



A Fortunate Place

Shire of Wickepin

# Agenda

## Lifestyle Retirement Committee

Council Chambers, Wickepin

# 5 FEBRUARY 2020



## Notice of a Lifestyle Retirement Committee Meeting

Please note that the next Lifestyle Retirement Committee Meeting of the Shire of Wickepin will be held on Wednesday 5 February 2020 at Council Chambers, Wickepin, commencing at 9.30am.

Certification: I have perused this agenda and am aware of all recommendations made to council and support each as presented.

Mark Hook  
Chief Executive Officer

3 February 2020

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## Terms of Reference

### 1. Name

Lifestyle Retirement Committee

### 2. Members

Syd Martin  
Cr Fran Allan  
Cr Allan Lansdell  
Murray Lang  
Coleen Thompson  
Colin Hemley  
Audrey Bird  
Kevin Coxon  
Leanne Smith  
Steve Rose  
Rex Bergin

### 3. Objectives

This Committee deals with issues relating to lifestyle retirement in the Shire of Wickepin and makes recommendations to the Ordinary Council meeting.

The Lifestyle Retirement Committee has no delegated authority.

The main functions of the Committee are to:

1. Receive reports from the Chief Executive Officer and appropriately delegated officers.
2. Consider the material in the reports from the Chief Executive Officer and appropriately delegated officers.
3. Formulate recommendations to the Ordinary Council Meeting.
4. To represent to the Council the views of the community regarding Aged Persons Housing.
5. To represent the Councils position in regards Aged Housing to regulatory bodies and interest groups/committees.
6. To assist the Wickepin Council in developing an Aged Housing Strategy.

### 4. Scope/Jurisdiction

The Committee is appointed and empowered in accordance with the provisions of the Local Government Act 1995.

Resolutions/recommendations of the committee must first be considered and endorsed by Council prior to any action by a Committee Member or Chief Executive Officer.

## 5. Appointment of Committee Members

Council calls for written nominations for members of the Lifestyle Retirement Committee in October, to run in accordance with Council elections. Committee members are appointed by Council at the November Ordinary Council meeting.

## 6. Appointment of Committee Chair

A chairperson is appointed every second year at the first Lifestyle Retirement Committee Meeting after the Local Government elections by the committee members.

## 7. Meeting Frequency

The Lifestyle Retirement Committee meets four times a year on the second Wednesday of that month at 9:30am.

Meeting dates for 2020 are as follows:

Day	Date	Time
Wednesday	February 5, 2020	9.30am
Wednesday	May 6, 2020	9.30am
Wednesday	August 5, 2020	9.30am
Wednesday	October 7, 2020	9.30am

8. Related Policies/Bylaws: Nil.



## SHIRE OF WICKEPIN QUESTIONS FROM THE PUBLIC

The Shire of Wickepin welcomes community participation during public question time. The following is a summary of procedure and a guide to completion of the required form.

- a. The person asking the question is to give their name and address prior to asking the question.
- b. Questions are to be directed through the chair, with the Presiding Member having the discretion of accepting or rejecting a question and the right to nominate a Councillor or Officer to answer.
- c. In order to provide an opportunity for the greatest portion of the gallery to take advantage of question time, questions are to be as succinct as possible. Any preamble to questions should therefore be minimal and no debating of the issue between the Gallery, Councillors or Officers is permissible.
- d. Where the Presiding Member rules that a member of the public is making a statement during public question time, then no answer is required to be given or recorded in response.
- e. Questions which are considered inappropriate; offensive or otherwise not in good faith; duplicates or variations of earlier questions; relating to the personal affairs or actions of Council members or employees; will be refused by the Presiding Member as 'out of order' and will not be recorded in the minutes.
- f. Where a member of the public submitting a question is not physically present at the meeting, those questions will be treated as an item of correspondence and will be answered in the normal course of business (and not be recorded in the minutes).
- g. Questions from members of the public that do not comply with the Rules of Question Time or do not abide by a ruling from the Presiding Member, or where the member of the public behaves in a manner in which they are disrespectful of the Presiding Member or Council, or refuse to abide by any reasonable direction from the Presiding Member, will be ruled 'out of order' and the question will not be recorded in the minutes.
- h. Answers to questions provided in good faith, however, unless reasonable prior written notice of the question is given, answers should not be relied upon as being totally comprehensive.
- i. Where a question (compliant to these rules) is raised and is unable to be answered at the meeting, the question shall be 'taken on notice' with an answer being given at the next appropriate Council Meeting.
- j. Public Question Time is set for a maximum period of 15 minutes, and will terminate earlier should no questions be forthcoming.
- k. To enable all members of the public a fair and equitable opportunity to participate in Public Question Time, each person shall be provided a maximum two minutes time limit in the first instance, in which to ask a maximum of two questions (whether these are submitted 'in writing' or 'from the floor'). A question may include a request for the tabling of documents where these are relevant to an issue before Council.
- l. Questions to be asked at the meeting will be registered, and the priority for asking questions shall be firstly 'questions on which written notice has been given prior to the meeting' (that is, prior to 12 noon on the day immediately preceding the meeting) and secondly, 'questions from the floor'.
- m. Should there be time remaining on the initial period for Public Question Time (i.e. 15 minutes) after all members of the public have posed their initial allotment of two questions, the Presiding Member will then allow members of the public to sequentially (in accordance with the register) ask a further two questions (with a two minute time limit) until the initial period for Public Question Time has expired.
- n. Any extension to the initial period for Public Question Time is to be limited to a period that will allow sufficient time for any remaining members of the public to ask their initial allotment of two questions.

