



**CEACA**

Supporting Age Friendly Communities

**CENTRAL EAST AGED CARE ALLIANCE  
INC (CEACA) COMMITTEE MEETING  
IN-PERSON MEETING**

**MEETING ROOM, MERREDIN REGIONAL  
COMMUNITY AND LEISURE CENTRE**

**WEDNESDAY 5 JUNE 2019,  
COMMENCING AT 10.09AM**

**MINUTES**



## CONTENTS

<b>1.</b>	<b>OPENING AND ANNOUNCEMENTS</b> .....	<b>3</b>
<b>2.</b>	<b>RECORD OF ATTENDANCE AND APOLOGIES</b> .....	<b>3</b>
2.1	Attendance - Members .....	3
2.2	Attendance - Observers .....	4
2.3	Attendance - Guests.....	4
2.4	Apologies.....	4
<b>3.</b>	<b>DECLARATION OF INTEREST</b> .....	<b>4</b>
<b>4.</b>	<b>PRESENTATIONS/MEETINGS</b> .....	<b>4</b>
<b>5.</b>	<b>MINUTES OF MEETINGS</b> .....	<b>4</b>
5.1	Minutes from a Committee Meeting of the Central East Aged Care Alliance Inc held Tuesday 26 February 2019 (Attachment) .....	4
5.2	Minutes from a Special Committee Meeting of the Central East Aged Care Alliance Inc held Friday 12 April 2019 (Attachment) .....	5
5.3	Minutes from an Executive Committee Meeting of the Central East Aged Care Alliance Inc held Friday 12 April 2019 (Attachment).....	5
5.4	Minutes from an Executive Committee Meeting of the Central East Aged Care Alliance Inc held Wednesday 22 May 2019 (Attachment).....	5
5.5	Executive Officer Action Sheet as at 31 May 2019 (Attachment).....	6
5.6	Executive Officer Report as at 31 May 2019.....	7
<b>6.</b>	<b>MATTERS FOR NOTING</b> .....	<b>8</b>
6.1	Complying with the <i>Associations Incorporation Act 2015</i> – Self-Check (Attachment)8	
<b>7.</b>	<b>CHAIR’S REPORT</b> .....	<b>8</b>
<b>8.</b>	<b>BUSINESS OF THE MEETING</b> .....	<b>10</b>
8.1	Project Update (Financial) – Shire of Merredin .....	10
8.2	Project Manager’s Update – Access Housing.....	11
8.3	2019/2020 CEACA Budget.....	12
8.4	Transfer of Freehold Land Owned by the Shires of Bruce Rock, Kellerberrin Koorda, Mukinbudin, Nungarin and Yilgarn to CEACA – Update of Process.....	15
8.5	Application of Interest Earned from Funding for Stage 2 of the CEACA Seniors Housing Project 17	
8.6	Management of CEACA’s Housing being Constructed through the CEACA Seniors Housing Project .....	19
8.7	Payment of Rates by CEACA on its Aged Housing .....	21
8.8	Establishing a Sale Price for Houses Under Construction as Part of the CEACA Seniors Housing Project.....	22
8.9	Engagement of a New Executive Officer .....	25
<b>9.</b>	<b>FUTURE MEETINGS</b> .....	<b>27</b>
9.1	Meetings of the CEACA Committee .....	27
9.2	Meetings of CEACA Executive Committee .....	27
<b>10</b>	<b>CLOSE OF MEETING</b> .....	<b>27</b>

# Minutes

## Central East Aged Care Alliance Inc (CEACA)

### Executive Committee Meeting

#### 1. OPENING AND ANNOUNCEMENTS

Chair Terry Waldron opened the meeting at 10.09am welcoming all in attendance.

In opening the meeting, the Chair thanked Committee Members for the confidence shown in appointing home its Independent Chair, noting that it was a large responsibility and would endeavour to do his very best. He explained that he had some involvement in a similar housing project in the Great Southern

The Chair also congratulated CEACA on where it had got to and not to underestimate the importance and value of what had been achieved.

#### 2. RECORD OF ATTENDANCE AND APOLOGIES

##### 2.1 Attendance - Members

Hon Terry Waldron JP, Chair  
Mr Ken Hooper, Secretary  
Ms Rachel Kirby, Treasurer

Mr Quentin Davies, Member  
Mr Wayne Della Bosca, Member  
Mr Rod Forsyth, Member  
Mr Louis Geier, Member  
Mr Gary Shadbolt, Chair  
Mr Ricky Storer, Member  
Mr Stephen Strange, Member

Mr Peter Clarke, Deputy Member  
Ms Kerry Dayman, Deputy Member (voting member for the meeting)  
Ms Taryn Dayman, Deputy Member  
Mr Raymond Griffiths, Deputy Member  
Mr Brian Jones, CEO Shire of Trayning  
Mr Darren Mollenoyux, Deputy Member  
Mr Tony Sachse, Deputy Member

Ms Helen Westcott, Joint Executive Officer (left the meeting at 12.10pm)  
Mr Bruce Wittber, Joint Executive Officer (left the meeting at 12.10pm)

## **2.2 Attendance - Observers**

Mr Adam Majid, CEO Shire of Nungarin  
Ms Kate Dudley, DCEO Shire of Kellerberrin  
Mr John Nuttall, CEO Shire of Mt Marshall  
Mr Dirk Sellenger, CEO Shire of Mukinbudin  
Mr Darren Simmons, CEO Shire of Koorda

## **2.3 Attendance - Guests**

Nil

## **2.4 Apologies**

Ms Eileen O'Connell, Member  
Ms Freda Tarr, Member  
Ms Melanie Brown, Deputy Member

# **3. DECLARATION OF INTEREST**

Pursuant to Clause 21 of the Central East Aged Care Alliance Inc Constitution, Members must declare to the Chairman any potential conflict of interest they may have in a matter before the meeting as soon as they become aware of it. Members and Deputies may be directly or indirectly associated with some recommendations of Central East Aged Care Alliance Inc. If you are affected by these recommendations, please excuse yourself from the meeting and do not participate in deliberations.

This is in accordance with Clause 21.4 of the Constitution which states:

**21.4 *When a member or employee discloses a pecuniary interest he or she may neither participate in discussions nor take any part in the decision making process in respect to that matter nor be present when the matter is being discussed or voted upon***

Nil

# **4. PRESENTATIONS/MEETINGS**

Nil

# **5. MINUTES OF MEETINGS**

## **5.1 Minutes from a Committee Meeting of the Central East Aged Care Alliance Inc held Tuesday 26 February 2019 (Attachment)**

The Minutes from a Committee Meeting of the Central East Aged Care Alliance Inc held Tuesday 26 February 2019 have previously been circulated.

