



A Fortunate Place

Shire of Wickepin

Minutes

Lifestyle Retirement Committee

Council Chambers

5 AUGUST 2020



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 13, 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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**Minutes of Lifestyle Retirement Committee Meeting to be held in Council Chambers, Wickepin
Wednesday 5 August 2020 commencing at 9.30am.**

The Chairperson declared the meeting open at 9.32am.

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
Steve Rose	Member
Rex Bergin	Member
Mark Hook	Chief Executive Officer
Lara Marchei	Executive Support Officer

Apologies

Audrey Bird	Member
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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 – 13 May 2020.

Moved Cr Allan / Seconded M Lang

That the minutes of the Lifestyle Retirement Committee meeting held on 13 May 2020 be confirmed as a true and correct record.

Carried 10/0

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	Officer	Progress	Status	Comment
That the Lifestyle Committee request Council to accept the tender from K Built Construction with the inclusion to negotiation the carport to a double lock up garage at no extra cost.	CEO	Item taken to May Council Meeting	✓	Council accept the tender from K Built Construction for the construction of 4 Independent Living Units at 27 Johnston Street at a tendered price of \$1,329,966, and the CEO negotiate a price for the inclusion of a double lock up garage and be taken to the June 2020 council meeting.
That Council be requested to implement the following conditions to K Built Constructions, where possible, all tradesman and construction workers seek accommodation in Wickepin.	CEO	Item taken to May Council Meeting	✓	Council Approved
That Council be requested to establish a Sinking Fund to transfer the difference between the income and expenditure from the Wickepin Independent Living Units each year to the Aged Persons Accommodation Reserve.	CEO	Item take to May Council Meeting	✓	Council transfer the difference between the income and expenditure from the Wickepin Independent Living Units each year to the Aged Persons Accommodation Reserve.
Aged units carport - CEO to contact K Built Construction to negotiate changing the carport to a double lock up garage at no extra cost.	CEO	The CEO has contacted K Built Constructions who forwarded an attached variation to change the carports to lock up garages. Item taken to June Council Meeting.	✓	Council accept the alterations, price being \$23,716 GST inclusive.

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

8.1.01 – Tender RFT 6 2019/2020 Aged Persons Units Johnston Street Wickepin

Submission To:	Lifestyle Committee
Location/Address:	27 Johnston Street
Name of Applicant:	Mark Hook, Chief Executive Officer
File Reference:	GS.PRG.1555, FM.TEN.1220
Author:	Mark Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	31 July 2020

Enclosure/Attachments:

1. Floor plan
2. Site plan
3. Site overview
4. 3D perspective
5. Typical elevation
6. Finishes & colour schedule

Summary:

The Lifestyle Retirement Committee is being requested to accept the floorplans, design, finishes & colour schedule proposed by K Built Constructions.

Note: K Built Constructions have flipped the front 2 units to allow for better street elevation.

Background:

The CEO has received an updated Schematic Design drawing for the aged persons units at 27 Johnston Street Wickepin, and has requested the Lifestyle Retirement Committee to respond with any alteration as soon as possible so K Built Construction can move onto the next step of the design process.

Comments:

The CEO is happy with the design and colour concepts with a few minor questions. The CEO has contacted Katie Woodhams Director of K Built Constructions regarding the following;

1. Colours P4 and P6 look the same but are called different names, same with P5 and P7.
2. CB3 doesn't show a different colour for the posts. Referring to the Broomehill units, the full white fence looked too much white.
3. The bathroom layout for the ensuite looks very tight for access into the shower as the entrance is facing on an angle and not front on.

Statutory Environment: Local Government Act 1995

Policy Implications: Nil

Moved C Thompson / Seconded L Smith

That the colourbond fence be the same colour as the gutters and downpipes.

Carried 8/2

Moved R Bergin / Seconded A Lansdell

That the amended siteplan drawing SK0.1 be accepted.

Carried 9/1



The CEO advised that he has contacted the architect to change the layout of the ensuite bathroom due to concerns with access to the shower of the ensuite.

9. Reports & Information

9.1 Other matters raised by members

Steve Rose queried the progress of the other WSAHA councils, the CEO responded accordingly.

CEO advised that the \$500,000 drought funding has been secured over 3 years.

Syd Martin suggested that the Johnston family be updated as to the progress of the aged housing project located on Johnston Park.

10. Urgent Business

11. Closure

The next Lifestyle Retirement Committee Meeting will be held Wednesday 7 October 2020 at 9.30am.

There being no further business the Chairperson declared the meeting closed at 10.10am.