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**Agenda of Lifestyle Retirement Committee Meeting held in Council Chambers, Wickepin  
Wednesday 5 February 2020.**

The Chairperson declared the meeting open at     am.

## **1. Attendance, Apologies and Leave of Absence (Previously Approved)**

Syd Martin	Chairperson
Cr Fran Allan	Member
Cr Allan Lansdell	Member
Murray Lang	Member
Colin Hemley	Member
Leanne Smith	Member
Coleen Thompson	Member
Kevin Coxon	Member
Audrey Bird	Member
Steve Rose	Member
Rex Bergin	Member

Mark Hook	Chief Executive Officer
Mel Martin	Executive Support Officer

### **Apologies**

### **Leave of Absence (Previously Approved)**

## **2. Public Question Time**

## **3. Applications for Leave of Absence/Apologies**

## **4. Petitions, Memorials and Deputations**

### **4.1 Election of Chairperson**

Syd Martin stood down as Chairperson and CEO Mr Mark Hook took the Chair. The CEO called for nominations for Chairperson.

\_\_\_\_\_nominated \_\_\_\_\_, \_\_\_\_\_accepted the nomination verbally.

There being no further nominations \_\_\_\_\_ was elected as Chairperson of the Lifestyle Retirement Committee for the ensuing two years.

\_\_\_\_\_ took the chair as the Presiding Member.

## **5. Declarations of Member's and Officer's Interest**



## 6. Confirmation of Minutes

Lifestyle Retirement Committee Meeting – 13 November 2019.

**Moved / Seconded**

That the minutes of the Lifestyle Retirement Committee meeting held on 13 November 2019 be confirmed as a true and correct record.

**Carried**

## 7. Status Report

Where a resolution is formal, procedural or lost it has not been recorded (e.g. confirmation of minutes, meeting behind closed doors, lapsed, etc).

Subject/Action	Date	Officer	Progress	Status	Comment
That a thank you letter to Natalie Manton be sent thanking her for her contribution to the Lifestyle Retirement Committee during her time at the Shire of Wickepin.	13/11/19	CEO	CEO Mark Hook to draft thank you letter	○	Letter to be sent
That the Lifestyle Committee advise Council that it endorses the Request for Tender for the WSAHA units for Johnson Street as attached with an option for a separate 2m x 4m garden shed with a concrete floor and the double garage to be lockable.	13/11/2019	CEO	Recommendation adopted at November 2019 Council Meeting	✓	

If not noted, please insert numbers of items once attended to and return sheet to CEO.

○ = in progress    ✓ = completed    ✕ = superseded

## 8. Receipt of Reports & Consideration of Recommendations

## 9. Reports & Information

### RFT 6 2019/20 Aged Person's Units Johnston St, Wickepin

The following advert was placed in the Narrogin Observer on Thursday 19 December 2019 and The West Australian on Saturday 21 December 2019. Tenders close 4pm Friday 28 February 2020.

**SHIRE OF WICKEPIN**

The Shire of Wickepin invites tenders as detailed below.

**Tender RFT 5 2019-2020  
4-bedroom/2 Bathroom  
Executive Home Either  
Transportable or Built on Site**

**Tender RFT 6 2019-2020  
Aged Persons Units  
Johnston Park**

**SPECIFICATIONS**  
A copy of the Specifications and Conditions of Tender can be obtained from the Shire of Wickepin Administration Centre during normal office hours (8.30am-5.00pm) by telephoning Executive Support Officer on (08) 9888 1005. A copy can also be obtained by e-mailing your request to [eso@wickepin.wa.gov.au](mailto:eso@wickepin.wa.gov.au)

Tenders close at 4.00pm on 28 February 2020 and can be addressed to, The Chief Executive Officer, PO Box 19, Wickepin 6370, or delivered to the Council Tender Box at the Shire of Wickepin Administration Centre, 77 Wogolin Road, and duly marked with the relevant tender number.

**The lowest or any tender will not necessarily be accepted.**

**Mark J Hook**  
Chief Executive Officer



Tender specs have so far been requested by the following:

- Kbuilt Construction
- Cooper & Oxley
- Modular WA
- Master Builders WA
- Ramm's Building Design
- Schlager Group
- Colli Truss and Frames
- AusBuild Consulting
- Judith McDougall Designs

### 9.1 Other matters raised by members

## 10. Urgent Business

## 11. Closure

The next Lifestyle Retirement Committee Meeting will be held Wednesday 6 May 2020 at 9.30am.

There being no further business the Chairperson declared the meeting closed at        am.

### Actions requested from meeting

<i>Subject/Action</i>	<i>Officer</i>