



**CENTRAL EAST AGED CARE ALLIANCE
INC (CEACA) SPECIAL COMMITTEE
MEETING**

**WEDNESDAY 3 JULY 2019,
COMMENCING AT 12.29PM**

MINUTES



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Minutes

Central East Aged Care Alliance Inc (CEACA)

Special Committee Meeting

The meeting commenced at 12.29pm

1. OPENING AND ANNOUNCEMENTS

Following a decision by the CEACA Committee on Wednesday 5 June 2019 to hold a Special Meeting on Wednesday 3 July 2019 for the purpose of adopting the 2019/2020 Budget, the Chair and Secretary in accordance with the current Constitution (clause 19.2) has agreed to add several matters to this meeting agenda.

Chair Terry Waldron opened the meeting at 12.29pm welcoming all in attendance.

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 (left the meeting at 12.59pm)
Mr Wayne Della Bosca, Member
Mr Rod Forsyth, Member
Mr Louis Geier, Member
Ms Eileen O'Connell, Member
Ms Freda Tarr, Member

Mr Peter Clarke, Deputy Member
Ms Kerry Dayman, Deputy Member
Ms Taryn Dayman, Deputy Member (voting Member following Mr Quentin Davies departure at 12.59pm)
Mr Raymond Griffiths, Deputy Member
Mr Darren Mollenoyux, Deputy Member (voting Member for the meeting) (left the meeting at 1.45pm)
Mr Tony Sachse, Deputy Member
Mr George Storer, Deputy Member (voting Member for the meeting) (left the meeting at 1.45pm)

Mr Bruce Wittber, Joint Executive Officer

2.2 Attendance - Observers

Ms Kellie Bartley, A/CEO Shire of Merredin
Mr Adam Majid, CEO Shire of Nungarin
Mr John Nuttall, CEO Shire of Mt Marshall

Mr Darren Simmons, CEO Shire of Koorda (left the meeting at 1.45pm)

Mr Nicholas Hopkin, Incoming CEACA Executive Officer

2.3 Attendance - Guests

Nil

2.4 Apologies

Mr Gary Shadbolt, Member

Mr Ricky Storer, Member

Mr Stephen Strange, Member

Mr Greg Powell, CEO Shire of Merredin

Mr Dirk Sellenger, CEO Shire of Mukinbudin

Mr Brian Jones, CEO Shire of Trayning

Mr Jamie Criddle, CEO Shire of Westonia

Ms Helen Westcott, Joint Executive Officer

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*

4. BUSINESS OF THE MEETING

4.1 Adoption of 2019/2020 CEACA Budget

Author: Bruce Wittber, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 27 June 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 Wednesday 5 June 2019 in relation to the 2019/2020 Budget it was resolved as follows:

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

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

Executive Officer Comment:

The draft budget was referred to Member Councils and the Executive Officer has received the following responses:

Council	Response
Bruce Rock	That Council endorses the 2019/2020 CEACA Budget, including the annual membership contribution of \$20,000 and direct the CEACA delegate to vote in support.
Kellerberrin	Council has budgeted the funds in the 2019/2020 Council budget.
Koorda	The Shire of Koorda's 2019/20 budget, as adopted last week, includes a \$20,000 CEACA allocation.
Merredin	The allocation for the \$20,000 for CEACA has been placed in the draft budget for the 2019/20 year. The Draft Budget goes to Council in July.
Mt Marshall	That Council: 1. Directs the CEACA delegate to vote in favour of the \$20,000 annual membership fee to CEACA for the 2019/20 financial year;
Mukinbudin	That Council support the Draft CEACA Budget as presented and make an allowance of \$20,000 (twenty thousand dollars) in the 2019/2020 Budget to

	ensure continued Membership of CEACA in the 2019/2020 financial year.
Nungarin	That Council: <ol style="list-style-type: none"> 1. Advises Central East Aged Care Alliance that it supports the member contribution of \$20,000 (ex GST) for the 2019/20 year; 2. Further advises Central East Aged Care Alliance that it will not support a general member contribution for the 2020/21 year and onwards unless such contributions are reduced by offsetting such with income from housing and other activities.
Trayning	Council has agreed to include the \$20,000 in next year's Budget but would like to see this reduced in future years.
Westonia	The Shire of Westonia have resolved to commit \$20,000 towards the CEACA Budget recognising that the group is still in a construction phase requiring additional resources.
Wyalkatchem	That Council <ol style="list-style-type: none"> 1. Include an allocation of \$20,000 for the 2019/2020 CEACA membership subscription in the 2019/2020 annual budget considerations. 2. Notes that Council has no matters to be raised on the proposed Central East Aged Care Alliance 2019/2020 annual budget as provided for in attachment 10.2.3
Yilgarn	Endorses the Draft CEACA Budget for the year ending 30 June 2020, as presented, and commits the Shire of Yilgarn to a general contribution of \$20,000 (excluding GST) in Council's 2019/2020 Budget as a Member Organisation of CEACA.

