

Queen Elizabeth II Seniors Advisory Committee

Meeting Minutes

Meeting Name	Queen Elizabeth II Seniors Advisory Committee	Meeting No.	D-20-061359
Meeting Date	Thursday 19 March 2020		
Meeting Time	9:00am to 10:10am		
Meeting Location	Lower Hall QEII Seniors & Community Centre		
Attendees	Cr Robert Hall BH Cr Steve Douglas SD Ross McKim CEO, City of Greater Geraldton RM (from 9:45am to 10:00am) Fred Block FB Coordinator Community Development Rosetta Finlay RF QEII Seniors Programming Officer Beryl Scott (from 9:40am) BS National Seniors Inc Betty Clark BC Over 50's Gentle Gym Class Trevor Hansen TH Geraldton & Districts Seniors Action Group Jean Steer JS Seniors Recreation Council of WA Inc Annie Townshend AT Pensioners Social Club Inc	By Invitation	
		Apologies	Cr Natasha Colliver NC Cr Kim Parker KP Fiona Norling FN Manager, Community & Cultural Development Lina Mittoni LM Geraldton & Districts Seniors Christine Mullender CM Seniors Recreation Council of WA Inc
		Distribution	As Above

1. WELCOME & APOLOGIES

Cr Hall welcomed the members and apologies were noted from the list above.

CARRIED

2. Confirmation of Minutes of Previous Meeting held 18 December 2019

Recommended that the minutes of the Queen Elizabeth II Seniors Advisory Committee held on Wednesday 18 December 2019 as previously circulated, be accepted as a true and correct record of proceedings.

ADOPTED



2.1 Actions from Previous Meeting

ACTION: Correspondence was sent to the Geraldton City Band to commence negotiations in regards to using the room when not in use to accommodate senior programs.

FB advised discussions have occurred and the space is not suitable for external users.

3. QEII Centre Monthly Reports – December 2019, January & February 2020 – Rosetta Finlay (See attached reports for further details)

Noted by the Committee:

- 61 new centre registrations were recorded in February
- Boxing for Health sessions commence in January with up to 20 participants
- Be Connected (Switched on Seniors) IPAD mentor training session was held in March with 23 potential mentors attending.
- Sue Collins, Advocate, Advocate Specialist has been attending the Centre to assist seniors with queries.
- Dementia and Seniors Housing information sessions scheduled for upcoming months have been cancelled.

4. COVID 19

Noted by the Committee:

- Several programs have already been suspended.
- Until further notice the Centre will remain open for drop in and all programs cease operation from Monday 30 March 2020. Tables & chairs to be set up in the Lower Hall to accommodate social distancing.
- Staff will be available to field enquiries
- Centre closure change according to any legal requirements as time progresses and as required.
- Media sources will be notified of changes.
- Male & Female toilets close to the Main Kitchen have now been allocated as staff only

5. Centre Refurbishment – Backstage Area

Noted by the Committee:

- Crockery & cutlery has been organised into boxes and hirers will be issued with their specified requirements.
- The toilet has been decommissioned and the room fitted with shelving.

6. Other Business

Noted by the Committee:

- **Security Issues**
Incidents compromising staff and centre users security have occurred and banning notices will be issued if needed.



Queen Elizabeth II Seniors Advisory Committee

- **Mock Fire Evacuation**

Correspondence received from The Ukulele Dreamers group advising the fire alarm bell not being audible during a recent mock evacuation and the muster point being located next to the power station.

RF advised the bell was recently updated. A second muster point is situated close to the stairs leading up to the Woolworths Carpark

- **Centre Expansion/ Projection**

Cr Douglas will commence preliminary discussions with the CEO in regards to future expansion of the centre and projection/ budgets

7. Date of Next Meeting

To be confirmed.

