



A Fortunate Place

Shire of Wickepin

Minutes

Lifestyle Retirement Committee

Council Chambers, Wickepin

4 MAY 2022



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 4 May 2022 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

27 April 2022

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Terms of Reference

1. Name

Lifestyle Retirement Committee

2. Members

Syd Martin
Cr Fran Allan
Cr John Mearns
Steve Rose
Murray Lang
Colin Hemley
Kevin Coxon
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 2022 are as follows:

Day	Date	Time
Wednesday	February 2, 2022	9.30am
Wednesday	May 4, 2022	9.30am
Wednesday	August 3, 2022	9.30am
Wednesday	October 5, 2022	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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**Minutes of Lifestyle Retirement Committee Meeting held in Council Chambers, Wickepin
Wednesday 4 May 2022 at 9.30am**

The Chairperson declared the meeting open at 9.30am.

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

Syd Martin	Chairperson
Cr Fran Allan	Member
Cr John Mearns	Member
Steve Rose	Member
Colin Hemley	Member
Rex Bergin	Member
Murray Lang	Member
Kevin Coxon	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

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

6. Confirmation of Minutes

Lifestyle Retirement Committee Meeting – 2 February 2022.

Moved Rex Bergin / Seconded Steve Rose

That the minutes of the Lifestyle Retirement Committee meeting held on 2 February 2022 be confirmed as a true and correct record.

Carried 7/0

Steve Rose – Minutes of Previous Meeting

At the February Lifestyle Retirement Committee Meeting Steve Rose moved the following motion:

Moved Steve Rose / Seconded Rex Bergin

1. That the CEO obtain in writing that work will commence within the next two weeks.
2. That if no action is taken within the stated timeframe, the CEO to source Legal advice from Council Solicitors.

Carried 6/0

Steve Rose question why only part of the motion was Resolved. CEO Mark Hook advised that at the April Ordinary Meeting of Council, Council only resolved part 1 of this motion as they do not believe they need to source Legal advice at this time.

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

○ = in progress ✓ = completed ✕ = superseded

8. Receipt of Reports & Consideration of Recommendations

9. Reports & Information

9.1 Other matters raised by members

Steve Rose – Requested the Independent Living Units Expenditures

The following Financial Report was tabled.

