

# SHIRE OF WANDERING

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## MINUTES

### Wandering Community Centre Committee Meeting 16 July 2025

#### OUR VISION

***Wandering is a community of responsible, resilient and adaptable residents thriving in our scenic, economically diverse environment.***

***These Minutes of the Wandering Community Centre Committee Meeting held on 16 July 2025 are confirmed as a true and correct record of proceedings without amendment.***

.....  
**Brendan Whitely, Chairperson**

.....  
**Date**

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Dr Alistair Pinto  
**Chief Executive Officer**

# SHIRE OF WANDERING

Minutes of the Wandering Community Centre Committee Meeting held in the Council Chambers on Wednesday 16 July 2025 – commencing at 7.00pm.

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**1. Declaration of Opening / Announcements of Visitors**

The Chairman declared the meeting open at 8:07pm.

**2. Attendance / Apologies / Approved Leave of Absence**

**Councillors**

Cr Max Watts, Cr Sheryl Little, Cr Gillian Hansen

**Community Members**

Brendan Whitely, Lee Muller

**Shire of Wandering Staff**

Dr Alistair Pinto – Chief Executive Officer

Karl Mickle – Operations Manager

**Project Manager**

Lou Cowan

**Visitors**

Nil

**Apologies**

Darralyn Ebsary

**3. Confirmation of Minutes of Previous Meetings Held**

**3.1 Committee Meeting Minutes – 11 June 2025**

**Statutory Environment:**

Section 5.22 of the *Local Government Act* provides that minutes of all meetings are to be kept and submitted to the next ordinary meeting of the Council or the committee, as the case requires, for confirmation.

**Voting Requirements:**

Simple Majority

**010725C Moved: Cr. Hansen**

**Seconded: Cr. Little**

**Recommendation and Committee Decision:**

**That the Minutes of the Wandering Community Centre Upgrade Committee Meeting held on 11 June 2025 be confirmed as true and correct.**

Carried 5/0

For: B Whitely, Cr S Little, Cr M Watts, Cr G Hansen, L Muller

Against: Nil.

#### **4. General Business**

##### **4.1 Project Manager Update Report**

<b>File Reference:</b>	<b>11.111.11101</b>
<b>Location:</b>	<b>Down Street, Wandering</b>
<b>Applicant:</b>	<b>N/A</b>
<b>Author:</b>	<b>Lou Cowan, Project Manager</b>
<b>Authorising Officer</b>	<b>Dr Alistair Pinto, CEO</b>
<b>Date:</b>	<b>4 July 2025</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Attachments:</b>	<b>Project Manager Update Report</b>
<b>Previous Reference:</b>	<b>N/A</b>

##### **Summary:**

For the Committee to receive the Project Manager's report.

##### **Background:**

The Wandering Community Centre is the hub for the Wandering community and has been identified as a building that needs to be upgraded to ensure that community expectations of a modern facility are addressed and the building is fit for purpose going into the future

##### **Comment:**

The Project Manager will present the report to the Committee at the meeting.

##### **Consultation:**

Not applicable

##### **Statutory Environment:**

Not applicable

##### **Policy Implications:**

Not applicable

##### **Financial Implications:**

Nil.

##### **Strategic Implications:**

###### **PROVIDE STRONG LEADERSHIP**

<b>Our Goals</b>	<b>Our Strategies</b>
A well informed Community	Foster Opportunities for connectivity between Council and the Community
We plan for the future and are strategically focused	Ensure accountable, ethical and best practice governance

##### **Sustainability Implications:**

- Environmental: There are no known significant environmental considerations.
- Economic: There are no known significant economic considerations.
- Social: There are no known significant social considerations

**Risk Implications:**

Nil

**Voting Requirements:**

Simple Majority

**020725C Moved: Cr. Watts**

**Seconded: Cr. Hansen**

**Recommendation and Committee Decision:**

**That the Committee accepts the Project Manager's report.**

Carried 5/0

For: B Whitely, Cr S Little, Cr M Watts, Cr G Hansen, L Muller

Against: Nil.

The Chair thanked Lou on behalf of the subcommittee & community for his efforts in seeing this project through to completion.

**4.2 Management of Donation funds**

**Summary:**

For the Committee to decide on the best way to manage donation funds that come in for the BBQ shelter and playground fencing.

**Background:**

The Committee sent out a letter to the Wandering community requesting donations and in-kind support for the development of the BBQ shade and playground fencing.

**Comment:**

These donations are expected to trickle in over the coming months and will be appropriately identified to be set aside for the purpose intended.

**Consultation:**

Not applicable

**Statutory Environment:**

Not applicable

**Policy Implications:**

Not applicable

**Financial Implications:**

Nil.