8. Close

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

Councillor *[Signature]*

Queen Elizabeth II Seniors Advisory Committee

Meeting Agenda

Meeting Name	Queen Elizabeth II Seniors Advisory Committee	Meeting No.	D-20-031727
Meeting Date	Wednesday 25 March 2020 19 MARCH 2020		
Meeting Time	9:00am to 10:00am		
Meeting Location	Meeting Room, QEII Seniors & Community Centre		
Attendees	Cr Bob Hall BH	By Invitation	Fiona Norling FN Manager Community & Cultural Development
	Cr Natasha Colliver NC	Apologies	
	Cr Steve Douglas SD	Distribution	As Above
	Cr Kim Parker KP		
	Fred Block FB		
	Coordinator Community Development		
	Rosetta Finlay RF		
	QEII Seniors Programming Officer		
	Beryl Scott BS		
	National Seniors Inc		
	Betty Clark BC		
	Over 50's Gentle Gym Class		
	Annie Townshend AT		
	Pensioners Social Club		
	Christine Mullender CM		
	Seniors Recreation Council of WA Inc		
	Lina Mittoni LM		
	Geraldton & Districts Seniors Action Group		

1. Welcome & Apologies
2. Confirmation of Minutes of Previous Meeting held 18 December 2019
3. QEII Monthly Reports and Attendance Figures – December 2019, January & February 2020
4. Coronavirus Risk Management
5. Geraldton City Band Room Update
6. Centre Refurbishment – Back stage area
7. Other Business
8. Date of Next Meeting.
9. Close



Queen Elizabeth II Seniors Advisory Committee

QEII SENIORS & COMMUNITY CENTRE REPORT – DECEMBER 2019

The Department of Local Government & Communities provides grant funding for a Seniors Program Officer to facilitate senior programs and operate a Seniors Resource Centre.

Senior Programs Monthly Total Attendance

Art Class (weekly)	48
Balance Gym (twice a week)	184
Bereavement/Loss Group (monthly)	18
Bingo (monthly)	24
Bowls (weekly)	170
Bridge Group (weekly)	22
BUGS Ukulele Group	0
Cards (weekly)	76
Carers Support Group (monthly)	0
Chess Group (weekly)	0
Chat n Do (Spalding Outreach) (weekly)	38
Computer lessons/assistance (daily)	6
Craft (weekly)	18
Crochet /Knitters Group (weekly)	69
Darts (weekly)	16
Drumming Workshops (Thursday) (two sessions weekly)	31
Drumming Workshops (Tuesday night) (weekly)	13
ESL Class (weekly)	12
Five Hundred Card Game / Rummikub (weekly)	16
Foodbank Van (twice a week)	30
Line Dancing (weekly)	15
Multicultural Choir	12
Mah-jongg (weekly)	48
National Seniors (monthly)	23
Over 50's Gym (three sessions a week)	200
Pensioners Social Club Meeting/ committee (monthly)	47
Pilates (weekly)	25
Pole Walking	25
QEII Advisory Committee (bi-monthly)	12
QEII Gardening Club (monthly)	0
Rehab Gym (twice a week)	81
Scrabble /Canasta Group (twice a week)	81
Seniors Online (daily)	120
Seniors Action Group Meeting (monthly)	80
Seniors Recreation Council Inc. (bi-monthly)	10
Table Tennis (weekly)	31
Ukulele Dreamers Club (weekly)	40
Visibility Australia (monthly)	0
Walk Group (weekly)	43
Walking Football (weekly)	30
Zumba (weekly)	51
Additional Seniors Information Sessions/Events	
Seniors Week Committee Meeting	8
Seniors Christmas Light Tour	40
Aged Care Information Session	20
Seniors Attendance Monthly Total	1833

Seniors Resource Centre

Enquiry	December
Centre program Information	29
Referral to other senior groups in the community	6
Assistance with accessing forms online/printing	12
Referral to senior service providers e.g. HACC	9
Seniors information e.g. seniors card, fuel card	6
New centre registrations	20

Senior Service Providers:

- Balance Gym - WA Country Health Service (twice a week)
- Carers Morning Tea – Midwest Commonwealth & Carelink Centre (monthly)
- English as a Second Language Classes – Midwest Multicultural Association (weekly)
- Over 50's Gentle Gym – Geraldton Health Service (twice a week)
- Rehabilitation Gym – Geraldton Health Service (twice a week)
- Geraldton Foodbank Fruit & Veg Van (twice a week)
- Grief & Loss Group – St John Palliative Care (monthly)
- Visibility Australia (monthly)

