Pensioners Social Club	<b>Apologies</b>	Cr Michael Reymond (MR) Cr Simon Keemink (SK)
	Rosetta Finlay - Minutes	<b>Leave of Absence</b>	
		<b>Distribution</b>	
<b>Purpose of Committee</b>	Refer to <a href="#">Committee Book</a>		

All Committee Members, including external members, are subject to the same rules as a Council Meeting concerning confidentiality, public statements, conflicts of interest and behaviours of members, pursuant to the [Local Government \(Model Code of Conduct\) Regulations 2021](#).

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[Meeting Procedures Local Law 2011](#)

[Council Policy 4.4. Operation of Advisory Committees](#)

[Council Policy 4.2 Code of Conduct for Council Members, Committee Members and Candidates](#)

### 1 Welcome & Apologies

The Chair welcomed the members and apologies were noted from:

Cr Michael Reymond

Cr Simon Keemink (SK)

## 2 Acknowledgement of Country

I would like to respectfully acknowledge the Yamatji people who are the Traditional Owners and First People of the land on which we meet/stand. I would like to pay my respects to the Elders past, present and future for they hold the memories, the traditions, the culture and hopes of Yamatji people.

## 3 Disclosure of Interests

There were no disclosures made

## 4 Minutes of Previous Meeting

### Committee Recommendation:

RECOMMENDED that the minutes of the Queen Elizabeth II Seniors Advisory Committee meeting held on Wednesday 23 November 2022 as previously circulated, be adopted as a true and correct record of proceedings.

### COMMITTEE DECISION:

#### MOVED PP, SECONDED LM

#### 4.1 Actions from previous Minutes

##### 6.1 Newsletter

Newsletter – Producing newsletters inhouse is more cost efficient than outsourcing with control on the amount produced to minimise wastage.

Advised by IT Department there is an upcoming paper shortage.

##### 6.3 Emergency Exits

An emergency evacuation was held in January and resulted in muster points and evacuation plans being updated. Two wheelchairs have been purchased with one being donated by the Geraldton Seniors Week Committee.

**CARRIED**

## 5 Reports to be Received – QEII Monthly Reports and Attendance Figures November, December 2022, January and February 2023 Monthly Reports

The Committee noted the following:

- 109 new centre registrations have been recorded (44 in January and 65 in February since reopening the 9 January 2023)
- Pickleball has increased from 2 to 3 sessions per week.
- Over 50's Gentle Gym program has picked up significantly and currently capped at 40 participants per session.
- Two WA Seniors Card information sessions will be held on 27 April 2023 at the centre  
**ACTION: RF to research Federal Seniors Card**
- The Carers WA van will be located at the centre on Wednesday 22 March 2023
- Be Connected Geraldton Switched on Seniors Class has grown and offer a beginner and a continuation class. Additionally, volunteers provide one on one technology lessons every Tuesday.

## 6 Centre Fees & Charges

The Committee discussed centre program fees and noted:

- Programs will increase from \$4 to \$5 to offset the rising cost of milk, coffee, tea etc
- A donation box be placed in the lounge room for users to donate money towards the lounge room facilities and the community members with their young family currently using the lounge be provided with information on alternative places to attend.

### COMMITTEE DECISION:

**MOVED LM, SECONDED JS**

**RECOMMEND that in the interests of all centre users and due to rising costs a donation box be placed in the QEII lounge room for users to donate money towards tea/ coffee and milk supplies.**

**CARRIED**

## 7 QEII Seniors and Community Centre Feedback Form

The Committee noted:

Circulation of a QEII Seniors & Community Feedback form to assist with programming and with future feasibility studies/expansion has commenced. The survey can be completed online or on hard copy.

## 8 2022 Seniors Week Survey Feedback Report

The Committee noted the report.

## 9 QEII Seniors Resource Centre Six Month Report July to December 2022

The Committee noted the report.

## 10 Over 50's Geraldton Life Social Media Statistics

The Committee noted an increase in the social media participation on the Centre Facebook page.

