



MINUTES OF CENTRAL EAST ACCOMMODATION & CARE ALLIANCE INC MANAGEMENT COMMITTEE MEETING HELD AT 10.00AM ON MONDAY, 4 MAY 2026 AT KELLERBERRIN & DISTRICTS CLUB, LOT 260 CONNELLY STREET, KELLERBERRIN

1. MEETING OPENING & DECLARATION OF QUORUM

The Chairperson opened the meeting at 10.05am and welcomed all attendees, in particular Tom Kettle - Shire of Wyalkatchem and Jasmine Geier - Shire of Westonia to their first CEACA meeting.

2. MATTERS

2.1 Attendance

Terry Waldron – Chairperson, Richard Marshall – Executive Officer (EO) Jo Trachy – Operations Manager (OM) & Minute Taker, Mark Furr and Stephen Strange - Shire of Bruce Rock, Manisha Barthakur & Robert Trepp - Shire of Dowerin, Raymond Griffiths & Monica Gardiner – Shire of Kellerberrin, Craig Watts & Peter Madigan – Shire of Merredin, Gary Shadbolt – Shire of Mukinbudin, Holly Cusack - Shire of Narembreen, Nic Warren & Becky Cowcill – Shire of Quairading, Ross Della-Bosca & Jasmine Geier – Shire of Westonia, Mischa Stratford & Tom Kettle – Shire of Wyalkatchem, Bianca Bradford & Peter Clarke - Shire of Yilgarn.

2.1 Apologies

Rebecca McCall (Shire of Narembreen), Bill Price (Shire of Westonia), Tony Sachse & Ben McKay (Shire of Mt Marshall), Tanika McLennan (Shire of Mukinbudin)

2.2 Declaration of Quorum

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

2.3 Conflicts of Interest

There were no conflicts of interest noted.

2.4 Draft Management Committee Meeting Minutes – 16 February 2026 (for approval)

RESOLUTION

It was resolved that the Minutes of the Management Committee meeting held on 16 February 2026 be accepted as a true and accurate record of proceedings.

2.5 Action Points

The action items are contained in the EO report.

3. MATTERS FOR DECISION

3.1 CEACA Draft Budget

The EO spoke to Annexure G of the EO report and advised that the Management Committee may have to consider revising the \$100k that is transferred into a dedicated Refurbishment Fund yearly when more units are complete. Availability payments will help, but only in the future once the new houses are completed. General discussion ensued.

3.2 Proposed Rent Increase

The EO spoke to Annexure H of the EO Report and added the following comments:

- A high percentage of existing tenants will be either claiming Commonwealth Rent Assistance (“CRA”) or would be eligible to claim. CRA payments increased by 4% between September 2025 and March 2026, an annualised rate increase of 8%. CRA payments have increased significantly over the past few years.

- In proposing the new rents, the EO considered what rent would be for social housing which is limited to 25% housing income + CRA or 75% of market value, whichever is lower. For example, a single person with no dependents would be paying \$247 of which \$110 is covered by CRA.

General discussion ensued and the importance of educating tenants on the benefits of CRA to ensure they are either claiming it or are taking steps to apply for it was highlighted.

RESOLUTION

It was resolved that the increases as recommended by the EO be accepted.

3.3 Expansion Project Report

The EO referred to the Expansion Project Report and commented on the individual items contained therein as follows:

1. MWA Design Methodology & MWA Re-Submitted Price

- Modular WA (“MWA”) has been appointed as the preferred tenderer.
- A fixed price has been quoted, however the volatility to the supply of oil and impact on prices has understandably caused MWA to be concerned about rising prices from their suppliers.
- Options were considered. A reduction in the number of houses, although acceptable to Department of Housing & Works (DOHW), would not be acceptable to Housing Australia (“HA”). Another approach is to allocate some of the project contingency to the lump sum price. The contingency of approx. \$2.7m (10%) is made up of 5% general contingency and 5% price escalation. A portion of the price escalation contingency could be allocated to the lump sum price in conjunction with a rise and fall mechanism. MWA would take the risk on any price increases above a negotiated amount to be added to the lump sum.
- MWA would invoice CEACA monthly and we would check the index amount, which is published monthly.

RESOLUTION

It was resolved to appoint Modular WA (“MWA”) as the successful builder conditional upon the rise and fall clause in the contract to a maximum of \$1.35m (5%), or subject to further funding from State Government equal to or above the \$1.35m.

Action Item

The Chairperson will approach John Carey’s office to discuss this matter with Claire Comrie.

1.1 Planning Approvals

Planning Approvals must be in place by no later than 30 June 2026. This is a condition precedent of both the State and Housing Australia. MWA has proposed to start the process for a fee of \$100k. CEACA would pay this and the amount be treated either as a preliminary cost to be refunded from grant monies or alternatively treated as a part contribution to project funding. The \$100k will be treated as a deposit on the building contract. General discussion ensued.

RESOLUTION

It was resolved that CEACA pay \$100k to MWA to commence the planning approval process.

Action Item – Management to advise Shires that planning approvals for the relevant sites is required as soon as possible and request that planning fees be waived as part of their funding contribution to the project.

2. Special Purpose Vehicle

CEACA Limited needs to be registered as a Community Housing Provider (“CHP”), DOHW has advised that the SPV should ideally have independent Directors to help deal with any conflicts that may arise with CEACA Inc. General discussion ensued.