SHIRE OF WICKEPIN - EXPENDITURE - CLCH3							
DATE PAID	COMPANY	DESCRIPTION	AMOUNT EX GST	TOTAL EXPENDED	AMOUNT	TOTAL EXPENDED	
					INC GST	INC GST	
20/08/2020	MCLEODS	REVIEW KBUILT CONTRACT	\$ 3,338.51	\$ 3,338.51	\$ 3,672.36	\$ 3,672.36	20/21
18/09/2020	KBUILT	1ST PAYMENT	\$ 50,000.00	\$ 53,338.51	\$ 55,000.00	\$ 58,672.36	
18/09/2020	MCLEODS	REVIEW KBUILT CONTRACT	\$ 640.70	\$ 53,979.21	\$ 704.77	\$ 59,377.13	
15/10/2020	JASON SIGNMAKERS	SIGN AGREEMENT	\$ 92.38	\$ 54,071.59	\$ 101.62	\$ 59,478.75	
15/10/2020	KBUILT	2ND PAYMENT	\$ 36,000.00	\$ 90,071.59	\$ 39,600.00	\$ 99,078.75	
26/11/2020	KBUILT	3RD PAYMENT	\$ 18,000.00	\$ 108,071.59	\$ 19,800.00	\$ 118,878.75	
21/12/2020	KBUILT	4TH PAYMENT	\$ 28,657.80	\$ 136,729.39	\$ 31,523.58	\$ 150,402.33	
18/03/2021	KBUILT	5TH PAYMENT	\$ 18,968.89	\$ 155,698.28	\$ 20,865.78	\$ 171,268.11	
30/04/2021	KBUILT	6th PAYMENT	\$ 163,612.80	\$ 319,311.08	\$ 179,974.08	\$ 351,242.19	
8/05/2021	ORA	ORA DESIGN REVIEW	\$ 2,260.00	\$ 321,571.08	\$ 2,486.00	\$ 353,728.19	
27/05/2021	KBUILT	7th PAYMENT	\$ 148,500.00	\$ 470,071.08	\$ 163,350.00	\$ 517,078.19	
24/08/2021	COLLI TIMBER	ROOF TRUSSES	\$ 89,210.60	\$ 559,281.68	\$ 98,131.66	\$ 615,209.85	21/22
25/08/2021	JASON WINDOWS	WINDOWS DOORS AND FLY SCREENS QUOTE JAS0376660 KBUILT PO 37-SOW-003	\$ 19,307.80	\$ 578,589.48	\$ 21,238.58	\$ 636,448.43	
6/09/2021	KAPOW ELECTRICAL	PROGRESS PAYMENT UNDERGROUND PITS REFERENCE 37-SOW-006 KBUILT	\$ 15,000.00	\$ 593,589.48	\$ 16,500.00	\$ 652,948.43	
19/10/2021	BUNNINGS	TEMPORARY FENCE PANELS	\$ 6,294.89	\$ 599,884.37	\$ 6,924.38	\$ 659,872.81	
12/02/2022	KURT MARTIN	CLEANUP	\$ 600.00	\$ 600,484.37	\$ 660.00	\$ 660,532.81	
3/02/2022	KBUILT	PRELIMANARIES	\$ 1,208.18	\$ 601,692.55	\$ 1,329.00	\$ 661,861.81	
16/02/2022	KBUILT	PRELIMANARIES	\$ 1,208.18	\$ 602,900.73	\$ 1,329.00	\$ 663,190.80	
22/02/2022	KOSTERS STEEL	T-BARS & TIE DOWNS	\$ 7,150.00	\$ 610,050.73	\$ 7,865.00	\$ 671,055.80	
24/02/2022	KBUILT	PRELIMANARIES	\$ 1,208.18	\$ 611,258.91	\$ 1,329.00	\$ 672,384.80	
4/03/2022	BUNNINGS	TIMBER FOR DOOR JAMBS	\$ 652.73	\$ 611,911.64	\$ 718.00	\$ 673,102.80	
9/03/2022	KBUILT	RE-IMBURSEMENT OF MATERIALS FROM BUNNINGS	\$ 363.95	\$ 612,275.59	\$ 400.35	\$ 673,503.15	
9/03/2022	KBUILT	PRELIMANARIES	\$ 1,208.18	\$ 613,483.77	\$ 1,329.00	\$ 674,832.15	
9/03/2022	KOSTERS STEEL	GALE LINTELS FOR GARAGE DOORS	\$ 672.00	\$ 614,155.77	\$ 739.20	\$ 675,571.35	
17/03/2022	KBUILT	PRELIMANARIES	\$ 1,208.18	\$ 615,363.95	\$ 1,329.00	\$ 676,900.35	