## 11 General Business

### 11.1 Senior Group Room Hire Fees

Lina requested a concession on the Seniors Action Group's room hire fees as they pay in the vicinity of \$1600 per month for use of the centre and questioned why some groups pay more than others, using the Ukulele Group as an example.

**ACTION: Rosetta to research the background of the agreement between the City of Greater Geraldton and the Ukulele Group.**

**ACTION: Cr Hall and Cr Colliver to review fees/ charges of senior groups as part of upcoming Council budget.**

*Cr Colliver left the meeting at 10:16am*

### 11.2 Closing of Centre

Concerns were raised regarding only one staff member being on the premises at Centre closing time.

**ACTION: Staff to remove the flags at 3:30pm and lock premises at 4:00pm with signage placed on Centre doors advising of closure changes.**

## **12 Date of next meeting**

The next meeting is scheduled for 21<sup>st</sup> June 2023 at the QEII Seniors & Community Centre

## **13 Close**

There being no further business the Chair closed the meeting at 10:21am

**5 Reports to be Received – QEII Monthly Reports and Attendance Figures  
– March, April, May 2023**

## QEII SENIORS & COMMUNITY CENTRE REPORT – MARCH 2023

Centre program	Attendance
Art Class (weekly)	113
Balance Gym (four sessions weekly)	364
Bereavement/Loss Group (monthly)	10
Bingo (monthly)	25
Bowls (weekly)	184
Canasta (twice a week)	75
Cards (weekly)	133
ChatnDo (Spalding Outreach) (weekly)	76
Chess (weekly)	22
Craft (weekly)	38
Crochet /Knitters Group (weekly)	75
Darts (weekly)	24
Drumming Workshops (Thursday) (one session weekly)	34
Drumming Workshops (Tuesday night) (weekly)	20
ESL Class (weekly)	56
Five Hundred Card Game / Rummikub (weekly)	112
Foodbank Van (twice a week)	90
Line Dancing (weekly)	72
Mah-jongg (twice a week)	98
Over 50's Gentle Gym (three sessions per week)	384
Parkinson's Support Group – Boxing (two sessions per week)	55
Pensioners Social Club Meeting/ committee (monthly)	25
Pickle Ball (two sessions per week)	115
Pickle Ball Night (one session weekly)	53
Pilates (weekly)	110
Pole Walking	27
QEII Advisory Committee (every three months)	10
Rehab Gym (two sessions per week)	128
Scrabble Group (two sessions per week)	77
Seniors Online (daily)	200
Seniors Action Group Meeting (cancelled due to lack of power)	0
Seniors Recreation Council Inc. (every three months)	0
Switched on Seniors (weekly)	120
Switched on Seniors – One on One sessions	32
Table Tennis (weekly)	69
Ukulele Dreamers Club (weekly)	62
Visibility Australia (monthly)	0
Walk Group (weekly)	50
Walking Soccer	0
Zumba (weekly)	107
<b>Additional Seniors Events/ Information Sessions</b> Carers WA Van	60
<b>Seniors Attendance Monthly Total</b>	<b>3305</b>

**Note:** Library and Lounge Room facilities not included in attendance figures.

## QEII Seniors Resource Centre

Enquiries Received	March
Individual Centre Program Enquiries e.g. Pickle Ball, Pilates etc	85
Newsletters given out with face-to-face enquiries	56
Referral to other senior groups in the community e.g. Cultural Trust, Social Sporting Groups	10
Assistance with accessing forms online/printing, photocopying, connecting to the WIFI etc	31
Referral to senior service providers e.g. ACAT, Justice of the Peace, Legal Aid, Regional Alliance	15
Seniors information e.g. WA Seniors Card, Regional Fuel Card, Safety/security rebate, Housing, Wills	32
March new member centre registrations	42
<b>Total Centre Enquiries</b>	<b>271</b>