**RECOMMENDATION:**

That the Minutes of the Committee Meeting of the Central East Aged Care Alliance Inc held Tuesday 26 February 2019 be confirmed as a true and accurate record of the proceedings.

**RESOLUTION:**                    **Moved: Stephen Strange**                    **Seconded: Louis Geier**

**That the Minutes of the Committee Meeting of the Central East Aged Care Alliance Inc held Tuesday 26 February 2019 be confirmed as a true and accurate record of the proceedings.**

**CARRIED**

**5.2            Minutes from a Special Committee Meeting of the Central East Aged Care Alliance Inc held Friday 12 April 2019 (Attachment)**

The Minutes from the Special Meeting of the Central East Aged Care Alliance Inc held Friday 12 April 2019 have previously been circulated.

**RECOMMENDATION:**

That the Minutes of the Special Committee Meeting of the Central East Aged Care Alliance Inc held Friday 12 April 2019 be received.

**RESOLUTION:**                    **Moved: Ricky Storer**                    **Seconded: Gary Shadbolt**

**That the Minutes of the Special Committee Meeting of the Central East Aged Care Alliance Inc held Friday 12 April 2019 be received.**

**CARRIED**

**5.3            Minutes from an Executive Committee Meeting of the Central East Aged Care Alliance Inc held Friday 12 April 2019 (Attachment)**

The Minutes from the Executive Committee Meeting of the Central East Aged Care Alliance Inc held Friday 12 April 2019 have previously been circulated.

**RECOMMENDATION:**

That the Minutes of the Executive Committee Meeting of the Central East Aged Care Alliance Inc held Friday 12 April 2019 be received.

**RESOLUTION:**                    **Moved: Ken Hooper**                    **Seconded: Gary Shadbolt**

**That the Minutes of the Executive Committee Meeting of the Central East Aged Care Alliance Inc held Friday 12 April 2019 be received.**

**CARRIED**

**5.4            Minutes from an Executive Committee Meeting of the Central East Aged Care Alliance Inc held Wednesday 22 May 2019 (Attachment)**

Presenting the Minutes from the Executive Committee Meeting of the Central East Aged Care Alliance Inc held Wednesday 22 May 2019.

**RECOMMENDATION:**

That the Minutes of the Executive Committee Meeting of the Central East Aged Care Alliance Inc held Wednesday 22 May 2019 be received.

**RESOLUTION:**                      **Moved: Gary Shadbolt**                      **Seconded: Ken Hooper**

**That the Minutes of the Executive Committee Meeting of the Central East Aged Care Alliance Inc held Wednesday 22 May 2019 be received.**

**CARRIED**

**5.5      Executive Officer Action Sheet as at 31 May 2019 (Attachment)**

The Executive Officer tabled an Action Sheet at the CEACA Executive Committee Meeting held Wednesday 22 May 2019.

An updated action sheet will be tabled at the Committee Meeting on Wednesday 5 June 2019.

**RECOMMENDATION:**

That the Action Sheet as presented be received.

**Meeting Comment:**

A copy of the Action Sheet as tabled at the meeting forms an attachment to the minutes of the meeting.

In discussing the Committee's decision with respect to a 'soft' launch for the CEACA Seniors Housing Project (Agenda Item 8.3 at the CEACA Committee Meeting held 14 November 2018) it was agreed that any launch would be around the opening of the first completed units, with the Minister for Regional Development and the Department of Primary Industries and Regional Development to be invited.

Gary Shadbolt also advised the meeting that following the Special Meeting of the CEACA Committee to appoint the new Chair consideration was given to arranging for Market Creations to arrange a media release around the Chair's appointment. Given the costs associated with this work, as CEACA's Acting Chair he decided not to proceed with having Market Creations do this work.

He now sought the Chair's view on how his appointment should be made know to the wider public.

Ken Hooper suggested that a possible way to go was to contact the ABC in Geraldton as it had shown an ongoing interest in the project having sought comment from him on a number of occasions. Perhaps the Chair could make contact with the ABC in Geraldton and provide comment on his appointment.

The Chair advised the meeting that he was happy to do this and would also make contact with the ABC in Albany where he also knew the journalists.

Agenda Item 8.5 from the meeting from the CEACA Committee held 14 November 2018 was also considered.

**RESOLUTION:**                      **Moved: Louis Geier**                      **Seconded: Ken Hooper**

**That the CEACA Application Eligibility and Rent Assessment Form be lifted from the table.**

**CARRIED**

**RESOLUTION:**                      **Moved: Gary Shadbolt**                      **Seconded: Rod Forsyth**

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1. That the CEACA Application Eligibility and Rent Assessment Form be circulated to Members for comment by no later than Friday 14 June 2019; and
2. That the CEACA Executive Committee be granted delegated authority to finalise the CEACA Application Eligibility and Rent Assessment Form for finalisation and circulated to Members.

**CARRIED**

**RESOLUTION:**                      **Moved: Quentin Davies**                      **Seconded: Rod Forsyth**

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**That the Action Sheet as presented, other than those matters separately considered, be received.**

**CARRIED**

## **5.6      Executive Officer Report as at 31 May 2019**

The Executive Officer tabled a detailed report at the CEACA Executive Committee Meeting held Wednesday 22 May 2019.

A report will be provided at the Committee Meeting on Wednesday 5 June 2019.

### **RECOMMENDATION:**

That the Executive Officer's report as presented be received.

### **Additional Executive Officer Comment:**

The Executive Officer advised the meeting that since the meeting of CEACA's Executive Committee her time had been spent on the following tasks:

- Undertaking actions arising from the meeting of the CEACA Executive Committee held Wednesday 22 May 2019.
- Preparing for the meetings scheduled for Wednesday 5 June 2019
- Work associated with the development of a new Constitution for CEACA, including:
  1. Preparing the notice of meeting for the Special General Meeting of the CEACA Committee on Wednesday 3 July 2019 for the purpose of the new Constitution; and
  2. Working with both Deloitte's and Kott Gunning to finalise the draft Constitution to be presented to the CEACA Committee on 3 July; and
- Work associated with the GST and its implications for CEACA with Deloitte's. This work also included further work on CEACA's application for charitable status.
- Assisting the Shire of Merredin and CEACA's project manager with respect to the issue of interest payment to CEACA.
- Ongoing work associated with the transfer of land to CEACA's ownership.
- Assisting the Shire of Merredin on other matters and as when required.
- Working with CEACA's new Chair, Hon Terry Waldron JP.

