



MINUTES OF CENTRAL EAST ACCOMMODATION & CARE ALLIANCE INC MANAGEMENT COMMITTEE MEETING HELD AT 10.00AM ON MONDAY, 4 NOVEMBER 2024 AT THE KELLERBERRIN & DISTRICTS CLUB, LOT 260 CONNELLY STREET, KELLERBERRIN

1. MEETING OPENING

The Chairperson opened the meeting at 10.07am and welcomed Manisha Barthakur (CEO, Shire of Dowerin), Mark Furr (CEO, Shire of Bruce Rock) and Robert Trepp (President, Shire of Dowerin) who are attending for the first time.

2. MEETING MATTERS

2.1 Record of Attendance and Apologies

Attendance

Terry Waldron - Chairperson, Richard Marshall - CEACA Executive Officer, Jo Trachy - CEACA Operations Manager, Mark Furr & Stephen Strange - Shire of Bruce Rock, Manisha Barthakur & Robert Trepp – Shire of Dowerin, Raymond Griffiths & Monica Gardener - Shire of Kellerberrin, Tony Sachse - Shire of Mt Marshall, Craig Watts & Bradley Anderson – Shire of Merredin, Gary Shadbolt & Tanika McLennan - Shire of Mukinbudin, Rebecca McCall & Holly Cusack - Shire of Narembeen, Bill Price - Shire of Westonia, Mischa Stratford - Shire of Wyalkatchem, Nic Warren & Wayne Della-Bosca - Shire of Yilgarn.

Apologies

Natalie Ness – Shire of Quairading, Sabine Taylor – Shire of Wyalkatchem, Ben McKay – Shire of Mt Marshall, Ross Della Bosca – Shire of Westonia

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 – 26 August 2024

RESOLUTION

It was resolved that the Minutes of the Management Committee meeting held on the 26 August 2024 be accepted as a true and accurate record of proceedings.

2.5 Minutes of the Management Committee Meeting – 30 September 2024 (via TEAMS)

RESOLUTION

It was resolved that the Minutes of the Management Committee meeting held on the 30 September 2024 be accepted as a true and accurate record of proceedings.

2.6 Minutes of the Executive Committee Meeting – 14 October 2024 (via TEAMS)

RESOLUTION

The Minutes of the Executive Committee meeting held on 14th October 2024 were noted.

2.7 Matters Arising / Action Items

The EO referred to Rent Reviews and advised that although CEACA instructed Elders to increase all rents from 1/7/2024, it has not been possible to do that as the *Residential Tenancies Act* states that rents can only be increased once every 12 months. As such, individual rents are increased upon the 12-month anniversary of their last increase.

3. MATTERS FOR DECISION

3.1 Appointment of CEACA Chairperson

Terry Waldron recused himself from the meeting.

The Deputy Chairperson asked for nominations for Chairperson until the 2025 Annual General Meeting. Stephen Strange (Shire of Bruce Rock) nominated Terry Waldron and this was seconded by Wayne Della Bosca (Shire of Yilgarn).

RESOLUTION

It was agreed by the Management Committee to elect Terry Waldron as the CEACA Independent Chairperson until the 2025 Annual General Meeting.

3.2 Executive Committee Members Appointment (Deferred to after AGM)

This item was deferred until after the AGM. Refer to the end of these minutes.

3.3 Additional Units – Proposed Submission for State Government Funding

The EO advised that CEACA are applying for 54 independent living units (ILU) and the breakdown of this number by shire can be found in the meeting papers. Since last meeting, two ILU's have been added to Quairading and two deducted from Mukinbudin. CEACA had submitted their funding application 12 months ago and were advised that to apply to be registered as a Community Housing Provider (CHP). CEACA commenced the CHP application process in February and were granted registration in October. CEACA EO and OM are working on a new funding submission which will be submitted upon receipt of updated pricing from Modular Homes and Evoke Living. Both builders have been asked to provide a quote for turnkey solution ie. ready for tenants to move in.

