



Meeting Minutes

Version No. 1

Geraldton Sailors and Soldiers Memorial Institute

<b>Meeting Name</b>	Geraldton Sailors and Soldiers Memorial Institute AGM	<b>Meeting No</b>	1 - 2024
<b>Meeting Date</b>	Thursday, 8 February 2024		
<b>Meeting Time</b>	10:00am		
<b>Meeting Location</b>	City of Greater Geraldton, Greenough Room		
<b>Attendees</b>	Mayor Jerry Clune, <i>Chairperson</i> Ken Morris, <i>RSL Trustee</i> Karl Edwards, <i>RSL Trustee</i> Ross Davies, <i>Community Appointed Trustee</i> Barry Stinson, <i>Community Appointed Trustee</i> Paul Radalj, <i>Director Corporate Services</i> Elise Darsow, <i>Coordinator Facilities Management</i> Brooke Rafferty, <i>Treasury Officer</i> Jacqui McLean, <i>Senior Management Accountant/Analyst</i>	<b>By Invitation</b>	Shaun Krause, <i>Minor Works Project Supervisor</i>
		<b>Apologies</b>	
		<b>Distribution</b>	As above

1. **Open Meeting**  
Meeting opened at 9:59am
2. **Welcome and Apologies**  
No apologies received.
3. **Confirmation of Previous Minutes** (Attachment 1)  
Passed unanimously.
4. **Appointment of Trustees**
5. **2023 Financial Statements**
6. **City of Greater Geraldton Annual Contribution**
7. **General Business**
8. **Close Meeting**



#### 4. APPOINTMENT OF TRUSTEES

<b>AUTHOR:</b>	<b>B Rafferty, Treasury Officer</b>
<b>DATE OF REPORT:</b>	<b>25 January 2024</b>
<b>FILE REFERENCE:</b>	
<b>APPLICANT / PROPONENT:</b>	<b>Not Applicable</b>
<b>ATTACHMENTS:</b>	<b>Yes (x1)</b> <b>Geraldton City RSL – AGM Minutes 27 Aug 2023</b>

#### **BACKGROUND:**

In line with the Geraldton Sailors and Soldiers' Memorial Institute Act 1929, the Geraldton Sailors and Soldiers Memorial Institute is made up of the Mayor of the City of Greater Geraldton, two (2) RSL appointed trustees and two (2) community appointed trustees.

#### **ADMINISTRATIVE COMMENT:**

The Mayor of the City of Greater Geraldton, Mayor Jerry Clune, is appointed as Chairperson.

As per the Geraldton City RSL Sub Branch minutes from the Annual General Meeting held on 27 August 2023 (Attachment 2), Mr Karl Edwards and Mr Ken Morris are appointed RSL Trustees for the 2024 calendar year. Mr Karl Edwards has one year remaining on his current appointment, with Mr Ken Morris appointed for a two (2) year term.

Mr Ross Davies and Mr Barry Stinson have nominated themselves to continue on as Community Trustees. No further nominations have been received.

#### **RECOMMENDATION:**

That Mr Ross Davies and Mr Barry Stinson be appointed as Community Trustees.

That Mr Ken Morris is appointed as the RSL Trustee for a two-year term (2024 and 2025) in line with the Act.

#### **COMMITTEE DECISION:**

**That Mr Ross Davies and Mr Barry Stinson be appointed as Community Trustees.**

**That Mr Ken Morris is appointed as the RSL Trustee for a two-year term (2024 and 2025) in line with the Act.**

**MOVED: Ken Morris**

**SECONDED: Barry Stinson**

**CARRIED BY CONSENSUS**



## 5. 2023 FINANCIAL STATEMENTS

**AUTHOR:** B Rafferty, Treasury Officer  
**DATE OF REPORT:** 25 January 2024  
**FILE REFERENCE:**  
**APPLICANT / PROPONENT:** Not Applicable  
**ATTACHMENTS:** Yes (x1)  
 2023 Financial Investments

### BACKGROUND:

Report on financial investments undertaken on behalf of the Geraldton Sailors and Soldiers Memorial Institute (GSSMI) for the period ending 31 December 2023.

### INVESTMENT ACTIVITIES:

At 1 January 2024, the GSSMI Investment had a balance of \$31,486.87.

The following outlines the reinvestment profiles up to 31 December 2023.