**RESOLUTION:**                      **Moved: Wayne Della Bosca**                      **Seconded: Ricky Storer**

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**That the Executive Officer's report as presented be received.**

**CARRIED**

## **6. MATTERS FOR NOTING**

### **6.1 Complying with the Associations Incorporation Act 2015 – Self-Check (Attachment)**

The Department of Mines, Industry Regulation and Safety publishes a self-check for incorporated bodies such as the Central East Aged Care Alliance Inc (CEACA). The purpose of the self-check is to assist in determining whether a group such as CEACA is complying with each section of the *Associations Incorporation Act 2015*.

A copy of the self-check forms an attachment to the meeting agenda.

In relation to record keeping, the Executive Officer will have available for inspection the following records:

- A copy of the certificate of incorporation;
- A copy of the CEACA constitution;
- The Members Register; and
- The Record of Office Bearers.

These records are made available for inspection at all in-person meetings.

No action is required – the matter is presented for Members' information only.

#### **Meeting Comment:**

The Executive Officer advised that Onida Truran had resigned and Wayne Dell Bosca was now the member from the Shire of Yilgarn and Peter Clarke had been appointed the Deputy Member.

**RESOLUTION:**                      **Moved: Gary Shadbolt**                      **Seconded: Quentin Davies**

**That CEACA note the resignation of Onida Truran and move a vote of thanks for her contribution to the work of the CEACA Committee.**

**CARRIED**

## **7. CHAIR'S REPORT**

CEACA's Chair, Hon Terry Waldron JP, provides the following report.

I wish to thank all at CEACA for your confidence in appointing me as your Independent Chair.

It is a large responsibility and I will endeavour to do the very best I can.

I am excited and enthusiastic about the future for CEACA while understanding there are challenges we need to meet.

I'm very much a team player orientated person and I really look forward to working with you all.

Having only recently commenced my position I am still getting acquainted with the full working of CEACA.



Your former Acting Chair Gary Shadbolt and Executive Officer Helen Westcott have been extremely helpful in getting me across the current issues and we have had quite a few meetings and telephone conversations.

I have also attended meetings with:

- Juniper Aged Care;
- Solicitors – Kott Gunning;
- Deloitte's in relation to the proposed Constitution;
- Grant Arthur Wheatbelt Development Commission; and
- CEACA Executive Committee Meeting on 22 May 2019.

I am sorry we are losing our Executive Officer Helen Westcott whom I know has huge knowledge around CEACA and has done a mighty job to get to our current stage.

On behalf of you all and especially Gary and the Executive I sincerely thank Helen for all of the time, hard work and great input into CEACA over a long period of time.

Thank you, Helen, well done again and we wish every success and happiness in the future.

I also thank Bruce Wittber who has also done a terrific job along with Helen.

I would also like to thank the Shire of Merredin, and in particular its CEO Greg Powell, for managing the finances for the project. This has been a huge task and the Shire is to be commended for accepting this responsibility on CEACA's behalf.

I seek your support today for the process that the Executive Committee has already commenced to find a new Executive Officer and I will speak on this later in the meeting.

Can I congratulate you all on the terrific job done over the past years to advance CEACA. It's quite a remarkable effort and one you should never underestimate.

Finally, many thanks and appreciation to Gary Shadbolt for his time, effort and great work as your acting chair. Well done Gary.

I will always value your advice and assistance.

I look forward to today's meeting.

Tuck Waldron  
Independent Chair

**RECOMMENDATION:**

That the Chair's Report to the Central East Aged Care Alliance Committee Meeting be received.

**RESOLUTION:**                      **Moved: Rod Forsyth**                      **Seconded: Rachel Kirby**

**That the Chair's Report to the Central East Aged Care Alliance Committee Meeting be received.**

**CARRIED**

## **8. BUSINESS OF THE MEETING**

### **8.1 Project Update (Financial) – Shire of Merredin**

**Author:** Helen Westcott, Executive Officer

**Disclosure of Interest:** No interest to disclose

**Date:** 29 May 2019

**Attachments:** Nil

**Background:**

On behalf of CEACA the Shire of Merredin has signed two Financial Assistance Agreements (FAA) with the Department of Regional Development in respect to the CEACA Seniors Housing Project.

**Executive Officer Comment:**

A copy of the financial statement as at 14 May 2019 has previously been circulated to the CEACA Committee.

Greg Powell, CEO Shire of Merredin will provide further information should members have any questions.

**RECOMMENDATION:**

That the matter be noted.

**Noted**

## **8.2 Project Manager's Update – Access Housing**

**Author:** Ralton Benn, Project Manager Property Assets Access Housing Australia  
Helen Westcott, Executive Officer

**Disclosure of Interest:** No interest to disclose

**Date:** 29 May 2019

**Attachments:** Monthly Report from Access Housing Australia

### **Background:**

As part of its role in providing project management services to CEACA, Access Housing Australia (AHA) has undertaken to provide written monthly activity reports to CEACA.

### **Executive Officer Comment:**

An updated version of the report presented to CEACA's Executive Committee on 22 May 2019 has been prepared by Ralton Benn from AHA, a copy of which forms an attachment to the meeting agenda.

11.07am Rod Forsyth left the meeting

11.08am Rod Forsyth returned to the meeting

### **RECOMMENDATION:**

That the Project Manager's updated report for May 2019 be received.

**RESOLUTION:** **Moved: Stephen Strange** **Seconded: Quentin Davies**

**That the Project Manager's updated report for May 2019 be received.**

**CARRIED**

### 8.3 2019/2020 CEACA Budget

**Reporting Officer:** Helen Westcott, Executive Officer

**Disclosure of Interest:** Nil

**Date:** 29 May 2019

**Attachments:** Draft CEACA 2019/2020 Budget  
Notes to accompany the Draft CEACA 2019/2020 Budget

#### **Background:**

Clause 18 of the current CEACA Constitution provides that each year the CEACA will prepare a budget.