### Senior Service Providers:

- Balance Gym - WACRA (WA Centre for Rural Health)
- English as a Second Language Classes – Midwest Multicultural Association
- Rehabilitation Gym – WACHS (WA Country Health Service)
- Bereavement & Loss Group – St John Palliative Care
- Visibility Support Group- Visibility Australia

### Senior Advertising/ Displays

- **QEII Senior March Newsletter**  
480 hard copies distributed.  
Posted on the City of Greater Geraldton website and Over 50' Geraldton Life  
Email distribution to 709 recipients
- **QEII Seniors & Community Centre Feedback Form**  
200 hard copies distributed.  
Email distribution to 709 recipients
- **Over 50's Geraldton Life posts:**  
QE2 Senior March Newsletter  
Morning Melodies  
QEII Seniors & Community Art Class  
Australian Institute of Family Studies  
Student Chiropractic Clinic  
Brain Camp research  
Seniors & Community Centre Feedback Survey  
Move to the Rhythm – Dancing and Drumming Lessons  
Carers WA Pop up van visit to the Centre  
Stargaze in Greenough  
WA Seniors Card Sessions in April

### QEII Seniors & Community Centre Room Hire

#### Regular Community User Groups

- Geraldton Orchid Society (Meeting Room)
- Sun City Four Square Church (Meeting Room)

**Regular Community Groups Total = 100**

#### Occasional Community/Commercial Bookings

- Dance Day Disco 75
- FOGL Book Sale 100
- Church of Jesus Christ Latter Day Saints (5 sessions – attendance unknown)
- Seventh Day Adventist Church 20
- Carers WA Service Providers Information Session 30

**Occasional Community/Commercial Bookings Total = 225**

**Total QEII Seniors & Community Centre March 2023 Attendance = 3630**

### Rosetta Finlay

QEII Seniors Programming Office

## QEII SENIORS & COMMUNITY CENTRE REPORT – APRIL 2023

Centre program	Attendance
Art Class (weekly)	14
Balance Gym (four sessions weekly)	276
Bereavement/Loss Group (monthly)	9
Bingo (monthly)	22
Bowls (weekly)	126
Canasta (twice a week)	63
Cards (weekly)	76
ChatnDo (Spalding Outreach) (weekly)	28
Chess (weekly)	11
Craft (weekly)	20
Crochet /Knitters Group (weekly)	47
Darts (weekly)	23
Drumming Workshops (Thursday) (one session weekly)	24
Drumming Workshops (Tuesday night) (weekly)	20
ESL Class (weekly)	9
Five Hundred Card Game / Rummikub (weekly)	83
Foodbank Van (twice a week)	70
Line Dancing (weekly)	44
Mah-jongg (twice a week)	59
Over 50's Gentle Gym (three sessions per week)	280
Parkinson's Support Group – Boxing (two sessions per week)	44
Pensioners Social Club Meeting/ committee (monthly)	29
Pickle Ball (two sessions per week)	120
Pickle Ball Night (one session weekly)	45
Pilates (weekly)	78
Pole Walking	21
QEII Advisory Committee (every three months)	0
Rehab Gym (two sessions per week)	88
Scrabble Group (two sessions per week)	63
Seniors Online (daily)	102
Seniors Action Group Meeting	31
Seniors Recreation Council Inc. (every three months)	0
Switched on Seniors (weekly)	55
Switched on Seniors – One on One sessions	20
Table Tennis (weekly)	49
Ukulele Dreamers Club (weekly)	44
Visibility Australia (monthly)	0
Walk Group (weekly)	38
Walking Soccer	5
Zumba (weekly)	76
<b>Additional Seniors Events/ Information Sessions</b>	
Seniors Action Group Quiz Afternoon	92
Advocare Visit	10
2 x WA Seniors Card Information Sessions	80
<b>Seniors Attendance Monthly Total</b>	<b>2394</b>