The Chairperson and EO had met with State Government and discussed whether funding could be provided based on the existing CEACA model and were advised this may be possible. The Chairperson advised that the State Government is happy to support CEACA's Federal funding application.

3.4 Additional Units – Proposed Submission for Federal Government Funding

The EO advised that Housing Australia is keen to offer funding for additional housing for the regional areas. Their first round is complete, and they do not have a date for the next round. They are very positive that CEACA is in a good position, especially given that it is in the regional area of WA and it is a proven model. The Federal Government are keen to improve supply of housing in the regional areas but have been struggling to allocate funding due to the lack of registered CHP's. They are happy that CEACA is now registered. The EO advised that land details have been received from all shires except for Wyalkatchem. Shires need to manage the land transfer process and fund any costs of transfer to CEACA. General discussion ensued.

4. MATTERS FOR DISCUSSION

4.1 Executive Officer Report (Attachment 7)

The EO summarised the financials to 30 September 2024 and advised that the settlement date for the Kununoppin land is to be determined. Removal of the Memorial has been approved by the Executive Director of Department of Lands. When settlement has occurred, the funds will be placed in a capital reserve fund for future expansion projects.

4.2 Operations Manager Report (Attachment 8)

The OM added the following comments to their report:

- No applications received for the Bencubbin unit to date. The Shires to advise OM of any potential applicants.
- Although the CHP application process was lengthy, it has resulted in improvements to policies and procedures.
- The OM thanked all Shires for their ongoing support during the year.

4.3 Potential Sale of Land in Nungarin & Koorda

The Chairperson advised that there is potential for CEACA to sell the land in Nungarin and Koorda, both of whom are no longer members of CEACA and asked the Committee for their feedback. The Committee discussed the importance of funding for future Units and that the sale of six Units could provide vital capital for growth of CEACA. There was support for the sale of land at Nungarin and Koorda.

RESOLUTION

It was resolved that the EO would speak to DPIRD to discuss its attitude towards the sale of six Units and to Elders for advice on sale of the land in Nungarin and Koorda, and report back to the Management Committee.

4.4 Shire Owned Accommodation (Attachment 9)

The EO advised that a framework had been developed for management of shire owned accommodation based on our existing model (CEACA/Elders). The framework was discussed at the Executive Committee meeting held on 14 October. The Committee had identified that the framework may need to be different for Units not fully owned by a Shire and the framework may be too costly, particularly if volunteers have managed them. The preferred plan would be to manage accommodation at one shire on a trial basis and review after 12 months. Information is being gathered from shires on whether the accommodation is fully owned or partially owned with joint venture partners.

CEACA are due to meet with the Shire of Merredin to discuss the possible management of their Merrittville units. CEACA will consider all options to be put forward to the Management Committee, including an option for CEACA to manage the properties and sub-contract to Elders for individual items eg. inspections. CEACA also need to carefully consider the impact of management of shire owned units on other CEACA business operations. General discussion ensued.

4.5 Community Housing Provider Draft Determination report, Announcement & Registration Certificate (Attachment 10)

The EO advised that the Department of Communities sent through a Draft Determination Report in October with a list of recommendations for CEACA to address. These are recommendations only and the Department would not be reviewing them until CEACA's first compliance assessment in 2026.

One of the recommendations relates to a revised Rent Setting policy. The rule for social housing is 25% of the household income plus Commonwealth Rent Assistance (CRA), compare it with 75% of market rent and take the lowest amount. If CEACA applied that formula to existing tenants, some rents may be higher. The Department's recommendation is for CEACA to adopt this rent setting rule if it intends to provide Band A social housing in future.

ACTION ITEM

EO to draft a Rent Setting Policy and table at the February 2025 CEACA Management Committee meeting for approval.

