



MINUTES OF CENTRAL EAST ACCOMMODATION & CARE ALLIANCE INC MANAGEMENT COMMITTEE MEETING HELD ON WEDNESDAY, 9 NOVEMBER 2022 AT THE KELLERBERRIN RECREATION & LEISURE CENTRE, LOT 260 CONNELLY STREET, KELLERBERRIN

1. WELCOME & INTRODUCTION

The Chairperson opened the meeting at 10.08am.

2. MEETING MATTERS

2.1 Record of Attendance and Apologies

Attendance

Terry Waldron - Chairperson, Richard Marshall – CEACA Executive Officer (EO), Jo Trachy – CEACA Operations Manager (OM), Stephen Strange - Shire of Bruce Rock, Darren Mollenoyux - Shire of Bruce Rock, Rodney Forsyth - Shire of Kellerberrin, Raymond Griffiths – Shire of Kellerberrin, John Nuttall – Shire of Mt Marshall, Tony Sachse – Shire of Mt Marshall, Gary Shadbolt - Shire of Mukinbudin, Bill Price – Shire of Westonia, Louis Geier – Shire of Westonia, Mischa Stratford - Shire of Wyalkatchem, Quentin Davies - Shire of Wyalkatchem, Nic Warren - Shire of Yilgarn, Wayne Della-Bosca – Shire of Yilgarn

Apologies

Lisa Clack – Shire of Merredin, Mark McKenzie – Shire of Merredin, Dirk Sellenger – Shire of Mukinbudin, Peter Klein – Shire of Wyalkatchem

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 – 17 October 2022

RESOLUTION

It was resolved that the Minutes of the Management Committee meeting held on the 17 October 2022 be accepted as a true and accurate record of proceedings with one correction. Bill Price from the Shire of Westonia was incorrectly noted as being an apology.

CARRIED

2.5 Minutes of the Management Committee Meeting – 31 August 2022

RESOLUTION

It was resolved that the Minutes of the Management Committee meeting held on the 31 August 2022 be accepted as a true and accurate record of proceedings.

CARRIED

2.6 Matters Arising / Action Items

The CEACA Action Items list was distributed to the attendees prior to the meeting. The EO summarised the points and there were no questions or comments.

3. MATTERS FOR DECISION

3.1 Appointment of CEACA Chairperson

The Chairperson, Terry Waldron, left the meeting.

The Deputy Chairperson, Gary Shadbolt, asked for nominations for the role of Chairperson for the 2022/23 year. Stephen Strange nominated Terry Waldron and this was seconded by Raymond Griffiths.

RESOLUTION

It was agreed by the Management Committee to accept the nomination put forward by Stephen Strange and Raymond Griffiths and to elect Terry Waldron as the CEACA Independent Chairperson until the 2023 Annual General Meeting.

CARRIED

3.2 Executive Committee Members Appointment (Deferred to after AGM)

This item was deferred until after the AGM. The Minutes and Resolution from that meeting follow the Management Committee meeting minutes.

3.3 CEACA Membership Terms (EO Report – Annexure C)

The EO summarised the information contained in Annexure C of the EO Report and explained the options. The Management Committee discussed these options in detail and resolved as follows:

RESOLUTION

It was resolved by the Management Committee that CEACA agree to receive associate Members on the following conditions:

1. Membership term will be a minimum of 3 years.
2. \$5k associate membership fee per year.
3. Land tenure for any ILU's constructed to be donated to CEACA.
4. Any units constructed through the program will be exempt from Shire rates.
5. Consideration be given for cash contribution per unit depending on State Government requirements.
6. Should the ILU project be funded the Associate Members receiving units are to transfer to full Member of CEACA at the time of funding confirmed unless the Associate Member elects to transfer earlier.

CARRIED

ACTION ITEM

A draft Letter of Intent will be prepared and shared with potential new members.

It was also agreed that in order to provide more certainty to CEACA, existing Members will commit to a three (3) year term from 1st July 2023, based on annual membership fee of \$15,000 per annum, with a penalty payable if a Shire resigned, such that there is no financial incentive for a shire to resign with three (3) years.

Process:

1. A document formalising the above conditions will be prepared at the CEACA Management Committee meeting to be held in February 2023 and passed at the May 2023 meeting.
2. When the draft document is complete, it will be sent to Member Shires for their input and agreement.
3. Consider the change of constitution at the May 2023 meeting.

ACTION ITEMS

1. All Members to check the number of ILU listed under "Aged and Social" in Annexure D and ensure the figures for their shire are accurate. Consideration to be given to providing options for aged care workers as part of the application for funding for additional ILU.
2. Option for workers accommodation is not included at this stage and will be considered as part of a separate project.
3. When the new Minister for Regional Development is appointed, they will be invited to view the CEACA project and see first-hand the benefit that the project is delivering to the regional community.
4. Workshop to be held in February 2023 to discuss CEACA's future Vision and Strategic Planning.