**Note:** Library and Lounge Room facilities not included in attendance figures.

centre was closed on the following public holidays – Good Friday, Easter Monday and Anzac Day  
ESL and the Art Class cancel sessions during the school holiday period

## QEII Seniors Resource Centre

Enquiries Received	April
Individual Centre Program Enquiries e.g. Pickle Ball, Pilates etc	25
Newsletters given out with face-to-face enquiries	32
Referral to other senior groups in the community e.g. Cultural Trust, Social Sporting Groups	7
Assistance with accessing forms online/printing, photocopying, connecting to the WIFI etc	47
Referral to senior service providers e.g. ACAT, Justice of the Peace, Legal Aid, Regional Alliance	12
Seniors information e.g. WA Seniors Card, Regional Fuel Card, Safety/security rebate, Housing, Wills	10
WA Seniors Card Session Bookings	65
Oximeter Distribution	18
Solar Eclipse Glasses distribution	350
April new member centre registrations	25
<b>Total Centre Enquiries</b>	<b>591</b>

### Senior Service Providers:

- Balance Gym - WACRA (WA Centre for Rural Health)
- English as a Second Language Classes – Midwest Multicultural Association
- Rehabilitation Gym – WACHS (WA Country Health Service)
- Bereavement & Loss Group – St John Palliative Care
- Visibility Support Group- Visibility Australia

### Senior Advertising/ Displays

- **QEII Senior April Newsletter**  
460 hard copies distributed.  
Posted on the City of Greater Geraldton website and Over 50' Geraldton Life  
Email distribution to 709 recipients
- **QEII Seniors & Community Centre Feedback Form**  
Ongoing
- **Over 50's Geraldton Life posts:**  
QE2 Senior April Newsletter  
Seniors & Community Centre Feedback Survey  
Move to the Rhythm – Dancing and Drumming Lessons  
Stargaze in Greenough  
WA Seniors Card Sessions x  
Shore leave Festival  
Cyber Scam Sessions  
Geraldton - Top Tourism Town Awards x 2  
Anzac Day Celebrations  
All Abilities Timetable- activities available at the Centre

### QEII Seniors & Community Centre Room Hire

#### Regular Community User Groups

- Geraldton Orchid Society x 1 session
- Sun City Four Square Church x 4 sessions
- Adventist Church x 4 sessions x 4

**Total = 275**

#### Occasional Community/Commercial Bookings

- Dance Day Disco 55
- Church of Jesus Christ Latter Day Saints x 4 sessions 100
- Non-Denominational Church Service 60
- Sunset Yoga x 2 sessions 115
- Geraldton City Band x 2 sessions 80

**Total = 410**

**Total QEII Seniors & Community Centre April 2023 Attendance = 3079**

### Rosetta Finlay

QEII Seniors Programming Office

## QEII SENIORS & COMMUNITY CENTRE REPORT – MAY 2023

Centre program	Attendance
Art Class (weekly)	73
Balance Gym (four sessions weekly)	445
Bereavement/Loss Group (monthly)	12
Bingo (monthly)	26
Bowls (weekly)	216
Canasta (twice a week)	81
Cards (weekly)	106
ChatnDo (Spalding Outreach) (weekly)	33
Chess (weekly)	14
Craft (weekly)	31
Crochet /Knitters Group (weekly)	61
Darts (weekly)	40
Drumming Workshops (Thursday) (one session weekly)	35
Drumming Workshops (Tuesday night) (weekly)	20
ESL Class (weekly)	36
Five Hundred Card Game / Rummikub (weekly)	88
Foodbank Van (twice a week)	50
Line Dancing (weekly)	84
Mah-jongg (twice a week)	43
Over 50's Gentle Gym (three sessions per week)	402
Parkinson's Support Group – Boxing (two sessions per week)	77
Pensioners Social Club Meeting/ committee (monthly)	33
Pickle Ball (two sessions per week)	175
Pickle Ball Night (one session weekly)	58
Pilates (weekly)	105
Pole Walking	19
QEII Advisory Committee (every three months)	0
Rehab Gym (two sessions per week)	122
Scrabble Group (two sessions per week)	92
Seniors Online (daily)	115
Seniors Action Group Meeting	45
Seniors Recreation Council Inc. (every three months)	0
Switched on Seniors (weekly)	86
Switched on Seniors – One on One sessions	39
Table Tennis (weekly)	100
Ukulele Dreamers Club (weekly)	74
Visibility Australia (monthly)	7
Walk Group (weekly)	71
Walking Soccer	0
Zumba (weekly)	89
<b>Additional Seniors Events/ Information Sessions</b>	
MyGov Information Session	42
Seniors Week Committee Meeting	5
<b>Seniors Attendance Monthly Total</b>	<b>3181</b>

