



MINUTES OF CENTRAL EAST ACCOMMODATION & CARE ALLIANCE INC MANAGEMENT COMMITTEE MEETING HELD AT 11.00AM ON MONDAY, 30 SEPTEMBER 2024 VIA MS TEAMS

1. MEETING OPENING & DECLARATION OF QUORUM

The Chairperson opened the meeting at 11.00am and welcomed all attendees including Natalie Ness, CEO at the Shire of Quairading who is attending for the first time and Maria Cavallo, Auditor from AMD.

Attendance

Terry Waldron – CEACA Chairperson, Richard Marshall – CEACA Executive Officer (EO) Jo Trachy – CEACA Operations Manager & Minute Taker, John Merrick – Shire of Bruce Rock, Monica Gardiner – Shire of Kellerberrin, Ben McKay – Shire of Mt Marshall, Craig Watts – Shire of Merredin, Gary Shadbolt – Shire of Mukinbudin, Tanika McLennan – Shire of Mukinbudin, Holly Cusack - Shire of Narembeen, Rebecca McCall – Shire of Narembeen, Natalie Ness – Shire of Quairading, Mischa Stratford - Shire of Wyalkatchem, Wayne Della Bosca – Shire of Yilgarn.

Apologies

Stephen Strange – Shire of Bruce Rock, Raymond Griffiths – Shire of Kellerberrin, Tony Sachse – Shire of Mt Marshall, Bradley Anderson – Shire of Merredin, Dirk Sellenger – Shire of Mukinbudin, Jasmine Geier – Shire of Westonia, Bill Price – Shire of Westonia, Ross Della-Bosca – Shire of Westonia, Sabine Taylor – Shire of Wyalkatchem, Nic Warren – Shire of Yilgarn, Manisha Barthakur – Shire of Dowerin

Declaration of Quorum

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

2. MEETING MATTERS

2.1 Audited financial Statements – Presentation by CEACA Executive Officer

The EO advised that the numbers contained in the documents are the same as that discussed at the August Management Committee meeting. The surplus for the year for both ILU and Governance is \$194k. Profit of \$100k was transferred to the refurbishment reserve. The proposed sale of Kununoppin land has not been disclosed as it remains conditional.

The audit went very smoothly. A planning meeting was held in early July to identify and resolve any issues and items actioned in August when audit commenced.

Draft Management Report is the Auditor's way of making recommendations to the Management Committee that are not contained in the Audit Report. The report mentions an accrual for Elders and the potential for additional management fees. The Auditor advised that this should be dealt with in the current financial year, and we will release that accrual.

Questions/Comments:

Member for Mukinbudin asked where the proceeds of the sale of Kununoppin land will be placed. EO advised that there is an option to create a Capital Reserve Fund, and this would hold the proceeds of current and any future sales.

2.2 Auditor Presentation – Maria Cavallo, Director of Audit, AMD

Maria Cavallo commented as follows:

- AMD are the Auditors for CEACA and their main purpose is to provide an opinion as to whether the financial statements are representative of the organisation and its operations.
- CEACA and AMD met earlier in the year to discuss and understand the current organisational risks and plans.

- AMD has verified all balances, debtors, income, expenses and are happy that these are fairly presented and will be issuing an unqualified Audit Report confirming that the financials are a true and correct representation of what has occurred in the year. This has been an excellent year for CEACA.
- The Management Letter is not in the Audit Report but contains recommendations. The only item relates to accrued expenses and if it does continue to accumulate, it will become a material item. This is a very good result for CEACA as they only have one recommendation.
- Excellent idea to put the funds from the sale of Kununoppin land into a Capital Reserve Fund as this provides a way of tracking any future sales and purchases under the Capital part of the Balance Sheet.
- No audit adjustments so numbers have not changed.
- Audit procedures did not identify any issues and it was a pleasure working with the EO & OM. A final audit report will be issued.

Questions for the Auditor

The EO advised that CEACA had received correspondence from Elders Real Estate today confirming sale of the Kununoppin land for \$280k. The sale is conditional (removal of Memorial) as of 30th September 2024. The Auditor advised that it is up to CEACA Management Committee as to whether they disclose it. If signed prior to 30th June 2024 it would need to be identified. The Auditor is happy if the Committee do not want to disclose it and could include a note in the report.

The EO advised the Community Housing Provider registration would be a material item to note in terms of the organisations’ strategy as that would have material value, however, as we have not received a decision from the Department it should not be disclosed.

RESOLUTION

It was resolved not to disclose the Kununoppin land sale as it is currently conditional.

2.3 Approval of CEACA Financial Statements

RESOLUTION

Following discussion, the Management Committee resolved to approve the financial statements.

Maria Cavallo, Auditor, left the meeting at 11.17am

3. GENERAL BUSINESS

The Chairperson advised he had spoken to Claire Comrie, Chief of Staff to Minister Cary’s office regarding CEACA’s application for registration as a community housing provider and the delay in receiving a notification of acceptance. The OM received a call from the Department of Communities last week and a meeting to discuss next steps was set for Monday this week. Claire Comrie and Minister Cary will meet with the Chairperson and EO to discuss funding. Progress has been slow with respect to funding and hopefully this will help to progress matters.

4. CLOSE OF MEETING

There being no further business, the meeting closed at 11.22am

DECLARATION

The Central East Accommodation & Care Alliance Inc Chairperson confirmed these Minutes at the meeting held on _____.

Signed _____.