RESOLUTION

It was resolved that if independent Directors are required to obtain CHP status, CEACA will approach certain individuals to enquire about their willingness to be involved. Committee members and CEOs are requested to consider names of potential independent directors for CEACA Limited.

3. *Transfer of Land*

Eighteen lots must be transferred to CEACA Limited by no later than 30 June 2026. An offer in respect to the Mukinbudin land was received last week. We expect delays with the Wyalkatchem land as we have been advised that it will be split and then a portion transferred to CEACA Limited. The DPLH is assisting with this.

With respect to certain land currently owned by CEACA Inc, an agreement has been developed to transfer the land to CEACA Limited and at the end of the construction phase, transfer the original land parcel and houses back to CEACA Inc. All revenues and costs associated with the existing CEACA houses will stay with CEACA Inc. The Transfer of Land Agreement (“Agreement”) is included in the meeting papers and should be signed by directors of CEACA Limited and authorised representatives of CEACA Inc.

It was noted that at the end of the construction phase, the Management Committee would review the Agreement and may determine to amend its terms at that time.

RESOLUTION

It was resolved to approve the Transfer of Land Agreement between CEACA Inc. and CEACA Limited.

4. *Grant Agreements*

- The State Government is working towards finalising the grant agreement by June 2026.
- The Housing Australia grant agreement may not be finalised until after June 2026.
- The building contract and the two grant agreements will be in the name of CEACA Limited.
- Preliminary costs total \$182k to date and they include Geotech reports and surveys, lawyers, financial health check for MWA. This amount will be returned to CEACA as a project cost.
- Housing Australia and the State Government have advised that there are to be no project announcements until both funding agreements are signed. Permission for early works has been granted.

The Chairperson to approach John Carey’s office to speak with Claire Comrie regarding this matter.

RESOLUTION

The Management Committee noted the process being undertaken to finalise the funding agreements with State and Federal Government and acknowledged the directive that no announcements were to be made prior to both grant agreements being signed.

8. *Affiliated Services Agreement – CEACA Limited and CEACA Inc*

The services agreement has been further developed following feedback during the CHP application process. The proposed fee for FY27 is \$132,750 based on the figures shown in EO Report. It is expected that CEACA Limited will not be able to pay the fee until the houses are complete. It will be recorded in a loan account between CEACA Inc and CEACA Limited. The financial forecasts of CEACA Limited, as submitted to Housing Australia and the State, show the amounts will be repaid once the new houses are complete and Availability Payments from Housing Australia are received.

3.4 Updated Policies, Forms & Documents

Updated Notifications Policy and Employment Contract template were circulated for review prior to the meeting.

RESOLUTION

The Management Committee resolved to approve the updated policy and documents circulated.

3.5 Transfer of Land Agreement

Refer 3.3 (3) above.

3.6 Chief Executive Officer

The EO and OM left the meeting. The Chairperson referred to the Chief Executive Officer Appointment paper that was circulated to all attendees prior to the meeting and general discussion ensued.

RESOLUTION

The Management Committee resolved to accept the terms of the recommendation with the new CEO to be appointed on the basis of 0.8 FTE.

4.0 MATTERS FOR DISCUSSION

4.1 Executive Officer Report

4.2 The EO summarised spoke to the Income and Expenditure Accounts and Balance Sheet. **Operations Report**

The OM added the following comments to the Operations Report tabled:

- Occupancy numbers have changed since the papers were sent out, with a further three applications received.
- We continue to stress to new applicants the importance of also applying to the DOHW Social Housing waiting list to increase their chances of being offered one of the new houses when constructed.
- The initial CHP registration application was submitted early in 2026 and following that, numerous Requests for Information have been received. We have responded to all, with the last one being submitted last week.
- The expansion project has also taken up a large amount of time sorting through land transfers, VOI's, building tenders and updating internal documents. OM thanked those who have assisted with the process and in particular, Mischa Stratford and Holly Cusack for travelling to the CEACA offices to sign documents.
- Operationally, things are tracking well with the completion of yearly electrical compliance checks and servicing, and gutter/sewer pit cleans, as well as stripping and re-painting of defective barge boards in Bruce Rock and 50% of Merredin units. The remaining units in Merredin will be done in the 2026/7 financial year.
- Elders' property inspector will be leaving Elders shortly. We await details of their replacement.

4.3 General Business

The Chairperson advised that he would be standing down at the 2026 AGM and suggested the Management Committee commence discussions in relation to their replacement. General discussion ensued.

RESOLUTION

It was resolved to advertise the Chairperson position on the CEACA website. The Shires should share the information. It was further resolved that the Selection Committee would consist of Gary Shadbolt, Mischa Stratford and Stephen Strange and the Committee will table a report at the meeting in August.

The Chairperson asked the EO and OM to leave the room and discussed a recommendation to the Management Committee to approve a "one-off" bonus payment to the EO and OM. The amount of each bonus was discussed and agreed upon by the Management Committee. The reasoning for the bonus payments is in recognition of the large volume of additional work undertaken over the last few years by both, in addition to their normal workload.

The Chairperson, on behalf of the Management Committee, thanked both Richard and Jo for their hard work and dedication to CEACA.

RESOLUTION

The Management Committee resolved to approve a "one-off" bonus payment of \$20,000 each to Richard Marshall and Jo Trachy. The Chairperson will communicate the amount of the bonus to the EO and OM.

5.0 MEETING CLOSURE

There being no further business, the Management Committee meeting adjourned at 12.22pm.

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).