- 1<sup>st</sup> March 2023 - \$31,475.02 invested for 3 months @ 0.05%
- 1<sup>st</sup> June 2023 - \$31,478.98 invested for 3 months @ 0.05%
- 1<sup>st</sup> September 2023 - \$31,482.95 invested for 3 months @ 0.05%
- 1<sup>st</sup> December 2023 - \$31,486.87 invested for 3 months @ 0.05%

### Current Term Deposit Signatories:

Shane Van Styn	Mayor – Chairperson of the Trust
Paul Radalj	Director of Corporate & Commercial Services
Renee Doughty	Chief Financial Officer

### CHEQUE ACCOUNT ACTIVITIES:

At 1 January 2023, the GSSMI's Cheque Account had a balance of \$24,036.63.

The balance of the GSSMI's Cheque Account at 31 December 2023 is \$23,176.63. It is proposed that on maturity of the investment funds in March 2024 that \$20,000 from the cheque account plus the \$4,000 annual contribution from City of Greater Geraldton (City) is added to the reinvestment of funds.

It is to be noted that in August 2023, a \$12 monthly account servicing fee started being charged to the Cheque Account. It is proposed that the GSSMI looks at shifting banking services that offer better rates and lower fees and charges.

### Current Bank Account Signatories:

Shane Van Styn	Mayor – Chairperson of the Trust
Paul Radalj	Director of Corporate and Commercial Services
Renee Doughty	Chief Financial Officer
Brooke Rafferty	Treasury Officer



**RECOMMENDATION:**

1. Report on financial investments and financial statements be accepted.
2. Transfer \$20,000 from the cheque account plus apply the \$4,000 City annual contribution for 2023-24 and reinvest these amounts along with the maturing investment funds in March 2024.
3. Give authority to City GSSMI administration to move banking services if better rates and lower fees and charges are available.
4. Shane Van Styn is removed from the term deposits and bank account signatories and Jerry Clune, Mayor is added.
5. Renee Doughty is removed from the term deposits and bank account signatories and Nita Jane, Chief Financial Officer is added.
6. Brooke Rafferty is added to the term deposit signatories to enable to make enquiries and give instructions for investments.
7. Brooke Rafferty is removed from the bank account signatories and Jacqui McLean, Senior Management Accountant / Analyst is added.

**COMMITTEE DECISION:**

1. **RESCIND previous motion per Item 5. 2021-22 Financial Investments of the previous AGM minutes of 30 January 2023.**
2. **Report on financial investments and financial statements be accepted.**
3. **Transfer \$20,000 from the cheque account plus apply the \$4,000 City annual contribution for 2023-24 and reinvest these amounts along with the maturing investment funds in March 2024.**
4. **Give authority to City GSSMI administration to move banking services if better rates and lower fees and charges are available.**
5. **Shane Van Styn is removed from the term deposits and bank account signatories and Jerry Clune, Mayor is added.**
6. **Renee Doughty is removed from the term deposits and bank account signatories and Nita Jane, Chief Financial Officer is added.**
7. **Brooke Rafferty is added to the term deposit signatories to enable to make enquiries and give instructions for investments.**
8. **Brooke Rafferty is removed from the bank account signatories and Jacqui McLean, Senior Management Accountant / Analyst is added.**

**MOVED: Karl Edwards**

**SECONDED: Ross Davies**

**CARRIED BY CONSENSUS**



City of  
**Greater Geraldton**  
a vibrant future



## Geraldton Soldiers, Sailors & Airmen Memorial Trust

### 1 January to 31 December 2023

	2023	2021-22
<b>MEMORIAL TRUST CHEQUE ACCOUNT</b>		
Opening Balance	24,036.63	15,237
<b>INCOME</b> (exclusive of GST)		
City of Greater Geraldton	-	8,000
<b>TOTAL INCOME</b>	<b>-</b>	<b>8,000</b>
<b>EXPENDITURE</b> (exclusive of GST)		
Bank Account Servicing Charges	60.00	-
ATO GST Return	800.00	-
<b>TOTAL EXPENSES</b>	<b>860.00</b>	<b>-</b>
GST on Income	-	800
GST on Expenditure	-	-
<b>Balance Carried Forward</b>	<b>23,176.63</b>	<b>24,037</b>
<b>MEMORIAL TRUST TERM DEPOSIT</b>		
Opening Balance	31,471.14	31,448
Interest Earned	15.73	24
City of Greater Geraldton		
<b>Balance Carried Forward</b>	<b>31,486.87</b>	<b>31,471</b>
<b>GERALDTON SOLDIERS, SAILORS &amp; AIRMEN MEMORIAL TRUST BALANCE</b>		
	<b>54,664</b>	<b>55,508</b>