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

RECOMMENDATION:

That the Draft Budget for the year ending 30 June 2020, as presented, be adopted with a general contribution for each Member Organisation set at \$20,000 (excluding GST).

RESOLUTION: **Moved: Rod Forsyth** **Seconded: Freda Tarr**

That the Draft Budget for the year ending 30 June 2020, as presented, be adopted with a general contribution for each Member Organisation set at \$20,000 (excluding GST).

CARRIED 10/0

4.2 Payment of Rates by CEACA on its Aged Housing

Author: Bruce Wittber, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 27 June 2019

Attachments: Nil

Background:

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).

At the CEACA Committee Meeting on Wednesday 5 June 2019 it was resolved as follows:

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

Executive Officer Comment:

All member Councils were requested by email dated 13 June 2019 to have the issue included for discussion at the June Council meeting.

The following responses have been received by the Executive Officer:

Council	Response
Bruce Rock	That Council approves CEACA's request to delay the implementation of the valuation of the CEACA independent Living Units, once completed, until the 1st July 2020 and direct the CEACA delegate to vote in support.
Kellerberrin	Council will not raise rates until 1 July 2020.
Koorda	Supports a position in line with the suggestion from the Shire of Kellerberrin for a delay in the valuation.
Merredin	Matter has yet to be discussed
Mt Marshall	That Council: 2. Directs the CEACA delegate to vote in favour of the CEACA member Shires not applying any rates on CEACA properties until July 2020.
Mukinbudin	That the CEACA Committee request Members to consider delaying the implementation of the valuation on the completed CEACA aged housing until 1 July 2020.
Nungarin	Thoughts on the rating would be in line with the suggestion from the Shire of Kellerberrin for a delay in the valuation.
Trayning	Council has not discussed a formal position on the rating but it has not included any income from rates in next year's Budget so there is a level of confidence Council will support what was proposed.
Westonia	No comment

Wyalkatchem	<p>That Council advise Central East Aged Care Alliance:</p> <ol style="list-style-type: none"> 1. That in accordance with the Local Government Act 1995 rates applicable to the land owned by CEACA will be subject to rates, unless a rate exemption is granted. 2. That in accordance with the Local Government Act 1995 Council is unable to waive or grant a discount on rates raised on rateable land. 3. That Council may consider a financial contribution to the value of the 2019/2020 rates raised to provide financial assistance to CEACA housing management expenditure.
Yilgarn	<p>That Council advises CEACA of the following: -</p> <ol style="list-style-type: none"> 1. That the Shire of Yilgarn will pay the first 12 months of Rates and Sewerage charges for the two Independent Living Units in Antares Street and makes the appropriate financial commitment within the 2019/2020 Budget; and 2. That CEACA be advised that official rateable status will commence from 1 July 2020 with CEACA being responsible for these charges from this date.

From the above table there is broad support from Member Councils to delay the charging of rates (by whatever method may be used) for the 2019/2020 year and the CEACA Committee should acknowledge and thank Member Councils for the decision.

RECOMMENDATION:

That the support of Member Councils to delay the implementation of the valuation (or not implement the charging of rates) of the CEACA Independent Living Units for the 2019/2020 be noted and Member Councils thanked for their support.

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

That the support of Member Councils to delay the implementation of the valuation (or not implement the charging of rates) of the CEACA Independent Living Units for the 2019/2020 financial year be noted and Member Councils thanked for their support.

CARRIED

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

Author: Bruce Wittber, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 27 June 2019

Attachments: Nil

Background:

The following is an extract from the Minutes of the CEACA Committee Meeting held on Wednesday 5 June 2019:

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*

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*

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.

The matter is again listed for consideration.

Meeting Comment:

The Chair advised the meeting that following discussions and negotiations with Force Realty it had been agreed by the CEACA Executive Committee to appoint Force Realty to manage the rental of CEACA Independent Living Units for a 12 month period.

The Chair also advised that he had met with Hon Terry Redman MLA who had confirmed that the original intention of the project grant was for the money from the sale of houses to be provided to CEACA for future development.

