



MINUTES OF CENTRAL EAST ACCOMMODATION & CARE ALLIANCE INC (CEACA) MANAGEMENT COMMITTEE MEETING HELD AT 11.00AM ON MONDAY, 28 FEBRUARY 2022 AT THE MERREDIN REGIONAL COMMUNITY & LEISURE CENTRE, BATES STREET, MERREDIN

1. OPENING & INTRODUCTION

Chair opened the meeting at 11.05am and explained Baptistcare had advised the previous evening that they were unable to attend due to a combination of illness and isolation.

2. PRESENTATION – BAPTIST

See above – this presentation has been postponed.

The Member for the Shire of Mt Marshall and CEO from the Shire of Westonia provided positive feedback on recent meetings with Catholic Homes. The Member for the Shire of Mt Marshall advised that he was uncomfortable displaying Catholic Homes' brochures as he did not want to be seen to be promoting just one organisation.

ACTION ITEM:

CEACA Executive Officer to ask Baptistcare to send their promotional material directly to all shires for display purposes.

3. MEETING MATTERS

3.1 Record of Attendance and Apologies

Attendance

Terry Waldron - Chairperson (CEACA), Richard Marshall - Executive Officer (CEACA), Stephen Strange - Shire of Bruce Rock, Darren Mollenoyux - Shire of Bruce Rock, Raymond Griffiths – Shire of Kellerberrin, Monica Gardiner – Delegated Member Shire of Kellerberrin, John Nuttall – Shire of Mt Marshall, Tony Sachse – Shire of Mt Marshall, Mark McKenzie – Shire of Merredin, Louis Geier - Shire of Westonia, Bill Price – Shire of Westonia, Quentin Davies - Shire of Wyalkatchem, Peter Klein - Shire of Wyalkatchem, Nic Warren – Shire of Yilgarn, Wayne Della Bosca – Shire of Yilgarn, Baptistcare Representatives.

Apologies

Rod Forsyth – Shire of Kellerberrin, Jannah Stratford – Shire of Koorda, Darren Simmons – Shire of Koorda, Tony Sachse – Shire of Mt Marshall, Lisa Clack – Shire of Merredin, Gary Shadbolt – Shire of Mukinbudin, Dirk Sellenger – Shire of Mukinbudin, Jo Trachy – CEACA Operations Manager.

3.2 Declaration of Quorum

The Chairperson advised a quorum is present (7 of 9 shires present).

3.3 Conflicts of Interest

Chair asked for any conflicts of interest and noted the new form developed to record noted conflicts of interest to be included in the meeting papers.

There were no declarations of conflicts of interest.

3.4 Minutes of the Management Committee Meeting – 8 November 2021

RESOLUTION

It was resolved that the Minutes of the Management Committee meeting held on the 8 November 2021 be accepted as a true and accurate record of proceedings.

CARRIED

3.5 Matters Arising / Action Items

The CEACA Action Items list was distributed to the attendees prior to the meeting and was noted by Members.

The CEACA Executive Officer advised the status of the Action Points from previous meetings. In relation to Shires which have resigned CEACA Membership, the constitution states they may be re-admitted at some later date on terms agreed by the Management Committee.

4. MATTERS FOR DECISION

4.1 Approval of Policies

The Chairperson explained that the policies are a requirement of the funding agreement with State Government, including the need to review and update the policies from time to time.

The CEACA Executive Officer made the following comments:

- The CEACA Executive Officer explained that the CEACA Operations Manager had reviewed and updated all policies and he had reviewed the seven Governance policies, which required approval by the Management Committee.
- The CEACA Executive Officer provided an overview of the policies with a focus on the Delegations of Authority.
- The CEACA Executive Officer advised that there is some overlap and duplication in the *Applications and Allocations* and *Eligibility and Rent Setting* policies which should be combined into one policy in due course.

Various questions were raised in relation to the Applications and Allocations and Eligibility and Rent Setting policy.

- The CEO, Shire of Kellerberrin and the delegated Member for the Shire of Kellerberrin advised that the paragraph providing for CEACA to reserve the right to renew a lease if a tenant exceeds the income threshold by 25% in two consecutive years should be removed as it is not intended to remove retired people from their home. The CEACA Executive Officer advised that this is not the intention and would not happen in practice. The paragraph is there in case a tenant's income increases significantly after they have taken a unit and they are then above the income threshold, even though eligible people may be on the waiting list.
- The CEO, Shire of Kellerberrin advised he understood there was a right for Shires to allocate a restricted number of units as they saw fit, without reference to the CEACA Allocations Matrix. Other Members had no recollection of such a right and it was suggested that he may be referring to CEACA's right to be able to sell a restricted number of units, which was subsequently changed to all shires only offering units for rent.
- The CEO, Shire of Kellerberrin advised there is some inconsistency between information in the application form and the matrix. It was agreed to review the application form to ensure it is consistent with the Allocations Matrix.

