

Queen Elizabeth II Seniors and Community Centre Advisory Committee

Meeting Minutes

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|---------------------------------------|---|-------------------------|---|
| Meeting Name | Queen Elizabeth II Seniors and Community Centre Advisory Committee | Meeting No. | 1 – D-24-029955 |
| Meeting Date | Tuesday, 05 March 2024 | | |
| Meeting Time | 3:00pm – 4:00pm | | |
| Meeting Location | Civic Centre – The Greenough Room | | |
| Attendance by Electronic Means | <i>Nil</i> | | |
| Attendees | Deputy Mayor Natasha Colliver Cr Jennifer Critch Cr Jenna Denton Cr Steve Cooper Fiona Norling FN Rosetta Finlay RF Shauni Norman (Minutes) | By Invitation | Margot Adam/Katrina Wheeler |
| | | Apologies | Peter Treharne PT Pavlina Heiderova PH |
| | | Leave of Absence | |
| | | Distribution | |
| Purpose of Committee | Refer to Committee Book | | |

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-V4](#)

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

1 Welcome and Apologies

All welcomed and no apologies noted.

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 Appointment of Presiding and Deputy Member

3.1 ELECTION OF PRESIDING MEMBER

Tabled at the meeting a nomination DP Colliver on behalf of Cr Denton to be Presiding Member, Cr Denton verbally accepted the nomination.

The election of the Presiding Member of the Geraldton Regional Art Advisory Committee was conducted in accordance with the provision of section 5.12, section 4.55 Schedule 2.3 and Schedule 4.1 of the Local Government Act 1995.

The results of the election:
ELECTED UNOPPOSED: Cr Denton
Term of Office: 05 March 2024 – 18 October 2025

FN handed over the meeting to Presiding member to Cr Denton.

3.2 ELECTION OF DEPUTY PRESIDING MEMBER

Tabled at the at meeting Cr Critch on behalf of DM Colliver to be Deputy Presiding member. DP Colliver verbally accepted the nomination.

ELECTION OF PRESIDING MEMBER

The election of presiding member of the Geraldton Regional Art Advisory Committee was conducted in accordance with the provisions of section 5.12, section 4.55, Schedule 2.3 and Schedule 4.1 of the Local Government Act 1995.

The results of the election:
ELECTED UNOPPOSED: DM Colliver
Term of Office: 05 March 2024 – 18 October 2025

4 Review of Terms of Reference

The following items were suggested for review.

Remove National Seniors Groups as that organisation has ceased.

Add switched on Seniors to be apart of the invitees.

Item c. and d. are negatively worded suggestion for rewording as follows.

Suggested C. Discuss the interests and aspirations for the centre.

Suggested. D. Develop community awareness of the opportunities.

Suggestion for provides a facility accommodate services requires by providing a centre for senior's groups and hirers.

Remove primary and secondary user groups and change to Seniors, user groups and hirers

COMMITTEE RECOMMENDATION:

COMMITTEE DECISION:

MOVED Cr Critch, **SECONDED** DM Colliver

RECOMMEND that the following changes be made to the Terms of Reference.

CARRIED 4

Not Voted: 0
Against Votes: 0
For Votes: 4

| Name | Vote (For or Against) |
|-------------|-----------------------|
| DP Colliver | For / Against |
| Cr. Critch | For / Against |
| Cr. Denton | For |
| Cr Cooper | For / Against |

1.1 Queen Elizabeth II Seniors and Community Centre Advisory Committee

Click here to return to the [Quick Reference by Committee](#)

Purpose:

The Queen Elizabeth II Seniors & Community Centre is a facility vested in the City of Greater Geraldton, with considerable Council capital and by virtue of its funding arrangement Council and State Government capital and has been constructed to meet the needs of senior citizens and other community groups.

Committee Members:

All members appointed by a Council Decision have full voting rights.

Council Members (four)

1. Deputy Mayor Cr N Colliver
2. Cr J Denton
3. Cr S Cooper
4. Cr J Critch

Appointments of Chair / Deputy Chair to occur at the first meeting.

Other Attendees – Invitation Only (non-voting):

External Members – Representatives from the following groups:

Over 50's Gentle Gym

Pensioner's Social Club

~~National Seniors Inc.~~ Switched on Seniors

Geraldton & District Seniors Action Group

Seniors Recreation Council of WA Inc.

City of Greater Geraldton - support staff

Director of Community and Culture or delegate.

Council Resolution:

Date: 28 November 2023

Item Number: CEO110

Term of Office:

Membership expires 18 October 2025 or as determined by Council

Terms of Reference

SET and define the Terms of Reference of the Queen Elizabeth II Seniors and Community Centre Advisory Committee to be:

- a. the quorum of a committee meeting is in accordance with Section 5.19 of the Local Government Act 1995, at least 50% of the number of offices (whether vacant or not) of member of the Committee;
- b. appoint four Council Members to this Committee;

- c. in the first instance, to provide a facility to accommodate services as required by ~~primary~~ Senior user groups and provide a facility to accommodate ~~primary and secondary user groups~~ Seniors, user groups and hirers who use the Centre to meet at regular intervals to discuss their ~~common and particular needs and~~ interests and aspirations in the Centre;
- d. to develop community awareness of the potential and ~~limitations~~ opportunities of these facilities;
- e. to encourage a co-operative attitude among people who use the facilities so that the most effective use is obtained to the satisfaction of the community generally. To coordinate the use of facilities by all user groups and to endeavour to provide for requested activities;
- f. to make recommendations to Council on modifications to and development of these facilities in line with changing community and user needs;
- g. to provide a means of communication between The City of Greater Geraldton and the people who use the Queen Elizabeth II Seniors & Community Centre; and
- h. to promote the general good of users of the Centre by providing the building and general environment for their promotion of health and well-being.