The Chair has also met Mr Col Thurley, Chief of Staff for the Minister for Regional Development to keep him and in turn the Minister informed of the progress of the CEACA project.

During discussions it was observed that it may not be reasonable to sell the houses in the smaller communities as the sale price in larger communities such as Merredin, Bruce Rock and Kellerberrin is likely to attract a higher price.

12.59pm Quentin Davies left the meeting

The Chair also advised the meeting that he had some knowledge of the 4WDL housing project and may be able to have a discussion with them to assist in the development of a sale price.

1.16pm Darren Mollenoyux left the meeting

1.18pm Darren Mollenoyux returned to the meeting

4.4 Inclusion of New Executive Officer as a Bank Signatory

Author: Bruce Wittber, Executive Officer
Disclosure of Interest: Bruce Wittber is a current signatory
Date: 27 June 2019
Attachments: Nil

Background:

With the appointment of a new Executive Officer Nicholas Hopkins it would be appropriate for the CEACA Committee to give approval for his name to be added to the bank authorisation and for Helen Westcott and Bruce Wittber to be removed.

Executive Officer Comment:

The current signatories are Treasurer Rachel Kirby, Secretary Ken Hooper, Helen Westcott and Bruce Wittber. Nearly all payments are made electronically and are required to be approved by two of the signatories.

RECOMMENDATION:

That Mr Nicholas Hopkin be added as a signatory to the Central East Aged Care Alliance bank accounts and Ms Helen Westcott and Mr Bruce Wittber be removed.

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

That Mr Nicholas Hopkin be added as a signatory to the Central East Aged Care Alliance bank accounts with Westpac Bank and Ms Helen Westcott and Mr Bruce Wittber be removed as signatories.

CARRIED

4.5 CEACA Project Funding – Shire of Merredin

Ken Hooper as President, Shire of Merredin and the holders of the FAAs for the CEACA housing project requested the opportunity to discuss with the CEACA Committee the potential small funding shortfall to make the next progress payment to Pindan.

Mr Hooper enquired that if there was a shortfall whether CEACA, through its operation account, would be in a position to advance the Shire of Merredin the funds and for them to be reimbursed once the next project progress payment had been drawn down.

Meeting Discussion:

During the meeting discussion it was suggested that the Shire of Merredin discuss with Pindan the possibility of delaying the progress payment or at least the shortfall portion of the progress payment.

The Chair indicated that he would discuss with Force Realty the development of a formal agreement to see whether will assist in allowing the Shire of Merredin to expedite the next project drawdown.

RESOLUTION: Moved: Eileen O'Connell Seconded: Rachel Kirby

That the Central East Aged Care Alliance Committee:

- 1. request that the Shire of Merredin discuss with Pindan restructuring the payment schedule to delay the payment of any funding shortfall;**
- 2. approves an advance, to the Shire of Merredin, of any shortfall in project funding, subject to the funds being reimbursed as soon as progress payment under the FAA has been received; and**
- 3. gives delegated authority to the CEACA Executive Committee to approve the amount of funds to be advanced to the Shire of Merredin together with any conditions on the advance payment.**

CARRIED

4.6 Appointment of Acting Chair

The Chair advised that he would be away on leave for about 10 weeks from Sunday 7 July 2019 and requested that the Central East Aged Care Alliance Committee appoint an Acting Chair.

The Chair advised that Gary Shadbolt had indicated he was available to undertake the role if the CEACA Committee agreed to his appointment.

RESOLUTION: Moved: Rod Forsyth Seconded: Wayne Della Bosca
That Mr Gary Shadbolt be appointed Acting Chair during the absence of the Chair on leave.
CARRIED

1.45pm Darren Mollenoyux, George Storer and Darren Simmonds left the meeting

5. FUTURE MEETINGS

5.1 Meetings of the CEACA Committee

Wednesday 4 September 2019 Ordinary Committee Meeting (Venue to be determined)
Wednesday 6 November 2019 AGM and Ordinary Committee Meeting

5.2 Meetings of CEACA Executive Committee

Wednesday 14 August 2019 (date to be confirmed as Mr Hopkin not available)
Wednesday 16 October 2019

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

6. CLOSE OF MEETING

Prior to closing the meeting the Chair wished to formally record his appreciation to Helen Westcott and Bruce Wittber for their role as the inaugural CEACA Executive Officer and wished them well in the future.

There being no further business the meeting was declared closed at 1.50pm

DECLARATION

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

Signed _____
Person presiding at the meeting at which these minutes were confirmed