18/03/2022	GRAEME WOODGER	BRICK WORK AND ACCOMODATION	\$ 13,636.36	\$ 629,000.31	\$ 15,000.00	\$ 691,900.34	
23/03/2022	KBUILT	PRELIMANARIES	\$ 1,208.18	\$ 630,208.49	\$ 1,329.00	\$ 693,229.34	
23/03/2022	GRAEME WOODGER	BRICK WORK AND ACCOMODATION	\$ 13,636.36	\$ 643,844.85	\$ 15,000.00	\$ 708,229.34	
1/04/2022	GRAEME WOODGER	BRICKWORK	\$ 5,454.54	\$ 649,299.39	\$ 6,000.00	\$ 714,229.34	
4/04/2022	KBUILT	PRELIMANARIES 21ST-25TH MARCH	\$ 1,208.18	\$ 650,507.57	\$ 1,329.00	\$ 715,558.34	
4/04/2022	KBUILT	PRELIMANARIES 28TH MARCH- 1ST APRIL	\$ 1,208.18	\$ 651,715.75	\$ 1,329.00	\$ 716,887.34	
7/04/2022	GRAEME WOODGER	BRICKWORK 4TH PAYMENT	\$ 13,636.00	\$ 665,351.75	\$ 15,000.00	\$ 731,887.34	
13/04/2022	KBUILT	PRELIMANARIES 4TH-8TH APRIL	\$ 1,208.18	\$ 666,559.93	\$ 1,329.00	\$ 733,216.34	
13/04/2022	KBUILT	PRELIMANARIES 11TH-15TH APRIL	\$ 1,208.18	\$ 667,768.11	\$ 1,329.00	\$ 734,545.34	
26/04/2022	MIDLAND BRICK	BRICKS	\$ 2,329.16	\$ 670,097.27	\$ 2,562.08	\$ 737,107.42	
28/04/2022	KBUILT	PRELIMANARIES 18TH-22ND APRIL	\$ 1,208.18	\$ 671,305.45	\$ 1,329.00	\$ 738,436.42	
28/04/2022	KBUILT	PRELIMANARIES 25TH-29TH APRIL	\$ 1,208.18	\$ 672,513.63	\$ 1,329.00	\$ 739,765.42	
Total			\$ 672,513.63		\$ 739,765.42		
Contract Value ex g: \$ 1,329,965.60				10%	Total Payment		
Variation \$ 21,560.00			\$ 1,351,525.60		Ex GST		
1		\$ 55,000.00	\$ 5,000.00	\$ 50,000.00	\$ 1,301,525.60	Kbuilt	
2		\$ 39,600.00	\$ 3,600.00	\$ 36,000.00	\$ 1,265,525.60	Kbuilt	
3		\$ 19,800.00	\$ 1,800.00	\$ 18,000.00	\$ 1,247,525.60	Kbuilt	
4		\$ 31,523.58	\$ 2,865.78	\$ 28,657.80	\$ 1,218,867.80	Kbuilt	
5		\$ 20,865.78	\$ 1,896.89	\$ 18,968.89	\$ 1,199,898.91	Kbuilt	
6		\$ 179,974.08	\$ 16,361.28	\$ 163,612.80	\$ 1,036,286.11	Kbuilt	
7		\$ 163,350.00	\$ 14,850.00	\$ 148,500.00	\$ 887,786.11	Kbuilt	
8		\$ 151,319.62	\$ 13,756.33	\$ 137,563.29	\$ 750,222.82	Jason Windows, Colli timber, Kapow, Bunnings, Kurt Martin, Kosters Steel	
9		\$ 3,986.99	\$ 362.45	\$ 3,624.54	\$ 746,598.28	Prelimanaries	
10		\$ 718.00	\$ 65.27	\$ 652.73	\$ 745,945.56	Bunnings	
11		\$ 2,468.54	\$ 224.41	\$ 2,244.13	\$ 743,701.43	Kbuilt, Kosters Steel	
12		\$ 1,329.00	\$ 120.82	\$ 1,208.18	\$ 742,493.25	Kbuilt	
13		\$ 16,239.00	\$ 1,476.27	\$ 14,762.73	\$ 727,730.52	Kbuilt, Woodger	
14		\$ 16,239.00	\$ 1,476.27	\$ 14,762.73	\$ 712,967.79	Kbuilt, Woodger	
15		\$ 6,000.00	\$ 545.45	\$ 5,454.55	\$ 707,513.25	Woodger	
16		\$ 2,658.00	\$ 241.64	\$ 2,416.36	\$ 705,096.88	Kbuilt	