At the CEACA Committee Meeting held Tuesday 26 February 2019 in considering the development of the 2019/2020 Budget it was resolved as shown below:

*RESOLUTION: Moved: Louis Geier Seconded: Rod Forsyth*

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*That the matter of preparing the CEACA 2019/2020 budget lay on the table until:*

- 1. All issues relating to the GST implications for the CEACA Seniors Aged Housing Project are resolved; and*
- 2. CEACA has determined how it is going to resolve the issue of the delivery of aged care services to residents living in its age appropriate housing.*

*CARRIED*

Given that neither of the issues detailed within the above resolution have been resolved at this point and recognising that CEACA needs to develop a budget for the new financial year in order to be able to adequately plan for the coming 12 months, the A/Chair agreed to a request that a decision on lifting the matter of the 2019/2020 budget be sought from CEACA's members, by way of flying email in accordance with clause 20.1 of the Constitution.

This was done by email on Friday 10 May 2019 with a request that Committee Members email the Executive Officer by no later than close of business on Tuesday 14 May.

At the time of preparing the item to the Executive Committee six Committee members had responded to the Executive Officer's email that they were in agreement with the matter to be lifted from the table. Those Committee members who had responded were;

- Wayne Della Bosca;
- Ken Hooper;
- Rachel Kirby;
- Gary Shadbolt;
- Stephen Strange; and
- Freda Tarr.

### **Executive Officer Comment:**

Against that background a draft 2019/2020 CEACA budget was prepared for the Executive Committee Meeting on Wednesday 22 May 2019 for recommendation to the Committee Meeting on Wednesday 5 June 2019.

The CEACA Executive Committee in considering the draft 2019/2020 budget resolved to amend the draft budget, prepared by the Executive Officer, by reducing Legal Services (a/c 1728) and Specialised Project and Consultancy (a/c to be set up) by \$15,000 each. This enabled the draft budget to be presented as a balance budget (ie. income equals expenditure). This would give a buffer from the surplus carried forward for the ensuing 12 months.

In presenting this budget it should be noted that this is an operational budget and does not include income and expenditure relating to management of the houses following handover and letting. Some expenditure relating to managing land holdings before the houses are handed over has been included in the 2019/2020 operational draft budget as it relates to costs that need to be met ahead of the management of housing budget being adopted.

The CEACA Executive Committee after considering the draft 2019/2020 budget resolved as shown below for the CEACA Committee's consideration:

**RESOLUTION:** *Moved: Raymond Griffiths      Seconded: Rachel Kirby*

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1. *That the CEACA Draft 2019/2020 Budget be amended to delete \$15,000 from Legal Services (a/c 1728) and \$15,000 Specialised Project and Consultancy; and*
2. *That the CEACA Executive Committee recommend to the CEACA Committee*
  - a. *the Draft Budget for the year ending 30 June 2020, as presented, be received with a general contribution for each Member Organisation set at \$20,000 (excluding GST) and be referred to Member Organisations for comment, with all comments to be submitted to the Executive Officer no later than Monday 1 July 2019; and*
  - b. *Following receipt of Member Organisations comments on the Draft Budget, the Central East Aged Care Alliance Committee hold a meeting at a date to be determined after the 1 July 2019 for the purpose of adopting the 2019/2020 Budget.*

**CARRIED**

Whilst a notice of meeting has yet to be sent, a date (Wednesday 3 July 2019) has been set for a Special Committee Meeting of the CEACA Committee to adopt the budget, the resolution referring the budget to CEACA Members will need to alter to reflect a date for comments to be received by the Executive Officer to enable them to be incorporated into the Special Committee Meeting agenda.

Copies of the draft budget and accompanying notes form attachments to the meeting agenda.

### **RECOMMENDATION:**

1. That the Draft Budget for the year ending 30 June 2020, as presented, be received with a general contribution for each Member Organisation set at \$20,000 (excluding GST) and be referred to Member Organisations for comment, with all comments to be submitted to the Executive Officer no later than Tuesday 25 June 2019; and
2. That comments, on the Draft Budget, received from Member Organisations by Tuesday 25 June 2019 be referred to a Central East Aged Care Alliance Special Committee meeting on Wednesday 3 July 2019 for the purpose of adopting the 2019/2020 Budget.

**RESOLUTION:**                    **Moved: Stephen Strange**                    **Seconded: Louis Geier**

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1. That the Draft Budget for the year ending 30 June 2020, as presented, be received with a general contribution for each Member Organisation set at \$20,000 (excluding GST) and be referred to Member Organisations for comment, with all comments to be submitted to the Executive Officer no later than Tuesday 25 June 2019; and
2. That comments, on the Draft Budget, received from Member Organisations by Tuesday 25 June 2019 be referred to a Central East Aged Care Alliance Special Committee meeting on Wednesday 3 July 2019 for the purpose of adopting the 2019/2020 Budget.

**CARRIED**

## **8.4 Transfer of Freehold Land Owned by the Shires of Bruce Rock, Kellerberrin Koorda, Mukinbudin, Nungarin and Yilgarn to CEACA – Update of Process**

**Author:** Helen Westcott, Executive Officer

**Disclosure of Interest:** No interest to disclose

**Date:** 31 May 2019

**Attachments:** Nil

### **Background:**

Work has commenced on the transfer to CEACA of freehold land owned by the Shires of Bruce Rock, Kellerberrin, Koorda, Mukinbudin, Nungarin and Yilgarn. Other than to seek approval for use of CEACA's common seal in the transfer of ownership process the Executive Officer has to date has had little involvement in this particular land transfer process. This work has been undertaken by Access Housing Australia, as project manager for the CEACA Seniors Housing Project.

At the CEACA Executive Committee Meeting held 22 May 2019 the Executive Officer provided the following information on each of the sites involved in freehold transfers:

#### ***Bruce Rock***

*Transfer of ownership from the Shire of Bruce Rock has commenced. As with the transfer of ownership from the Beacon Progress Association, the Executive Officer has instructed Kott Gunning Lawyers to act on CEACA's behalf.*

#### ***Kellerberrin***

*Documentation for Lot 100, Hammond Street, Kellerberrin has been lodged with Landgate.*

#### ***Mukinbudin***

*Lot 300, Mallee Drive, Mukinbudin – documentation has been prepared and once executed will be lodged with Landgate.*

*Updated information for the **Shires of Koorda, Nungarin and Yilgarn** was not available at the time the meeting agenda was prepared.*

### **Executive Officer Comment:**

Since the CEACA Executive Committee Meeting held 22 May CEACA the following additional information has become available:

- The transfer papers for the Shire of Bruce Rock land have been finalised and will be signed by CEACA's Secretary and Treasurer following the Committee Meeting; and
- Documentation for Lot 100, Hammond Street, Kellerberrin (Deposited Plan 410910) is ready for dealings, with the application to be lodged with Landgate early in the week commencing 3 June 2019.