Senior Advertising/ Displays

- Distribution of QEII December/January newsletter- 400 hard copies, emailed to 420 recipients and posted on Over 50's Geraldton Life and CGG website

Regular Community User Groups

- Geraldton Orchid Society
- Sun City Four Square Church
- HMAS Tour Guides
- Chinese Dance Group

Total for Regular Community Groups = 40

Occasional Community/Commercial Bookings

- Wedding 65
- Batavia Sea Safari 25

Total for Occasional Community/Commercial Bookings = 90

Total for QEII Seniors & Community Centre Attendance = 1963

Rosetta Finlay

QEII Seniors Programming Officer

QEII SENIORS & COMMUNITY CENTRE REPORT – JANUARY 2020

The Department of Local Government & Communities provides grant funding for a Seniors Program Officer to facilitate senior programs and operate a Seniors Resource Centre.

Senior Programs Monthly Total Attendance

Art Class (weekly)	0
Balance Gym (twice a week)	181
Bereavement/Loss Group (monthly)	0
Bingo (monthly)	0
Bowls (weekly)	320
Boxing For Health (new program)	53
Bridge Group (weekly)	32
BUGS Ukulele Group	0
Cards (weekly)	134
Carers Support Group (monthly)	0
Chess Group (weekly)	6
Chat n Do (Spalding Outreach) (weekly)	32
Computer lessons/assistance (daily)	12
Craft (weekly)	30
Crochet /Knitters Group (weekly)	113
Darts (weekly)	24
Drumming Workshops (Thursday) (two sessions weekly)	0
Drumming Workshops (Tuesday night) (weekly)	0
ESL Class (weekly)	0
Five Hundred Card Game / Rummikub (weekly)	51
Foodbank Van (twice a week)	50
Line Dancing (weekly)	16
Multicultural Choir	37
Mah-jongg (weekly)	65
National Seniors (monthly)	0
Over 50's Gym (three sessions a week)	354
Pensioners Social Club Meeting/ committee (monthly)	0
Pilates (weekly)	49
Pole Walking	41
QEII Advisory Committee (bi-monthly)	0
QEII Gardening Club (monthly)	8
Rehab Gym (twice a week)	140
Scrabble /Canasta Group (twice a week)	125
Seniors Online (daily)	144
Seniors Action Group Meeting (monthly)	0
Seniors Recreation Council Inc. (bi-monthly)	10
Table Tennis (weekly)	31
Ukulele Dreamers Club (weekly)	58
Visibility Australia (monthly)	0
Walk Group (weekly)	83
Walking Football (weekly)	48
Zumba (weekly)	119
Additional Seniors Information Sessions/Events	
Aged Care Information Session	30
Australia Day Rotary Seniors Afternoon Tea	90
Seniors Attendance Monthly Total	2486

Seniors Resource Centre

Enquiry	January
Centre program Information	51
Referral to other senior groups in the community	8
Assistance with accessing forms online/printing	15
Referral to senior service providers e.g. HACC	4
Seniors information e.g. seniors card, fuel card	4
New centre registrations	35

QEII venue booking enquiries –

Senior Service Providers:

- Balance Gym - WA Country Health Service (twice a week)
- Carers Morning Tea – Midwest Commonwealth & Carelink Centre (monthly)
- English as a Second Language Classes – Midwest Multicultural Association (weekly)
- Over 50's Gentle Gym – Geraldton Health Service (twice a week)
- Rehabilitation Gym – Geraldton Health Service (twice a week)
- Geraldton Foodbank Fruit & Veg Van (twice a week)
- Grief & Loss Group – St John Palliative Care (monthly)
- Visibility Australia (monthly)

Senior Advertising/ Displays

- Distribution of QEII December/January newsletter- 400 hard copies, emailed to 485 recipients and posted on Over 50's Geraldton Life and CGG website
- Walking Netball – Expressions of Interest
- Boxing for Health
- Deceased Estates- Regional Alliance West
- Food Sensations – March Program
- AdvoCare Information Session
- Connect With Diabetes Information Session
- Morning Melodies at Queens Park Theatre
- Switched On Seniors IPAD Training

Regular Community User Groups

- Geraldton Orchid Society
- Sun City Four Square Church
- HMAS Tour Guides
- Chinese Dance Group

Total for Regular Community Groups = 140

Occasional Community/Commercial Bookings

- Easy Going Travel Services 80

Total for Occasional Community/Commercial Bookings = 80

Total for QEII Seniors & Community Centre Attendance = 2706

Rosetta Finlay

QEII Seniors Programming Officer

QEII SENIORS & COMMUNITY CENTRE REPORT – FEBRUARY 2020

The Department of Local Government & Communities provides grant funding for a Seniors Program Officer to facilitate senior programs and operate a Seniors Resource Centre.

