



A Fortunate Place

Shire of Wickepin

Minutes

Lifestyle Retirement Committee

Council Chambers

7 OCTOBER 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 7 October 2020, commencing at 9.30am.

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

A handwritten signature in blue ink, appearing to read "Mark Hook", is written over a horizontal line.

Mark Hook  
Chief Executive Officer

24 September 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 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**

Any member of the public wishing to participate in Public Question Time during Council or Committee meetings is welcome to do so; however, Council requires your name, address and written questions to be provided to the meeting secretary.

If any member of the Public wishes to raise any questions for Public Question Time please email them to the Chief Executive Office on [eso@wickepin.wa.gov.au](mailto:eso@wickepin.wa.gov.au) by 4.00pm Tuesday 06 October 2020.

<b>NAME:</b>
<b>SIGNATURE:</b>
<b>ADDRESS:</b>
<b>TELEPHONE:</b>
<b>MEETING/DATE:</b>
<b>NAME OF ORGANISATION REPRESENTING (if applicable):</b>

<b>QUESTION:</b>

## 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 7 October 2020 commencing at 9.30am.**

The Chairperson declared the meeting open at 9.36am.

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

Cr Fran Allan	Member
Cr Allan Lansdell	Member
Murray Lang	Chairperson (for meeting 07/10/2020)
Colin Hemley	Member
Coleen Thompson	Member
Audrey Bird	Member
Steve Rose	Member
Rex Bergin	Member
Erika Clement	Acting Chief Executive Officer
Mel Martin	Executive Support Officer

### Apologies

Syd Martin	Chairperson
Mark Hook	Chief Executive Officer
Kevin Coxon	Member
Leanne Smith	Member

### 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 – 05 August 2020.

### Moved F Allan / Seconded R Bergin

That it be recorded that Steve Rose was against the motion to the amended site plan drawing SK0.1 in the August 2020 Lifestyle Retirement Committee meeting.

That the minutes of the Lifestyle Retirement Committee meeting held on 5 August 2020 be confirmed as a true and correct record.

Carried 8/0



## 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

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 - CEO Report

Submission To:	Lifestyle Committee
Location/Address:	Whole Shire
Name of Applicant:	Mark Hook, Chief Executive Officer
File Reference:	CR.MEE.203
Author:	Mark Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	24 September 2020

### Aged units Johnston Street

All contracts with KBUILT to construct the ILU on Johnston Street have been finalised and they are currently undertaking the Town Planning and Building approvals along with the Western Power and Water Corporation approvals to commence construction.

Attached to this report is the final design drawing that has been approved and ready for Certificate of Design Approval.

### Housing Management Manual

Attached to this report is a draft Housing Management Manual for the Independent Living Units operated by the Shire of Wickepin.

This is a requirement of the grant funding received from the Department of Primary Industries and Regional Development

### Means Test - Tenants

Means testing allocation model to be developed and agreed to by all Local Governments and accepted by the Department by the next Milestone date **30/09/2020**.

Please read the attached manual and pass any comments back to the Executive Support Officer prior to the meeting so that all comments can be collated and passed onto the CEO prior to adoption by Council at the October Council Meeting.

### Recommendations:

That the Lifestyle Retirement Committee note the Chief Executive Officer's report dated 24 September 2020.

**Voting Requirements:** Simple majority.

#### Moved R Bergin / Seconded C Hemley

That the Lifestyle Retirement Committee note the Chief Executive Officer's report dated 24 September 2020.

Carried 8/0

#### Moved A Bird / Seconded C Thompson

That clause 3.1.1 of the Draft Housing Management Manual be amended to read that:

Tenants may apply to keep a small, quiet animal on the premises – keeping of a pet is subject to prior approval by Council and will incur a pet bond.

Carried 8/0

## 9. Reports & Information

### 9.1 Other matters raised by members

## 10. Urgent Business

## 11. Closure

The next Lifestyle Retirement Committee Meeting will be held Wednesday 3 February 2021 at 9.30am.

There being no further business the Chairperson declared the meeting closed at 10.30am.