The Project Manager's report also covers this issue, with the request that once titles have been generated all Council gifting freehold land ensure all the relevant processes are in place to transfer the new title once it's in place.

**RECOMMENDATION:**

That the Executive Officer's report on the transfer of freehold land owned by the Shires of Bruce Rock, Kellerberrin, Koorda, Mukinbudin, Nungarin and Yilgarn to CEACA be noted.

**Noted**



## **8.5 Application of Interest Earned from Funding for Stage 2 of the CEACA Seniors Housing Project**

**Author:** Helen Westcott, Executive Officer

**Disclosure of Interest:** No interest to disclose

**Date:** 31 May 2019

**Attachments:** Nil

### **Background:**

As CEACA Committee is aware, with assistance from Hon Darren West MLC, CEACA has been able to secure the Minister for Regional Development's agreement that CEACA can retain the interest earned on the funds provided for CEACA's aged housing project. Confirmation of this achievement received by the Shire of Merredin just prior to Christmas last year.

Notification of CEACA's ability to retain the interest earned came by way of correspondence from the Department of Primary Industries and Regional Development (DPIRD). The correspondence explained that whilst CEACA could retain the interest a variation to the Financial Assistance Agreement (FAA) would be required to determine how these funds could be spent.

Since that time various attempts have been made to resolve the matter without success.

At the CEACA Executive Meeting held 12 April 2019 the matter was reviewed, with the meeting resolving as shown below:

*RESOLUTION: Moved: Rachel Kirby Seconded: Ken Hooper*

*That the CEAA Executive Committee reaffirms its decision of 11 February 2019 being:*

- 1. That the Executive Officer write again to the Department of Primary Industries and Regional Development explaining that:
  - a) The matter of how the interest earned on funds received for the CEACA Seniors Housing Project is already covered within the FAA for Stage 2 of the project; and*
  - b) CEACA reiterates its desire to meet with Mr Brett Sabien, Manager Partnerships and Project Monitoring, Investment Management.**
- 2. That Hon Darren West MLC, Member for Agricultural Region, and Mr Cole Thurley, the Minister for Regional Development's Chief of Staff, be cc'd into the correspondence.*

*CARRIED*

*The Executive Committee also requested that Hon Mia Davies MLA, Member for Central Wheatbelt be cc'd into any correspondence to the Department of Primary Industries and Regional Development on this matter.*

Following the CEACA Executive Committee Meeting held 12 April 2010, Greg Powell, CEO Shire of Merredin, had discussions with Grant Arthur from the Wheatbelt Development Commission (WDC) about how best to resolve this issue.

The WDC offered to advocate on CEACA's behalf to have this matter resolved quickly and for CEACA to receive the interest payment as soon as possible.

The Shire of Merredin, as the signatory to the FAA for the CEACA Housing Project, accepted this offer of help.

With Ralton Benn, the Executive Officer has also met with Grant Arthur. At this meeting he outlined what he had been doing to progress the payment of the interest earned. In summary, DPIRD have agreed to pay the interest once CEACA has provided evidence on what the funds have been expended on. At this time, Grant Arthur has also requested that for the time being CEACA delay writing to DPIRD. As a consequence, the Executive Officer has yet to write to DPIRD.

In discussing the matter, CEACA's Executive Committee resolved as follows:

*RESOLUTION:                      Moved: Raymond Griffiths                      Seconded: Ken Hooper*

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*That:*

- 1. The Executive Officer's report be noted; and*
- 2. CEACA's Executive Committee note that Grant Arthur from the Wheatbelt Development Commission will be meeting with officers from the Department of Primary Industry and Regional Development on Friday 24 May 2019.*

*CARRIED*

The information requested by DPIRD has been provided by CEACA.

**Executive Officer Comment:**

CEACA has been advised that the outcome of the WDC's meeting with officers from DPIRD on 24 May 2019 was that the DPIRD would provide advice confirming its acceptance of CEACA's response to how interest earned on project funds has been incorporated into the project budget for the construction of its aged housing.

At the time of preparing the meeting agenda neither the Executive Officer nor the CEO Shire of Merredin had received any information from either the WDC or DPIRD.

Greg Powell, the Shire's CEO, may wish to provide additional information on this matter to the Committee.

**RECOMMENDATION:**

That the Executive Officer's report be noted.

**Noted**

## **8.6 Management of CEACA's Housing being Constructed through the CEACA Seniors Housing Project**

**Author:** Helen Westcott, Executive Officer

**Disclosure of Interest:** No interest to disclose

**Date:** 31 May 2019

**Attachments:** Nil

### **Background:**

Work around securing a management agreement for CEACA's aged housing post construction is ongoing. This unforeseen work resulted from Access Housing Australia (AHA) being unable to enter into an agreement with CEACA because AHA could only enter into a lease arrangement with CEACA. Given the GST implications for CEACA should it not gain charitable status, entering into a lease agreement with Access Housing was not possible.

On this basis, the CEACA Committee resolved as shown below when it met on 26 February 2019:

*RESOLUTION: Moved: Rachel Kirby Seconded: Freda Tarr*

*That the CEACA Executive Committee be given delegated authority to enter into discussions with appropriately qualified organisations with respect to the management of housing being constructed through the CEACA Seniors Housing Project.*

**CARRIED**

As detailed in the minutes from the Executive Committee Meeting held Friday 12 April 2019, the Executive Officer has been working, with assistance from Greg Mohen of Kott Gunning and Russell Bresland of the Bresland Insurance Group, to secure interest from organisations with the capacity and appropriate governance structures to enter into a management agreement with CEACA. Two potential organisations were identified:

1. Foundation Housing; and
2. Juniper Aged Care.

CEACA's Acting Chair and Executive Officer met with Kathleen Gregory, the CEO of Foundation Housing, on Monday 15 April 2019. Greg Mohen from Kott Gunning Lawyers also attended the meeting.

Following this meeting, Foundation Housing expressed an interest in providing a proposal for CEACA's consideration.

CEACA's Acting Chair and Executive Officer met with Chris Hall, the CEO of Juniper Aged Care (Juniper), on Monday 29 April 2019. CEACA's then incoming Chair, Hon Terry Waldron JP also attended the meeting as an observer, with Greg Mohen from Kott Gunning Lawyers also in attendance.

Two members of the Juniper executive team were also in attendance.

Since the meeting on 29 April, Juniper's CEO, Chris Hall formally advised the Executive Officer that Juniper after undertaking some initial due diligence was not in a position to progress with preparing a proposal to manage CEACA's aged housing post construction.