CEO Mark Hook – Independent Living Units Timeline

CEO Mark Hook presented the following timeline from Kbuilt Constructions:

Morning,

I have got together some dates for the next few trades.

Carpenter to start on site

17th May – approx. 4-5 weeks for completion of all roof framing, posts beams etc.

Roofer – waiting on confirmation of materials – will start 7th June on 2 roofs that are finished, and then come back and complete the final 2.

I will send another email with Electricians information. I will book the pre-wire in for approx. 14th June for all 4 units. Same will be for plumber.

Plasterboard looking at starting between 21st – 28th June. Will confirm dates etc on weather, trades performance etc.

Once we start plasterboard, I will start having the external items completed as well, driveways, fencing etc.

Let me know if you would like further information.

CEO Mark Hook advised that Ryan Duffy of Duffy Electrics has been given the contract to complete electrical work.

9.45am Colin Hemley entered the meeting.

Cr John Mearns – Independent Living Units

Cr John Mearns tabled the following letter:

Hi To All

I write this to seek to shorten the time I may take at Wednesday's Committee Meeting to discuss the future pathway etc for our Lifestyle Village.

I have read pretty thoroughly, twice, the 2018 Business case , 60 page document, justifying & showing what can & will be done, should we receive the grant we now have for our 4 unit project.

Firstly Mark Hook has supplied me with a blown up plan of the 12 units including the 4 we are presently building. This, even at the larger size is very difficult to see where exactly the 12 units would go. I have drawn them in & you are welcome to look at it on Wednesday.

The plans, visually are pretty confusing as they show lots of "green" in front of the units suggesting restful areas when in fact they are hard surfaced for vehicles. The plan you will see shows the overlay of the next 2 units facing Johnston street extending to the present "gym" area & taking space from that facility. The next 2 behind will see a fence I guess put between the front 2 & the back 2 units which will see the exercise area disappear.

One expects that virtually all trees down towards Jean's/Hotel would also have to go?

Page 4 of the Business Case submission , bullet point 4 says " site design includes communal areas, gardens, Gazebo's, parks & exercise areas.. " If the planned 12 units go ahead then then those listed would need to be elsewhere. If we stay for now with just the 4 then there are no real problems, however there needs to be development of the area adjoining the 4 units under construction to have serious landscaping for the residents to enjoy both singularly & socially.

" Land Tenure Summary" list the Town Hall being very close which may become the communal meeting place for the residents of the Lifestyle Village. One could envisage card playing, music events, morning/afternoon teas etc. This would mean heating/cooling the hall? Also safe kitchen amenities? An alternative could be the CRC if it is redeveloped to incorporate the village residents needs?

The Business Case document goes on to say that several towns who have such village complexes have formed " aged housing committees". Will we be a part of this formation process if not already envisioned or in the planning stage?

We have the recently formed Virtual Village Pilot Project, funded for 3 years which seems like an ideal group to be involved in the needs of the residents of our Lifestyle Village.

Do we have access to such as " Meals On Wheels" etc for future residents? Are we to be responsible for setting these amenities up??

I hope this saves some time. I also hope that all I have raised has been previously considered & can be dealt with easily at Wednesday's meeting.

CEO Mark Hook addressed Cr John Mearns letter and stated that any future Stages will not be decided upon until further funding is received.

Murray Lang also suggested that the Committee wait until the current 4 units are completed before investigating the next Stage.

Cr John Mearns – Virtual Village Committee**Moved John Mearns / Seconded Rex Bergin**

That the Lifestyle Retirement Committee invite the Virtual Village Committee to attend the next meeting to present their Concept Plan.

Carried 8/0

Cr John Mearns also questioned if a meeting every 3 months was adequate. CEO advised that meetings can be held at any time when required.

Chairperson - Syd Martin

Syd Martin asked if Council has received any further applications for the Independent Living Units. CEO Mark Hook advised that there has not been any further applications at the time.

Steven Rose

Steven Rose commended the CDO Karen Langford and ESO's Mel Martin and Lara Marchei on the work that has been done on the Shire of Wickepin webpage.

CEO Mark Hook – Thank You

Chairperson Syd Martin advised the Lifestyle Retirement Committee that today's meeting will be the last for CEO Mark Hook. Syd Martin took the time to thank Mark and wished him well in his retirement.

Steve Rose and Colin Hemley also took the opportunity to thank Mark and wished him well.

10. Urgent Business**11. Closure**

The next Lifestyle Retirement Committee meeting will be held Wednesday 3 August 2022 at 9.30am.

There being no further business the Chairperson declared the meeting closed at 10.15am.