4. MATTERS FOR DISCUSSION

4.1 Additional ILU and/or Workers Accommodation Update (EO Report Annexure D)

This item was discussed as part of Item 3.3.

4.2 Property Management – Agent Review Update

The EO to give an update as part of his Report in Item 4.3.

4.3 Executive Officer Report

The EO provided a summary of his report and made the following additional comments:

- A meeting was held between CEACA, WEROC and NEWROC to discuss workers accommodation. WEROC and NEWROC believe that CEACA would be well positioned to assist with future applications. It was agreed to keep dialogue open, as there is potential for expansion for CEACA.
- Updated in Income & Expenditure account for the 3 months to 30th September 2022 and Balance Sheet at that date.
- Elders contract for property management expires 5 December 2022. EO and OM will meet with the Elders State Manager next week to discuss renewal options. Costs are expected to increase. If required, CEACA will ask Elders for a 3-month extension to the contract to allow time to review a second proposal from the Professionals in Northam. A report will be tabled at the CEACA Management Committee meeting in February 2023. New contract should be for a 2-year period.

4.4 Operations Manager Report

The OM added the following comments to the Operations Report (Item 4.4):

- Round 3 of Defect Rectification inspections are being conducted this week to give the builder an idea of materials required. Once complete, the High, Medium and Low priority items will be complete. The issue of defect rectification has been on the agenda since 2019 and although this may seem like a long time, CEACA have had to deal with COVID lockdowns, CEACA being left with 700+ defects to manage and new ones arising, the builder going into liquidation, other builders not able to provide assistance as well as material and labour shortages.
- Acknowledged the great work done by many contractors to not only rectify these defects, but to attend to emergency repairs at short notice. It is very much appreciated by CEACA and the OM.
- Acknowledged the support from shires with regards to the defects and referrals to contractors when required.
- IT systems are currently being moved over to a new provider, Commandacom and when finalised, the CEACA website will be easier to manage and this will mean the uploading of additional information and online forms.
- Information Session/Health Forum will be held on the 23 March 2023 in Wyalkatchem. OM thanked Mischa Stratford from the Shire of Wyalkatchem for her assistance with this event and also thanked Nic Warren from the Shire of Yilgarn for his assistance with marketing.
- EO and OM will meet with Westside Insurance brokers on the 21st November 2022 to discuss 2022-23 renewals.
- It has been pleasing to receive referrals from various agencies such as Share and Care, Catholic Homes, Department of Health and WACHS. This benefits not only CEACA but people who are desperate for housing in the region.

General Business

The Chairperson thanked John Nuttall from the Shire of Mt Marshall for his hard work and dedication to the CEACA project since its inception and on behalf of all the Committee Members wished him all the best in his future endeavours.

5. MEETING CLOSURE

There being no further business, the meeting closed at 12.20pm.

The Management Committee will re-convene after the AGM to elect the Executive Committee Members (Item 3.2).

6. NEXT MEETING

The CEACA Management Committee meeting will be held on the 27th February 2023 commencing at 10.30am at the Merredin Recreation & Leisure Centre.

- Meeting reconvened after AGM.
- Appointment of Executive Committee

NOMINATION OF EXECUTIVE COMMITTEE MEMBERS

Nominations Received:

Darren Mollenoyux – Shire of Bruce Rock, Bill Price – Shire of Westonia and Raymond Griffiths – Shire of Kellerberrin nominated themselves for the position of Ordinary Member.

RESOLUTION

It was resolved by the CEACA Members that Darren Mollenoyux from the Shire of Bruce Rock, Bill Price from the Shire of Westonia and Raymond Griffiths from the Shire of Kellerberrin be appointed as CEACA Ordinary Members until the 2023 Annual General Meeting.

The Members of the CEACA Executive Committee until the 2023 Annual General Meeting will be:

Terry Waldron	-	Chairperson
Richard Marshall	-	CEACA Executive Officer
Gary Shadbolt	-	Shire of Mukinbudin & CEACA Deputy Chairperson
Rodney Forsyth	-	Shire of Kellerberrin & CEACA Treasurer
Quentin Davies	-	Shire of Wyalkatchem & CEACA Secretary
Darren Mollenoyux	-	Shire of Bruce Rock
Raymond Griffiths	-	Shire of Kellerberrin
Bill Price	-	Shire of Westonia

MEETING CLOSURE

There being no further business, the meeting closed at 12.43pm.

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.