Certified by the Chief Executive Officer:

DocuSigned by:

Ross McKim

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Date: 12 March 2024 | 10:34 AM AWST



## 6. CITY OF GREATER GERALDTON ANNUAL CONTRIBUTION

<b>AUTHOR:</b>	<b>B Rafferty, Treasury Officer</b>
<b>DATE OF REPORT:</b>	<b>25 January 2024</b>
<b>FILE REFERENCE:</b>	
<b>APPLICANT / PROPONENT:</b>	<b>Not Applicable</b>
<b>ATTACHMENTS:</b>	<b>No</b>

### **BACKGROUND:**

The City of Greater Geraldton (City) previously offered the Geraldton Sailors and Soldiers Memorial Institute (GSSMI) a Service Agreement for the delivery of core services to the community. This Service Agreement expired 30 June 2021.

At the Ordinary Meeting of Council on 25 May 2021, Council resolved to:

*APPROVE PROVISION in the 2021-22 to 2030-31 Long Term Financial Plan to conditionally allocate \$4,000 per annum for the life of plan to the Geraldton Sailors, Soldiers and Airmen Memorial Trust for the preservation of Birdwood House.*

### **ADMINISTRATIVE COMMENT:**

To ensure the continuation of services provided by the GSSMI, the City offers a contribution of \$4,000 for 2023-24.

In line with the Council resolution above, \$4,000 is provisionally allocated in the 2022-23 to 2031-32 Long Term Financial Plan each year up to and including 2031-32. The allocation will be confirmed (or otherwise) during the budget deliberations in the June prior to each financial year.

### **RECOMMENDATION:**

That the City of Greater Geraldton's 2023-24 contribution be accepted, and an invoice issued to request the release of the funds.

### **COMMITTEE DECISION:**

**That the City of Greater Geraldton's 2023-24 contribution be accepted, and an invoice issued to request the release of the funds.**

**MOVED: Barry Stinson**

**SECONDED: Ken Morris**

**CARRIED BY CONSENSUS**





## 7. BIRDWOOD HOUSE MAINTENANCE / REPAIR WORKS

<b>AUTHOR:</b>	<b>B Rafferty, Treasury Officer</b>
<b>DATE OF REPORT:</b>	<b>25 January 2024</b>
<b>FILE REFERENCE:</b>	
<b>APPLICANT / PROPONENT:</b>	<b>Not Applicable</b>
<b>ATTACHMENTS:</b>	<b>Yes (x3)</b>
	<b>D-20-064875 - Blacktop Engineering Structural Report</b>
	<b>D-20-064956 – Eastman Poletti Sherwood Maintenance Schedule</b>
	<b>D-22-163792 – Brick Repointing Revised Quote</b>

### BACKGROUND:

Blacktop Engineering completed a Structural Report in 2014 regarding the condition of Birdwood House and possible methods to rectify current and foreseeable issues (Attachment 4).

Eastman Poletti Sherwood completed an inspection of Birdwood House in 2018 providing a schedule of maintenance works to be completed (Attachment 5).

### ADMINISTRATIVE COMMENT:

Some minor works have been completed following the maintenance schedule as determined by Eastman Poletti Sherwood. These being:

1. Mortar pointing along the gas pipeline on the south wall
2. Minor roof leak repairs

Geraldton City RSL obtained a quote from Brick Restoration Services (Attachment 6) in November 2022 for repairs to Birdwood House (south facing wall) as follows

*Birdwood House Repairs \$14,195.50*

*Mortar pointing – 12m<sup>2</sup> Grind out to a depth of 20mm and wash down. Repoint with matching mortar TBC \$2,640*

*Air Vents – Cut out and replace 7 double course red vents \$455*

*Brick Replacements – Cut out and replace/turn around 46 bricks \$2,990*

*To break out sprawling concrete, grind back rusting steel, treat with Fosroc Nitroprime zinc epoxy resin primer and rebuild concrete using Renderroc HB as required hour 2 \$3,712*

*Supply boom lift to carry out work 1 \$850*

*Plasterer repair horizontal cracks in render as per report \$2,258*

Works for the mortar pointing of the Birdwood House have been included in the City of Greater Geraldton's (City) 2023-24 capital renewal budget.