He noted, however, that should CEACA's requirements and proposed contract management arrangements change, Juniper may be interested in entering into further discussions.

Following the meeting with Juniper, Greg Mohen advised that the use of a real estate agency might also be a means for CEACA to have its aged housing independently managed. The Perth based firm Force Real Estate was suggested as being one to consider. Force Real Estate has been suggested as it is one Kott Gunning Lawyers has considerable experience with.

The Executive Officer met with Force Real Estate two directors, David Brewer and Rory Trotter on Monday 6 May 2019. The meeting was held at the office of Kott Gunning Lawyers. Greg Mohen was also in attendance.

Force Real Estate provided a proposal for CEACA's Executive Committee Meeting on Wednesday 22 May 2019. Unfortunately, at this time, Foundation Housing was unable to submit a detailed proposal but again expressed its intention of doing so.

In discussing a way forward, the Executive Committee resolved as follows on 22 May:

**RESOLUTION:**                      *Moved: Ken Hooper*                      *Seconded: Gary Shadbolt*

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*That:*

- 1. The matter of the management of CEACA's Housing post construction be deferred until Thursday 30 May 2019; and*
- 2. Foundation Housing be invited to submit its proposal and Force Realty to resubmit a revised proposal no later than close of business on Thursday 30 May 2019*

**CARRIED**

The Executive Committee also considered the matter of CEACA paying rates on its aged housing. It was agreed that this matter be listed for discussion at the CEACA Committee Meeting scheduled for Wednesday 5 June 2019 (refer also to Agenda Item 8.7).

**Executive Officer Comment:**

The Executive Committee will meet ahead of the CEACA Committee Meeting at which time it will consider the proposals lodged by Force Real Estate and Foundation Housing.

A report on the outcome of this meeting will be presented to the Committee.

**RECOMMENDATION:**

That the Executive Officer's report be noted.

**RESOLUTION:**                      **Moved: Louis Geier**                      **Seconded: Quentin Davies**

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**That the discussions of CEACA's Executive Committee in relation to Management of CEACA's Housing being constructed through the CEACA Seniors Housing Project be noted, with the matter to be listed for discussion at the Special Meeting of the CEACA Committee to be held on Wednesday 3 July 2019.**

**CARRIED**

## **8.7 Payment of Rates by CEACA on its Aged Housing**

**Author:** Helen Westcott, Executive Officer

**Disclosure of Interest:** No interest to disclose

**Date:** 31 May 2019

**Attachments:** Nil

### **Background:**

As outlined in Agenda Item 8.6, at its meeting on 22 May 2019 CEACA's Executive Committee considered the matter of CEACA paying rates on its aged housing. It was agreed that this matter be listed for discussion at the CEACA Meeting scheduled for Wednesday 5 June 2019 (Refer also to Agenda Item 8.7).

### **Executive Officer Comment:**

A request from CEACA to its members to consider a "rates holiday" on its soon to be completed aged housing will assist CEACA as it looks to develop a management budget for the houses once they are completed and handover from Pindan Constructions is achieved.

This matter is presented for discussion and decision by the Committee.

11.40am Chair left the meeting

Gary Shadbolt took the Chair

11.42am Chair returned and resumed the Chair

**RESOLUTION:                    Moved: Stephen Strange                    Seconded: Rod Forsyth**

**That the CEACA Committee request Members to consider delaying the implementation of the valuation on the completed CEACA aged housing until 1 July 2020.**

**CARRIED**

## **8.8 Establishing a Sale Price for Houses Under Construction as Part of the CEACA Seniors Housing Project**

**Author:** Helen Westcott, Executive Officer

**Disclosure of Interest:** No interest to disclose

**Date:** 31 May 2019

**Attachments:** Nil

### **Background:**

At the CEACA Executive Committee meeting held 12 April 2019 the matter of selling some of CEACA's aged houses was discussed with the meeting resolving as shown below:

**RESOLUTION:** *Moved: Raymond Griffiths      Seconded: Ken Hooper*

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1. *That CEACA engage LANDMARK to assist in the sale of some of its aged housing once completed, with sales area covered as follows:*
  - *Kellerberrin Office (Livestock and Land) would handle the Shires of Bruce Rock, Kellerberrin, Koorda, Mt Marshall, Mukinbudin and Trayning;*
  - *Merredin Office (Landmark) would handle Merredin, Nungarin, Westonia and Yilgarn and*
  - *Northam Office (Landmark) would handle the Shire of Wyalkatchem.*
2. *That CEACA in engaging LANDMARK to assist in the sale of its aged housing would negotiate a commission rate based on LANDMARK seeking offers of interest to purchase from prospective buyers.*
3. *That all offers to purchase be presented to the CEACA Committee for a decision on whether or not to accept any offers received.*
4. *That CEACA's Platinum Standard housing be excluded from sale, with all this housing type retained for lease by CEACA.*

*CARRIED*

The matter was further discussed at the Executive Meeting held Wednesday 22 May 2019 at which time it was resolved as shown below:

**RESOLUTION:** *Moved: Gary Shadbolt      Seconded: Rachel Kirby*

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*That CEACA offer Livestock and Land a commission rate of 3% for the sale of houses constructed as part of the CEACA Seniors Housing Project.*

*CARRIED*

### **Executive Officer Comment:**

The Executive Officer has written to Livestock and Land advising the agents of the Executive Committee's offer. This offer has been accepted.

Before arrangements with Livestock and Land can be finalised a number of issues must first be resolved by the Committee. Each is detailed below.

- Since the Executive Committee held 22 May the Executive Officer has met with Lisa Chatfield of Deloitte's to progress discussions on CEACA's application for registration as a charity. This discussion also covered how the matter of GST would be addressed once registration had been

achieved. This discussion included how GST would be treated for those houses to be sold by CEACA. Informal advice received from Deloitte's during this meeting suggests that it may be in CEACA's interests to delay sale of these houses until registration as a charity has been achieved as it may assist in minimising CEACA's GST exposure through the sale of the houses selected for sale. A formal briefing note has been requested and it is hoped that Deloitte's will have this to the Executive Officer ahead of the CEACA Committee Meeting.

