



MINUTES OF CENTRAL EAST ACCOMMODATION & CARE ALLIANCE INC MANAGEMENT COMMITTEE MEETING HELD AT 10.00AM ON MONDAY, 19 MAY 2025 AT THE KELLERBERRIN & DISTRICTS CLUB, BATES STREET, KELLERBERRIN

1. MEETING OPENING

Deputy Chairperson, Gary Shadbolt, who is Chairing the meeting in Terry Waldron's absence, opened the meeting at 10.02am.

2. MEETING MATTERS

2.1 Record of Attendance and Apologies

Attendance

Gary Shadbolt (Shire of Mukinbudin) – Chairperson, Richard Marshall - CEACA Executive Officer (EO), Jo Trachy - CEACA Operations Manager (OM), Stephen Strange – Shire of Bruce Rock, Manisha Barthakur – Shire of Dowerin, Raymond Griffiths & Monika Gardiner – Shire of Kellerberrin, Tony Sachse & Ben McKay - Shire of Mt Marshall, Craig Watts – Shire of Merredin, Tanika McLennan - Shire of Mukinbudin, Holly Cusack & Rebecca McCall - Shire of Narembeen, Natalie Ness & Becky Cowcill - Shire of Quairading, Bill Price & Ross Della-Bosca - Shire of Westonia, Sabine Taylor, Mischa Stratford, Christy Petchell (Observer), Chris Loton (Observer) & Rod Lawson Kerr (Observer) - Shire of Wyalkatchem, Nic Warren, Wayne Della Bosca & Bianca Bradford (Observer) - Shire of Yilgarn

Apologies

Terry Waldron – CEACA Chairperson, Mark Furr – Shire of Bruce Rock, Bradley Anderson – Shire of Merredin,

2.2 Declaration of Quorum

The Chairperson advised that the quorum for the meeting was met.

2.3 Conflicts of Interest

There were no declarations of conflicts of interest.

2.4 Minutes of the Management Committee Meeting – 24 February 2025

RESOLUTION

It was resolved that the Minutes of the Management Committee meeting held on the 24th of February 2025 be accepted as a true and accurate record of proceedings.

2.5 DRAFT Minutes of the Executive Committee Meeting – 28 April 2025

The draft minutes were noted.

2.6 Action Items

EO advised that the items would be covered in the agenda.

3. MATTERS FOR DECISION

3.1 CEACA Expansion Project

EO referred to various documentation circulated prior to the meeting including his email on 10 May 2025, the EO Report dated 12 May 2025 and a Supplementary EO Report and Annexure dated 14 May 2025, and commented as follows:

- Housing Australia ("HA") is supportive of the Project and has proposed to contribute approx \$10m, including \$4m by grant and \$6m by concessional loan. Department of Communities ("Communities") has proposed to provide a grant of \$17m.

- Following discussions with senior management at Communities, who had advised that the CEACA Project is appreciated and supported, it was apparent that concessional loans are standard practise for HA and that up to \$23m of “availability payments”, based on social housing would be available over a 25 year period. EO’s view based on the information received from Communities, is that the indicated funding model is unlikely to be improved upon.
- The terms and conditions of the indicated funding will need to be negotiated with Communities and HA.
- A Project cashflow forecast has not been developed as yet, however the recommendation to date has been for Shires to budget for 50% of their contribution for the 2025/26 financial year.
- As discussed previously Communities has advised that funding must be for social housing only and applicants on the Department’s waitlist are prioritised. CEACA has advised that the Allocations Matrix will be utilised, which gives priority to tenants from the local communities in accordance with CEACA’s strategic objectives.
- In relation to current tenants it is estimated that approx 50% would be eligible for social housing (Band A), with approx 50% being Band B category tenants.
- The EO’s view is that the indicated funding proposal is attractive and should be supported by the Committee

The Chairperson advised that Members need to consider all options available and the requirements of social housing. It was agreed that Shires would need confirmation that the CEACA Allocations Matrix can be utilised prior to proceeding.

The Committee discussed the timing of the Shire contribution (10% or approx \$3m) and agreed it would be preferable for Shires to pay over 25 years instead of putting forward a lump sum, which would reduce the financial pressure on Shires.

The option of selling units was queried. The EO will request this during negotiations.

RESOLUTION

The indicated funding model provided by Communities is supported.

Based on the indicated funding model it is preferred that Shires make their 10% contribution (total approx \$3m) over 25 years and aligned with repayment of the proposed loan from Housing Australia. The Executive Officer will discuss this option with Department of Communities and Housing Australia.

Re-allocation of Houses

Shire of Merredin has advised that whilst they are supportive of CEACA and the transfer of land for additional houses, they are unwilling to make a financial contribution towards the cost of new houses.

It was agreed Management should work with Merredin to determine whether there is an alternative way forward. In the meantime, a re-allocation of the 12 houses allotted to Merredin was discussed. The following shires indicated a willingness to increase their number of houses requested:

Shire	Original Request	Updated Request
Bruce Rock	4	7
Dowerin	2	4
Kellerberrin	10	12
Mt Marshall	6	6 (no change)
Merredin	12	0
Mukinbudin	6	6 (no change)
Narembeen	3	4
Quairading	2	4
Westonia	3	4
Wyalkatchem	4	4 (no change)
Yilgarn	2	3
	54	54

The additional houses proposed above are subject to formal approval by the respective shires.

