



A Fortunate Place

Shire of Wickepin

Minutes

Lifestyle Retirement Committee

Council Chambers, Wickepin

5 FEBRUARY 2020

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<p style="text-align: center;">Minutes of Lifestyle Retirement Committee Meeting held in Council Chambers, Wickepin Wednesday 5 February 2020.</p>

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 Allan Lansdell	Member
Murray Lang	Member
Colin Hemley	Member
Coleen Thompson	Member
Audrey Bird	Member
Steve Rose	Member
Rex Bergin	Member

Mark Hook	Chief Executive Officer
Mel Martin	Executive Support Officer

Apologies

Leanne Smith	Member
Kevin Coxon	Member

Leave of Absence (Previously Approved)

2. Public Question Time

3. Applications for Leave of Absence/Apologies

4. Petitions, Memorials and Deputations

9.32am Cr Allan Lansdell entered the meeting

4.1 Election of Chairperson

Before Syd stood down as Chairperson he welcomed new Committee Members Steve Rose and Rex Bergin to the Lifestyle Retirement Committee.

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

Coleen Thompson nominated Syd Martin, Syd Martin accepted the nomination verbally.

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

Syd Martin took the chair as the Presiding Member.

9.33am Audrey Bird entered the meeting

9.35am Colin Hemley entered the meeting

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

6. Confirmation of Minutes

Lifestyle Retirement Committee Meeting – 13 November 2019.

Moved Fran Allan / Seconded Murray Lang

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

Carried 9/0

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	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 sent and personal call made by CEO
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

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

Tender progress

A group discussion was raised regarding current tenders and the procedure once tender dates have closed. CEO Mark Hook advised Committee that once tenders have closed and been reviewed a special Lifestyle and Retirements Committee meeting will be held to discuss each tender and to decide on the appropriate candidate. Once decided by the Committee a recommendation will be taken to Council (possibly not until the April meeting) for discussion and possible approval.

Overseer and Project Manager

CEO Mark Hook clarified that an overseer, possibly himself will be appointed to oversee the construction of the Wickepin Aged Care units which has been set in the budget. A Project Manager will be employed by the WSAHA to manage all documentation and financials for the overall project (Wickepin, Kondinin, Corrigin and Cuballing).

Audrey Bird – FAA timeline

Audrey Bird requested a copy of the signed FAA timeline. A copy was given to all Committee members.

Audrey Bird – Current Aged Care Units

Audrey Bird also questioned why the current aged care units are often unoccupied. There were a number of possibilities – “waiting for new constructed units”, “too small”, “residents past independent living”. It was discussed that in the future more advertising be done to promote the current units and make them more presentable.

Other ideas were to possibly expand the existing structures to accommodate the need for larger living quarters. Rent them out to seasonal workers or to be used to accommodate participants in weekend sporting events, e.g. bowls, tennis, netball or football carnivals.

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 10.12am.

Actions requested from meeting

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