- CEACA needs to determine where the houses are to be sold. Advice from Ralton Benn on what houses can be sold is detailed in his monthly report (refer to Agenda Item 8.2).
- Irrespective of when and where the houses are sold CEACA needs to determine a price it would like to achieve. The Executive Officer believes that this is a critical issue and that a sales price is set as soon as possible for a number of reasons, including:
  1. The need to dispel any rumours around what the price may or may not be. The Executive Officer is aware that such rumours exist in both Kellerberrin and Merredin and there is no reason to suggest that similar rumours do not exist within CEACA's other communities. Rumours such as these need to be dispelled without delay because they potentially create an expectation around sales prices which clearly are not aligned with CEACA's.
  2. Potential buyers need to know what the sales price is so that if they are interested negotiations around a final price can be undertaken.
  3. Another rumour doing the rounds is that each Council will be setting the sales price for houses within its respective community. Clearly this can't be the case because the houses belong to CEACA and CEACA as a whole must determine the sales price for any house to be sold. This of course recognises that there may be different sales prices set across each of the sites to reflect demand, location etc.
  4. In determining a sale price CEACA will also have to have regard for what may or may not be acceptable to the State Government by way of what a house is sold for. Whilst the funds gained from the sale of the seven (7) or more houses will go back into CEACA, the group will need to be cognisant of the fact that the State Government will be watching if only through the acquittal of the project's funds. CEACA will potentially have to demonstrate that any house sold is done so with reasonable effort and avoid looking like the houses are being "given away".
- In addition to establishing a sales price there are a number of issues that must be dealt with before a "for sale" sign can be put outside any of CEACA's houses and prospective buyers sought. These include:
  1. If the purchaser gets to choose their house the question that must be asked is how will this affect the strata arrangement for the houses. Whilst this might not be an issue in the smaller sites (if sales are possible at these sites) it is a real consideration for the larger sites of Kellerberrin and Merredin.
  2. How is CEACA looking to deal with "end of ownership" sales, ie when a person who has bought a house comes to the next stage in their lives and needs to move away from the district or into residential aged care. Will CEACA purchase back the house under some predetermined arrangements agreed to at the time of the person purchasing their home or will the owner be left to sell the house on the "open market"?

Anecdotal evidence provided by someone in Merredin looking to purchase a house suggest that if the owner is responsible for selling their home there may be little appetite for outright purchase. From the information provided by the Merredin resident it would seem that this is the situation at Baladong Retirement Estate in York, where when the residents move their units are not repurchased by the organisation that runs/owns the estate. The resident must wait until someone buys their home. This it would seem has led to several houses being vacant for considerable periods of time.

There may be other issues that require the CEACA's Committee's attention before arrangements can be finalised in relation to the sale of some of its aged houses.

Each of the above issues are presented for discussion and decision.

11.48am Ricky Storer left the meeting

11.48am Rachel Kirby left the meeting

11.50am Ricky Storer returned to the meeting

11.51am Rachel Kirby returned to the meeting

12.00noon Stephen Strange left the meeting

12.02pm Stephen Strange returned to the meeting

### **Noted**

The Chair advised that Bruce Wittber and Helen Westcott would be retiring from the meeting at this point and ahead of consideration of Agenda Item 8.9.

He also noted that as Helen Westcott would be going on leave this coming Friday he wanted to take this opportunity to thank her and Bruce Wittber for their contributions to CEACA.

Gary Shadbolt also spoke to the meeting, acknowledging BHWs contribution to CEACA's success.

Helen Westcott and Bruce Wittber left the meeting at 12.10pm and did not return.



## **8.9 Engagement of a New Executive Officer**

**Author:** Helen Westcott, Executive Officer

**Disclosure of Interest:** No interest to disclose

**Date:** 31 May 2019

**Attachments:** Advertisement for the position of CEACA Executive Officer  
Information package for the position of CEACA Executive Officer

### **Background:**

With the resignation of the current Executive Officer it has been necessary for CEACA to seek to fill the position prior to 13 July when the current Executive Officer will leave CEACA.

The then Acting Chair, Gary Shadbolt, emailed all Committee Members on 6 May 2019 regarding establishing a process to appoint a new Executive Officer. To quote from his email:

*Hello CEACA Delegates, I have been notified by the current CEACA Executive Officer (EO) that the task of advertising and recruiting for a new CEACA EO position falls outside the terms of their contract under item 7. Therefore we would need to enter into a new and separate formal agreement to undertake this recruitment as "project work", which would therefore be charged at a rate of \$154.00 Inc. GST per hour.*

*Instead of this direction, I am seeking approval from all voting delegates (by return email) to appoint the Executive Committee as the working party to undertake this recruitment process to include other potential recruitment options which may be available to us.*

*I am seeking your response by way of a "Reply to all Email" by COB today to allow for this process to commence as we are aiming to advertise in this Saturdays West Australian (11<sup>th</sup> May). Once I have received a favourable reply from the majority of delegates via email will be will commence the process accordingly.*

*Should you any queries pleased don't hesitate to discuss with me on Mobile 0429 471 536.*

*Mr Gary Shadbolt*  
**CEACA Acting Chairman**

Six affirmative responses were received, providing a majority decision for the recruitment process to commence.

An advertisement was placed in both West Australian Newspaper and on the website seek.com.

A copy of the advertisement and the information prepared for those interested in applying form attachments to the meeting agenda.

Applications for the position of Executive Officer to CEACA closed on 24 May 2019.

Whilst six expressions of interest were received, CEACA's Executive Committee received only one formal application.

It was later resolved by telephone that the Executive Committee would interview the sole applicant, with CEACA's Chair, Hon Terry Waldron JP and Executive Committee Member Gary Shadbolt to conduct the interview.

The interview was held in Perth on Monday 27 May 2019. The results of the interview have been provided to members of the Executive Committee. A recommendation will be made to the CEACA Committee as a whole.

**Executive Officer Comment:**

No further comment.

This matter is presented for discussion and decision by the Committee.

**RESOLUTION:                      Moved: Stephen Strange                      Seconded: Quentin Davies**

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**That the CEACA Committee:**

- 1. Enter into contract negotiations with Mr Nicholas Hopkin as its new CEACA Executive Officer under contract conditions presented.**
- 2. Subject to Mr Hopkins agreement to the proposed contract, CEACA's Chairperson is delegated authority to execute the contract.**

**CARRIED**

## **9. FUTURE MEETINGS**

### **9.1 Meetings of the CEACA Committee**

Special General Meeting Wednesday 3 July 2019 (to adopt the new CEACA Constitution) Kellerberrin  
Special Committee Meeting Wednesday 3 July 2019 (to adopt the 2019/2020 CEACA Budget) Kellerberrin  
Wednesday 4 September 2019 Ordinary Committee Meeting (Venue to be determined)

### **9.2 Meetings of CEACA Executive Committee**

Wednesday 14 August 2019  
Wednesday 16 October 2019

Meetings will either be via teleconference or in-person, with the venue being Perth or Kellerberrin.