4.6 Economic Analysis – Grant from WDC (Attachment 11)

The draft report has been received. The Consultants did not receive any information from Pingelly or Wickpin and therefore based their report solely on CEACA. The report includes very positive comments relating to CEACA and its operations in the region. This cost benefit analysis will be used in the funding applications.

GENERAL BUSINESS

Wage Increase – CEACA Executive Officer

The EO excused himself from the meeting.

The Chairperson advised the Committee that the EO had not been granted a pay rise for the past 2 years, he had been consistently working more hours than contracted and as such, proposed that a 5% wage increase be offered in accordance with the outcome of his recent performance review.

RESOLUTION

It was resolved to approve a 5% wage increase for the Executive Officer arising from his recent performance review.

ABC Radio

The Chairperson was approached by ABC radio to speak about the recent CHP registration which the station had seen posted on the CEACA Facebook page.

Presentation – WALGA

The Member for Mukinbudin advised that they had had a discussion with Stephen Beaumont from the Great Eastern Country Zone, and he had suggested that CEACA present at their Wheatbelt Conference 2025. The Chairperson advised that CEACA would be interested in participating.

5. MEETING CLOSURE

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

The Management Committee meeting was re-opened at 11.42am after the Annual General Meeting.

Attendance

Terry Waldron - Chairperson, Richard Marshall - CEACA EO, Jo Trachy - CEACA OM, Mark Furr & Stephen Strange - Shire of Bruce Rock, Manisha Barthakur & Robert Trepp – Shire of Dowerin, Monica Gardener - Shire of Kellerberrin, Tony Sachse - Shire of Mt Marshall, Craig Watts & Bradley Anderson – Shire of Merredin, Gary Shadbolt & Tanika McLennan - Shire of Mukinbudin, Rebecca McCall & Holly Cusack - Shire of Narembeen, Bill Price - Shire of Westonia, Mischa Stratford - Shire of Wyalkatchem, Nic Warren & Wayne Della-Bosca - Shire of Yilgarn.

Apologies

Natalie Ness – Shire of Quairading, Sabine Taylor – Shire of Wyalkatchem, Ben McKay – Shire of Mt Marshall, Ross Della Bosca – Shire of Westonia, Raymond Griffiths – Shire of Kellerberrin.

NOMINATION OF EXECUTIVE COMMITTEE MEMBERS

Nominations for the Executive Committee Members until the 2025 Annual General Meeting were as follows:

Terry Waldron – Chairperson, Gary Shadbolt – Shire of Mukinbudin, Raymond Griffiths – Shire of Kellerberrin, Holly Cusack – Shire of Narembeen, Mischa Stratford – Shire of Wyalkatchem and Nic Warren – Shire of Yilgarn.

RESOLUTION

It was resolved by the Management Committee that the that the members of the CEACA Executive Committee until the 2025 Annual General Meeting will be Terry Waldron – Chairperson, Gary Shadbolt - Shire of Mukinbudin, Raymond Griffiths - Shire of Kellerberrin, Holly Cusack - Shire of Narembeen, Mischa Stratford - Shire of Wyalkatchem and Nic Warren – Shire of Yilgarn.

GENERAL BUSINESS

On behalf of the Committee the Deputy Chairperson, Gary Shadbolt, thanked the Chairperson for his leadership over the last 12 months and thanked the EO and OM for their ongoing work, professional leadership and for their work on the new project, which is appreciated by the Committee Members.

The Chairperson thanked the Deputy Chairperson and advised that if successful with the funding for additional ILU, CEACA will need to review its current management structure. The Chairperson, EO and OM will review options that will cover CEACA in the future and this may include a full-time CEO in the region and an addition to operations staff. The Chairperson is happy to continue with CEACA for another 12 months but will consider whether to continue after that.

NEXT MEETING

The next meeting will be held at 10.00am on 24 February 2025 at the Merredin Regional Community & Leisure Centre.

MEETING CLOSURE

There being no further business, the meeting closed at 11.50am. .

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).