Delegation:

There is no delegated authority.

Meeting Details (if known)

~~Meetings held quarterly~~

The meetings of the Queen Elizabeth II Seniors and Community Centre Advisory Committee shall be convened at the discretion of the Presiding Member or as business arises that requires a recommendation or input from the Committee.

5 Disclosure of Interests

Nil

6 Applications for Leave of Absence

21st and 22nd March DM Colliver.

NOTED to advise the Committee minute secretary when submitting leave of absence to Council to also align and complete for the Committee.

7 Minutes of Previous Meeting

Committee Recommendation:

RECOMMENDED that the minutes of the Queen Elizabeth II Seniors and Community Centre, Meeting held on 04 October 2023 as previously circulated, be adopted as a true and correct record of proceedings.

COMMITTEE DECISION:

MOVED DP Colliver, SECONDED Cr Critch

CARRIED 4 or LOST 0

Not Voted: 0

Against Votes: 0

For Votes: 4

| Name | Vote (For or Against) |
|-------------|-----------------------|
| DP Colliver | For |
| Cr. Critch | For |
| Cr. Denton | For |
| Cr Cooper | For |

Queen Elizabeth II Seniors and Community Centre Advisory Committee Meeting Minutes

| | | | |
|---------------------------------------|--|-------------------------|---|
| Meeting Name | Queen Elizabeth II Senior and Community Centre Advisory Committee | Meeting No. | D-23-132477 |
| Meeting Date | Wednesday 04 October 2023 | | |
| Meeting Time | 9:00am – 10:00am | | |
| Meeting Location | QEII Seniors and Community Centre | | |
| Attendance by Electronic Means | <i>In accordance with the Local Government (Administration) Regulations 1996 regulation 14C (2) - Attendance has been authorised by the Mayor for ** to attend this meeting by electronic means.</i> | | |
| Attendees | Cr Bob Hall BH (Chair) Cr Natasha Colliver NC Cr Michael Reymond MR Peter Treharne PT (CGG) Pavlina Heiderova PH (CGG) Rosetta Finlay RF (Minutes) | By Invitation | Jean Steer JS Seniors Recreation Council Greater Geraldton Branch Lina Mitton LM Geraldton and Districts Seniors Action Group Pat Parker PP Pensioners Social Club Shauni Norman CGG |
| | | Apologies | Fiona Norling FN (CGG) Cr Simon Keemink SK Betty Clark BC Over 50's Gentle Gym |
| | | Leave of Absence | |
| | | Distribution | As listed |
| Purpose of Committee | Refer to Committee Book | | |

1 Welcome and Apologies

The Chair welcomed the Committee and noted apologies from FN and 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

Nil

4 Applications for Leave of Absence

Nil

5 Minutes of Previous Meeting

Committee Recommendation:

RECOMMENDED that the minutes of the Queen Elizabeth II Seniors and Community Centre Advisory Meeting held on 21 June 2023 as previously circulated, be adopted as a true and correct record of proceedings.

COMMITTEE DECISION: MOVED MR, SECONDED NC

CARRIED 3/0

Not Voted: 1

No Votes: 0

Yes Votes: 3

| Name | Vote |
|----------------|-------------|
| Cr. B Hall | YES |
| Cr. N Colliver | YES |
| Cr. M Reymond | YES |
| Cr S Keemink | NOT PRESENT |

6 Reports to be Received – Centre Monthly Figures July – August

The reports have been table at the meeting and accepted by the Committee.

Highlights from reports past events:

Flannelette Friday, Dying to know Day, Men's Shed 30 anniversary event.

Noted the Department of Communities six (6) monthly report was tabled.

7 Centre Fees and Charges

The fees and charges were discussed by the Committee for current financial year.

8 EOI Seniors Programs

The Committee noted there are new programs are being planned from the Eol's received.

9 Seniors Week 2023

Seniors' week starts on 12 – 19 November 2023, the program will be circulated once it is completed.

10 General Business

The Committee discussed the current "War on Waste" and ways they are planning towards Net Zero with events such as the clothes swap and "keep cup" promotion within the Centre.

Noted a request for assistance of table set up and pack down on monthly basis. ACTION PH and PT to look into potential volunteers and adding a regular calendar reminder for staff to assist.

ACTION Table audit to be conducted by PH to ensure they up to standard and removal of any damaged.

Request for an item to be added for the next Committee to ensure Capital works nomination is progressed for the expansion of the Centre in relation to the feasibility survey.

11 Close

There being no further business the Chair closed the meeting at 09:52am

8 Meeting Scheule and Date of next meeting

The meetings of the QEII Seniors and Community Centre Advisory Committee shall be convened at the discretion of the Presiding Member or as business arises that requires a recommendation or input from the Committee.

Suggestion for future meetings to be on Wednesday's at 9:00am at the QEII Centre

9 Close

There being no further business the Presiding Member closed the meeting at 3:35pm