## **10 CLOSE OF MEETING**

There being no further business the meeting was declared closed at 12.29pm

### DECLARATION

These minutes were confirmed by the Central East Aged Care Alliance Inc Committee at the meeting held Wednesday 4 September 2019

Signed \_\_\_\_\_  
Person presiding at the meeting at which these minutes were confirmed

## Action Sheet as at 4 June 2019

<b>Meeting Date</b>	<b>Agenda Item</b>	<b>Action/Resolution</b>	<b>Response</b>	<b>Up-date</b>	<b>Officer Responsible</b>
CEACACOM 060618	8.3 Preparation of CEACA's Strategic Plan	RESOLUTION: Moved: Rod Forsyth Seconded: Ricky Storer That CEACA: <ol style="list-style-type: none"> <li>1. Write to the Wheatbelt ACAT to obtain information on aged care services and packages available across the 11 Councils in CEACA;</li> <li>2. Circulate this information, once received, to the CEACA Members;</li> <li>3. Write to the CEOs of Councils within CEACA seeking information on private aged care service providers operating within their respective communities; and</li> <li>4. Will not apply for funding through Round 3 of the Building Better Regions Fund.</li> </ol> <p style="text-align: right;">CARRIED</p>	Work on this matter has not progressed. The Executive Officer seeks direction from the Committee as to what action it would like to take.	040619	CEACAEO
CEACA AGM 141118	9. Appointment of an Auditor	RESOLUTION: Moved: Rod Forsyth Seconded: Ken Hooper That: <ol style="list-style-type: none"> <li>1. The CEACA Annual General Meeting appoint AMD Chartered Accountants as the auditor for 2018/2019 financial year;</li> <li>2. The CEACA Executive Committee be granted delegated authority to finalise the terms and conditions of appointment of the auditor for 2018/2019; and</li> <li>3. CEACA Executive Committee consider the development of three-year audit contract and seek quotations for a three-year contract for recommendation of the appointment of an auditor to the 2019 Annual General Meeting.</li> </ol> <p style="text-align: right;">CARRIED</p>	Refer to the CEACA Executive Committee Meeting held 22 May 2019.	040619	CEACAEO
CEACACOM 141118	8.3 "Soft Launch" for the CEACA Seniors Housing Project	RESOLUTION: Moved: Quentin Davies Seconded: Rachel Kirby That the public launch for the CEACA Seniors Housing Project be delayed until after the appointment of an independent Chair to CEACA. <p style="text-align: right;">CARRIED</p>	With the appointment of Hon Terry Waldron JP as CEACA Chair, the Executive Officer seeks direction as to what the CEACA Committee now wishes to do with respect to the "soft launch".	040619	CEACAEO

CEACACOM 141118	8.5 CEACA Application Eligibility and Rent Assessment Form	RESOLUTION: Moved: Rachel Kirby Seconded: Quentin Davies That the matter lay on the table. CARRIED	No action required at this time.	040619	CEACAE0
CEACAEX 121218	8.5 Housing Eligibility Matrix	RESOLUTION: Moved: Rachel Kirby Seconded: Raymond Griffiths 1. That the CEACA Executive Committee review the housing eligibility matrix provided by Access Housing Australia, providing the Executive Officer with comments by 12.00noon on Monday 17 December 2018. 2. That the Executive Officer collate the comments received into a final draft for circulation by flying email to the CEACA Committee with a request that: a) Acceptance of the draft, as provided, be sent by return email no later than close of business on Friday 21 December 2018; and b) The CEACA Executive Committee be given delegated authority to use the eligibility matrix as part of negotiations to finalise the housing management agreement between CEACA and Access Housing Australia. CARRIED	Refer to the CEACA Executive Committee Meeting held 22 May 2019.	040619	CEACAEX CEACAE0
CEACAEX 120419	9.8 Development of a Data Breach Response Plan (Response Plan) for CEACA	RESOLUTION: Moved: Rachel Kirby Seconded: Ken Hooper That: 1. The CEACA Executive Committee reaffirms its request for the Executive Officer to prepare a draft data breach response plan for CEACA's consideration; 2. A draft data breach response plan based upon one provided by the Bresland Insurance Group be prepared for consideration at the CEACA Meeting scheduled to be held in Merredin on Wednesday 5 June 2019; and 3. Work on the preparation of a draft data breach response plan commence after CEACA has entered into a management agreement for its aged housing. CARRIED	Part 3 of the resolution has not been finalised so not action has been taken to date.	040619	CEACAE0
CEACAEX 220519	5.2 Executive Officer Action Sheet as at 15 May 2019	RESOLUTION: Moved: Gary Shadbolt Seconded: Ken Hooper That the: 1. Action Sheet as presented be received; and 2. Executive Officer recommence work on developing an eligibility matrix for CEACA's aged housing project. CARRIED	The Executive Officer has recirculated a draft eligibility matrix provided by Access Housing Australia to CEACA's Executive Committee for comment.	040619	CEACAEX CEACAE0

CEACAEX 220509	8.4 Appointment of Auditor	RESOLUTION: Moved: Rachel Kirby Seconded: Gary Shadbolt That the quote of \$850 (excl GST) from AMD Chartered Accountants to undertake the CEACA 2018/2019 Audit be accepted. CARRIED	The Executive Officer has advised AMD Chartered Accountants of the Executive Committee's decision.	040619	CEACAEO
CEACAEX 220519	9.7 Insurance for CEACA Housing	RESOLUTION: Moved: Ken Hooper Seconded: Gary Shadbolt That CEACA work with the Bresland Insurance Group to finalise an Industrial Special Risk (ISR) policy with the insurer Ansvar for its housing, subject to the policy premium being recalculated based on the new completion dates for "handover" from Pindan Construction. CARRIED	The Executive Officer has requested Bresland Insurance recalculate the policy premium as per the resolution.	040619	CEACAEO
CEACAEX 220519	9.8 Establishing a Sale Price ... Seniors Housing Project	RESOLUTION: Moved: Gary Shadbolt Seconded: Rachel Kirby That CEACA offer Livestock and Land a commission rate of 3% for the sale of houses constructed as part of the CEACA Seniors Housing Project. CARRIED	The Executive Officer has advised Livestock and Land.	040619	CEACAEO