**Note:** Library and Lounge Room facilities not included in attendance figures.

## QEII Seniors Resource Centre

Enquiries Received	May
Individual Centre Program Enquiries e.g. Pickle Ball, Pilates etc	68
Newsletters given out with face-to-face enquiries	43
Referral to other senior groups in the community e.g. Cultural Trust, Social Sporting Groups	7
Assistance with accessing forms online/printing, photocopying, connecting to the WIFI, Hospital preadmissions etc	54
Referral to senior service providers e.g. ACAT, Regional Alliance	11
Seniors information e.g. WA Seniors Card, Regional Fuel Card etc	12
MyGov Information Session bookings	28
Oximeter Distribution	10
New centre registrations	31
<b>Total Centre Enquiries</b>	<b>264</b>

### Senior Service Providers:

- Balance Gym - WACRA (WA Centre for Rural Health)
- English as a Second Language Classes – Midwest Multicultural Association
- Rehabilitation Gym – WACHS (WA Country Health Service)
- Bereavement & Loss Group – St John Palliative Care
- Visibility Support Group- Visibility Australia

### Senior Advertising/ Displays

- **QEII Senior May Newsletter**  
440 hard copies produced  
Posted on the City of Greater Geraldton website and Over 50' Geraldton Life  
Email distribution to 721 recipients  
QEII Newsletter – QR code scan  
Hard copies distributed to Geraldton Regional Library, Civic Centre, Mullewa
- **Brochures/ Flyers/ Posters**  
Live Up Ageing Brochures  
2023 WA Seniors Strategy  
2023 Aged cared and Retirement Living Booklets – 200 each ordered.  
Elder Abuse Awareness Day  
QEII All Abilities Timetable  
Cancer Council Morning Tea Fundraiser  
QPT events x 3  
PATS Form changes  
MyGov information
- **QEII Seniors & Community Centre Feedback Form**  
Ongoing
- **Over 50's Geraldton Life Facebook posts (Reach of 12,000 people in May)**  
QE2 Senior May Newsletter  
Sunset Beach Lifestyle Village  
MyGov information session x 3  
WA Centre for Rural Health - Talking with Stroke  
Geraldton Regional Art Gallery – Quilt Workshop  
World Elder Abuse Awareness Day x 3  
Bundiyarra Community Conversations  
Geraldton Community Care volunteers request.  
Live Up  
Persona Indonesia Biggest Morning Tea  
WA Government – Cost of Living Rebate

## **QEII Seniors & Community Centre Room Hire**

### **Regular Community User Groups**

- Geraldton Orchid Society x 1 session
- Sun City Four Square Church x 4 sessions
- Adventist Church x 4 sessions

**Total = 240**

### **Occasional Community/Commercial Bookings**

- Dance Day Disco 55
- Sunset Yoga x 9 sessions 550
- Privilege Group 200

**Total = 805**

**Total QEII Seniors & Community Centre May 2023 Attendance = 4226**

**Rosetta Finlay**

QEII Seniors Programming Officer

**6 Centre Fees & Charges**

**7 Expression of interest for the provision of Senior Programs**

## 8 2023 Senior Week

**9 General Business**

**10 Date of next meeting**

**11 Close**