RESOLUTION

Following discussion on the revised policies and the response to various queries it was RESOLVED to approve the updates to the Governance policies.

CARRIED

4.2 Allocations Matrix Review & Application and Allocations Process

The applications and allocations process has been reviewed by the CEACA Operations Manager and CEACA Executive Officer following queries raised at the previous Management Committee Meeting.

The Management Committee are satisfied that the policies are as previously approved by the CEACA Management Committee and are operating in accordance with the terms of the Funding Agreement with State Government, as recently confirmed by DPIRD in a meeting with the CEACA Chairperson and CEACA Executive Officer.

4.3 Shire of Nungarin Request for Land Transfer

The Chairperson referred to a letter from the Shire of Nungarin dated 1 November 2021 (copy distributed to all attendees prior to the meeting). The following points were made or noted:

- The CEACA Executive Officer had set out various options for dealing with Nungarin's response.
- There was a lengthy discussion on the various options and consequences thereof.
- The CEO, Shire of Yilgarn advised that the way this matter is dealt with could set a precedent for any future resignations from CEACA and hence the matters should be fully explored prior to providing a written response to Nungarin.
- The Member for Shire of Bruce Rock advised that wherever possible, arrangements should be tightened up so that Shires are not able to simply walk away from CEACA, as Nungarin and Trayning shires have done.
- It was noted that a big part of Nungarin and Trayning shires resigning as Members was due to the level of annual fee (\$20k) they were asked to pay.

RESOLUTION

It was agreed that the Chairperson and CEACA Executive Officer would attempt to meet with the Shire of Nungarin Council to discuss the issues and report back to the Members at the next CEACA Management Committee meeting.

CARRIED

ACTION ITEM

CEACA Chairperson and CEACA Executive Officer to set up a meeting with the Shire of Nungarin Council.

5. MATTERS FOR DISCUSSION

5.1 CEACA Executive Officer Report

The CEACA Executive Officer provided a summary of his report and commented as follows:

- Discussions have begun with Therapy Focus, a large NDIS provider in Perth, which is looking to expand their services in the Wheatbelt. They have been asked to present at the next CEACA Management Committee meeting.
- Planning is underway to determine the number of additional units required by each shire and those shires that have not returned the survey to date were asked to do so.
- The Chairperson provided a brief overview of the recent meeting with Cole Thurley, Chief of Staff to the Minister for Regional Development, noting that units for "Workers Accommodation" as well as aged care housing was of interest to Mr Thurley. A meeting will also be arranged with John Carey, Minister for Housing.
- Defect rectification work is underway and is being financed from the Project bank account held with Shire of Merredin. It is necessary to receive details from the Shire of Merredin on these funds in order to complete the planning for the rectification work. The CEACA Executive Officer noted that the CEO from the Shire of Merredin has advised this is being worked on by a consultant standing in for the Shire Corporate Services Manager, who is on extended leave.
- The Income & Expenditure account for the first six months shows a healthy surplus in excess of budget.
- The Member for the shire of Mt Marshall asked if the CEACA Executive Officer had a view on the likely rate of CEACA subscription for FY23 and whether an operating surplus may allow for a reduction in the fee.
- The CEACA Executive Officer advised that it was too early to tell, as we only had six monthly accounts; however, he would be able to model this over the next couple of months for consideration by the Executive Committee.

5.2 CEACA Operations Manager Report

The CEACA Executive Officer made the following comment:

- Issues with tenants and units arise daily and they are promptly dealt with by the Operations Manager. Present focus is planning and organisation of defect rectification work.
- The problems with downpipes were discussed. It was noted that further work has been undertaken and quotes received in order to provide an appropriate and proportionate solution to the problems.

Questions:

- The Member for Westonia Shire asked that CEACA management raise issues in future with the shire following the recent tree removal in Westonia, which had caused an issue with the tenant next door. The CEACA Executive Officer thanked the Member for his feedback and advised management had investigated this and received advice prior to a decision to remove the tree. Shires will be consulted on local issues as appropriate.

6. MEETING CLOSURE

The Chairperson thanked everyone for attending and there being no further business, the meeting closed at 12:50pm

7. NEXT MEETING

The next meeting will be held in approximately 3 months' time (details to be advised).

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.