**Strategic Implications:**

**PROVIDE STRONG LEADERSHIP**

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**Sustainability Implications:**

- Environmental: There are no known significant environmental considerations.
- Economic: There are no known significant economic considerations.
- Social: There are no known significant social considerations

**Risk Implications:**

Nil

**Voting Requirements:**

Simple Majority

**030725C Moved: L Muller**

**Seconded: Cr. Hansen**

**Recommendation and Committee Decision:**

**That the Committee directs the CEO to appropriately accept and manage funds and in-kind contributions pledged for this purpose and report back to this sub-committee when the total contributions reaches an amount equal to or greater than \$10,000.**

Carried 5/0

For: B Whitely, Cr S Little, Cr M Watts, Cr G Hansen, L Muller

Against: Nil.

**4.3 Ablution block renovations**

**Summary:**

The next stage of works to be considered by this subcommittee is that of the upgrade to the ablution block at the Community Centre.

**Background:**

The ablution block renovations are planned to be undertaken in three stages:

A – Inside toilets

B – Outside toilets

C – Storage container (for sporting groups)

**Comment:**

There is currently no source of funding allocated for these works and grant funding will have to be sourced for the same.

**Consultation:**

Not applicable

**Statutory Environment:**

Not applicable

**Policy Implications:**

Not applicable

**Financial Implications:**

Unbudgeted capital works that will require a funding source to be allocated.

**Strategic Implications:**

**PROVIDE STRONG LEADERSHIP**

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A well informed Community	Foster Opportunities for connectivity between Council and the Community
We plan for the future and are strategically focused	Ensure accountable, ethical and best practice governance

**Sustainability Implications:**

- Environmental: There are no known significant environmental considerations.
- Economic: There are no known significant economic considerations.
- Social: There are no known significant social considerations

**Risk Implications:**

Works unable to be progressed without appropriate funding.

**Voting Requirements:**

Simple Majority

**040725C      Moved: Cr Little                      Seconded: Cr. Hansen**

**Recommendation and Committee Decision:**

**That the Committee recommends Council considers stage three of work upgrades to the Community Centre be undertaken in the following sequence:**

- 1. Inside toilets**
- 2. Outside toilets**

Carried 5/0

For: B Whitely, Cr S Little, Cr M Watts, Cr G Hansen, L Muller  
Against: Nil.

**4.4 Community Centre Re-opening Night**

The subcommittee discussed the re-opening night planned for Friday 1 August.

Flyers have been distributed with information on the event.

Discussion was had on the agenda for the evening and sequence of events planned for the night.

**6. Closure of Meeting**

The meeting was declared closed at 8:23pm. Next meeting 13 August 2025 at 7 pm.

**REPORT to UPGRADE COMMITTEE**  
**7 July 2025**

Since the last Project Manager report, the following items have taken place and are presented to the Community Centre Upgrade Committee Meeting on 9 July for consideration and acceptance:

**Community Centre Kitchen Upgrade:**

On 23 June Alistair, Karl and I met with Kim Hanson, Narrogin's Essential Services Officer (ESO), to inspect the new commercial kitchen for health standards compliance. Kim commented that it was designed, constructed and fitted out to a high standard, and should certainly be fit for purpose for the Wandering community into the future.

Kim highlighted the necessity for food safety and hygiene whenever the kitchen is in use. He also suggested that a Shire of Wandering check sheet similar to the one used by the Shire of Narrogin could be used by all hirers and/or users of the kitchen in order to confirm the minimum standards required. Our CEO Alistair will no doubt arrange for this to become available.

For those who are interested, the Shire of Narrogin has a free online Food Safety Training course on their website at [www.narrogin.wa.gov.au/live/environment/food.aspx](http://www.narrogin.wa.gov.au/live/environment/food.aspx). Normally \$35, you can apply the code 'FSNARRO368' to get a \$35 discount at checkout. I did it in about 2 hours and got my Food Safety certificate. Note that this is NOT an accredited food safety qualification.

On 25 June Karl and I met with Joel Farr of Stallion Homes for an inspection of the contract works, and to list outstanding or unfinished items. Practical Completion was granted to the contractor at the date of inspection, and the kitchen was handed over to the Shire of Wandering. Following the correction of all defects a further inspection will be undertaken, and Final Completion of the contract will be awarded. At that time the project will be deemed to have been completed.

In the meantime, Karl's works crew is working on the grassed area at the rear of the Community Centre, and have already reduced the ground level to suit the new levels.

**Community Centre Internal and External Amenities Upgrade, and Barbeque:**

No further action in this period for the amenities upgrades. Awaiting a funding source to proceed.

The July Echo ran an article seeking sponsorship and/or community involvement for a shelter over the barbeque, and a fence around the community centre play area. It also noted the pledge from the Wandering Lions Club to match dollar-for-dollar all donations up to the amount of \$10,000.

Regards – Lou Cowan

Project Manager  
Wandering Community Centre Upgrade Project.