Senior Programs Monthly Total Attendance

Art Class (weekly)	58
Balance Gym (twice a week)	278
Bereavement/Loss Group (monthly)	11
Bingo (monthly)	25
Bowls (weekly)	376
Boxing For Health	78
Bridge Group (weekly)	53
BUGS Ukulele Group	12
Cards (weekly)	159
Carers Support Group (monthly)	10
Chess Group (weekly)	8
Chat n Do (Spalding Outreach) (weekly)	63
Computer lessons/assistance (daily)	34
Craft (weekly)	33
Crochet /Knitters Group (weekly)	100
Darts (weekly)	29
Drumming Workshops (Thursday) (two sessions weekly)	55
Drumming Workshops (Tuesday night) (weekly)	36
ESL Class (weekly)	34
Five Hundred Card Game / Rummikub (weekly)	55
Foodbank Van (twice a week)	80
Line Dancing (weekly)	48
Multicultural Choir	35
Mah-jongg (weekly)	64
National Seniors (monthly)	27
Over 50's Gym (three sessions a week)	447
Pensioners Social Club Meeting/ committee (monthly)	38
Pilates (weekly)	109
Pole Walking	27
QEII Advisory Committee (bi-monthly)	0
QEII Gardening Club (monthly)	10
Rehab Gym (twice a week)	145
Scrabble /Canasta Group (twice a week)	108
Seniors Online (daily)	125
Seniors Action Group Meeting (monthly)	49
Seniors Recreation Council Inc. (bi-monthly)	0
Table Tennis (weekly)	53
Ukulele Dreamers Club (weekly)	96
Visibility Australia (monthly)	16
Walk Group (weekly)	68
Walking Football (weekly)	37
Zumba (weekly)	117
Additional Seniors Information Sessions/Events	
Aged Care Information	30
Dementia Information Session	60
Seniors Attendance Monthly Total	3386

Seniors Resource Centre

Enquiry	February
Centre program Information	92
Referral to other senior groups in the community	12
Assistance with accessing forms online/printing	44
Referral to senior service providers e.g. HACC	10
Seniors information e.g. seniors card, fuel card	16
New centre registrations	61

Senior Service Providers:

- Balance Gym - WA Country Health Service (twice a week)
- Carers Morning Tea – Midwest Commonwealth & Carelink Centre (monthly)
- English as a Second Language Classes – Midwest Multicultural Association (weekly)
- Over 50's Gentle Gym – Geraldton Health Service (twice a week)
- Rehabilitation Gym – Geraldton Health Service (twice a week)
- Geraldton Foodbank Fruit & Veg Van (twice a week)
- Grief & Loss Group – St John Palliative Care (monthly)
- Visibility Australia (monthly)

Senior Advertising/ Displays

- Distribution of February newsletter- 400 hard copies, emailed to 485 recipients and posted on Over 50's Geraldton Life and CGG website
- Walking Netball – Expressions of Interest
- Boxing for Health
- Deceased Estates- Regional Alliance West
- Food Sensations – March Program
- AdvoCare Information Session
- Connect With Diabetes Information Session
- Morning Melodies at Queens Park Theatre
- Switched On Seniors IPAD Training

Regular Community User Groups

- Geraldton Orchid Society
- Sun City Four Square Church
- HMAS Tour Guides
- Chinese Dance Group

Total for Regular Community Groups = 157

Occasional Community/Commercial Bookings

- Nagle College Ball 270
- Infrastructure Meeting 50

Total for Occasional Community/Commercial Bookings = 320

Total for QEII Seniors & Community Centre Attendance = 3863

Rosetta Finlay

QEII Seniors Programming Officer