Quotes for any additional works have not been provided.

*Ken Morris left the meeting at 10:19am and returned at 10:20am*



**RECOMMENDATION:**

The City is to issue an RFQ for the mortar pointing of the Birdwood House.

**COMMITTEE DECISION:**

1. The City is to issue an RFQ for the mortar pointing of the Birdwood House.
2. ENDORSE fencing work to be undertaken if there is any remaining budget after the mortar pointing has been completed.
3. ENDORSE portico roofing and guttering works for the 2024/25 financial year.

**MOVED:** Karl Edwards

**SECONDED:** Ross Davies

**CARRIED BY CONSENSUS**





## 8. BIRDWOOD HOUSE MOU BETWEEN CGG AND SSMIT

<b>AUTHOR:</b>	<b>P Radalj, Director Corporate Services</b>
<b>DATE OF REPORT:</b>	<b>25 January 2024</b>
<b>FILE REFERENCE:</b>	
<b>APPLICANT / PROPONENT:</b>	<b>Not Applicable</b>
<b>ATTACHMENTS:</b>	<b>Yes (x1)</b> <b>D-24-009238 – Draft MOU between City of Greater Geraldton (CGG) and Geraldton Sailors and Soldiers Memorial Institute Trust (SSMIT)</b>

### BACKGROUND:

A proposed Memorandum of Understanding (MOU) has been developed on the foundation to both recognize the cultural and heritage significance of Birdwood House and to ensure the future and financially sustainable preservation of this built asset.

This proposed MOU between the City of Greater Geraldton (City) and Geraldton Sailors and Soldiers Memorial Institute (GSSMI) defines its purpose, formalizes the roles and responsibilities of the parties involved and related process protocols.

### ADMINISTRATIVE COMMENT:

Due to the legislative framework and core statutory elements that are part of Trust and are established under a State Government Act, the City already recognises Birdwood House on its Asset and Insurance Registers. Parts of this new proposed MOU will effectively formalise what is already in place and being financially and resource supported. One of the significant additions is to formalise and incorporate Birdwood House into existing City building related services contract.

The Memorandum of Understanding has the following key objectives:

- The preservation of the built asset being Birdwood House and the use of the premises is for the purpose of a clubhouse for the lessee being Returned and Services League of Australia Geraldton Sub-Branch
- Clear definition of GSSMI and City roles and responsibilities in the maintenance and renewal of Birdwood House; and
- The administrative and procedural arrangements agreed between the Parties in respect to the above.

The core elements of the MOU are aimed to achieve the following:

- City responsibility around maintenance and what that covers. Process around this.
- Capital building works joint responsibility of City & GSSMI. Process around this.
- Operations GSSMI or Lessee (RSL) responsibility.
- Replacement or additions to fixtures and fittings either GSSMI or Lessee responsibility.



One of the key requirements of the MOU and in the development of a 3-year rolling Capital Works Preservation Program, is to firstly review and update Birdwood House Conservation Plan. This Plan will guide the rolling program of preservation works.

**RECOMMENDATION:**

1. Geraldton Sailors and Soldiers Memorial Institute (GSSMI) **ACCEPTS** the proposed Memorandum of Understanding and **AUTHORISES** the Chairman of GSSMI to sign on its behalf.
2. Geraldton Sailors and Soldiers Memorial Institute (GSSMI) at its own cost undertake a review and update to the Birdwood House Conservation Plan.

**COMMITTEE DECISION:**

1. **Geraldton Sailors and Soldiers Memorial Institute (GSSMI) ACCEPTS the proposed Memorandum of Understanding, with amendments as discussed, and AUTHORISES the Chairman of GSSMI to sign on its behalf.**
2. **Geraldton Sailors and Soldiers Memorial Institute (GSSMI) at its own cost undertake a review and update to the Birdwood House Conservation Plan.**

**MOVED: Karl Edwards**

**SECONDED: Ken Morris**

**CARRIED BY CONSENSUS**