3.2 Management of Shire Owned Units – Merrittville Village, Merredin

Craig Watts left the meeting for the consideration of Merrittville. The Shire of Merredin’s lease to Merrittville Retirement Village Inc. (volunteer committee) expires in October 2025 and they are looking for an alternative management arrangement. A schedule of proposed management fees was circulated. EO explained the rationale for the fee proposal, which had been supported by the Executive Committee. It was noted that Merredin intended to go to open tender for

the management of Merrittville. The Committee discussed the proposed process, noting CEACA's current priorities and resources and agreed that CEACA should not participate in a tender.

RESOLUTION

It was resolved that CEACA would not participate in a tender process for the management of Merrittville. Otherwise the proposed fee structure was supported by the Committee.

3.3 CEACA Membership Fees for FY26

EO advised that the budget has been prepared on the basis that the membership fees remain at \$15k. EO's recommendation is that it remains at \$15k given the benefits of CEACA remaining in a strong financial position.

RESOLUTION

It was resolved to set the membership fee for FY26 at \$15k per annum.

3.4 Draft Budget FY26

EO referred to the draft budget, which will be finalised closer to the end of financial year. The trend that has continued for the last 3 years is that the actuals are better than budget, due mainly to 100% occupancy and good expense management. Many of the repair costs are allocated to the defects provision and not repairs and maintenance. The Committee was supportive of the draft budget.

3.5 Rent Increases

EO referred to proposed rent increases, advising that Elders Real Estate had provided their assessment of what market rent would be in each shire for a similar house. In accordance with the *Residential Tenancies Act*, we are restricted to one increase every 12 months and tenants must be given 60 days' notice of any increase. Proposed rents are significantly below market value and increased at slightly above the CPI.

RESOLUTION

It was resolved to increase the rents as per schedule in Annexure G of the EO Report.

3.6 WALGA Associate Membership

EO advised that one of the Consultants that CEACA have been speaking to in relation to the Expansion Project procurement recommended that CEACA apply for Associate Membership of WALGA so that they could take advantage of their procurement processes and documentation. An additional benefit would be access to their insurance program (LGIS).

General discussion ensued.

RESOLUTION

It was resolved that CEACA should apply for Associate Membership of WALGA.

3.7 Updated Organisational Policies & Forms

The Operations Manager advised that a review of policies, procedures and forms is complete, and minor changes had been made to bring the documents up to date. This is done every 2 years. The EO has approved all operational policies, procedures and forms and has also reviewed the organisational and governance documents that are now ready for the Management Committee to consider.

The Operations Manager suggested that any minor changes to detail be sent via email.

RESOLUTION

It was resolved to approve the updated policies, procedures and forms as tabled.

4. MATTERS FOR DISCUSSION

4.1 Executive Officer Report

EO spoke to his report:

- In relation to the accounts to the end of March, the surplus for the 9 months is \$238k and this includes interest received and more due next week from the term deposit.
- Sale of the Kununoppin is included in the Balance Sheet Expansion Reserve. DPIRD were happy with the sale on the condition that CEACA re-invested the funds and they are kept in a separate reserve.

- Profit & Loss for the 9 months is significantly higher than budget due to lower expenses and higher revenue. Approx. \$90k has been spent on defects and when the provision runs out there will be more expensed to repairs and maintenance.
- A possible role for CEACA in managing shire owned properties. Rebecca McCall advised that there had been no word from the Department regarding the discussions and the agreement expires shortly. EO advised that given the size of the CEACA Executive Team, they would only want to take on one shire-owned property management at a time.
- Term deposit expires 27th May 2025 and the EO has compared the Westpac rates with those of other major banks and confirmed they are consistent. EO will look at re-investing for 9-12 months depending on the rate that day.
- Audit planning meeting will be set for July with AMD.
- The proposed sale of Koorda and Nungarin units is on hold. CEACA will obtain a further market appraisal in due course.

4.2 Operations Manager Report

The Operations Manager added the following comments to her report:

- The Central Tenant Register has been expanded to include information relating to how many tenants would be eligible for rent assistance, income levels and categories which assists with rent setting and future planning.
- The EO summarised the work conducted to date in relation to rent setting and explained Commonwealth Rent Assistance, the percentage of tenants who may be eligible for assistance and the impact of rent increases. The basis of this work is to explore whether it would be beneficial for CEACA to move towards a rent setting policy similar to the government's rent setting policy for social housing.

4.3 Possible Change of Name for CEACA

The Chairperson and EO both advised that they have been alerted to the fact that the current name Central East Accommodation & Care Alliance Inc may be limiting which shires would apply for membership of CEACA, especially if they are not in the Central East region and suggested a possible change of name. OM handed out a list of potential names.

General discussion ensued.

RESOLUTION

It was resolved that this item be carried over to the next meeting and members may put forward any suggestions for names to the CEACA Executive Team.

General Business

Manisha Barthakur, Shire of Dowerin, spoke of the Mortlock Gardens Project in Northam and recommended that the EO speak to the Shire of Northam President, Chris Antonio and Rob Cossart of WDC about funding from Communities for that project.

5. MEETING CLOSURE

The next meeting will be held at the Merredin Regional Community and Leisure Centre, Bates Street, Merredin on the 1st September 2025 at 10.00am.

There being no further business, the Management Committee meeting closed at 11.30am.

DECLARATION

These Minutes were confirmed by the Central East Accommodation & Care Alliance Inc at the Management Committee Meeting held on _____.

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