

# SHIRE OF WANDERING

22 Watts Street, Wandering WA 6308

Ph: (08) 6828 1800

[www.wandering.wa.gov.au](http://www.wandering.wa.gov.au)



## Our Vision:

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

# Wandering Community Centre Upgrade Committee Meeting

## Agenda 17 April 2024

The next Wandering Community Centre Committee Meeting of the Shire of Wandering will be held on Wednesday 17 April 2024 in the Council Chambers, 22 Watts Street, Wandering, commencing at 7pm.

**ALAN HART  
CHIEF EXECUTIVE OFFICER**

## SHIRE OF WANDERING

Agenda for the Wandering Community Centre Meeting to be held in the Council Chambers on Wednesday 17 April 2024 commencing at 7pm.

### Contents

1.	Declaration of Opening / Announcements of Visitors .....	3
2.	Attendance / Apologies / Approved Leave of Absence.....	3
3.	Confirmation of Minutes of Previous Meetings Held.....	4
	3.1 Committee Meeting Minutes – 20 March 2024 .....	4
	3.2 Committee Meeting Minutes – 3 April 2024 .....	4
4.	General Business .....	5
	4.1 Project Manager Update Report.....	5
	4.2 Proposed Projects and Budgets to 30 <sup>th</sup> June 2024 .....	6
5.	Closure of Meeting .....	8

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

The Chairman to declare the meeting open.

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

**Councillors**

Cr Max Watts, Cr Sheryl Little, Cr Gillian Hansen

**Community Members**

Lee Muller, Brendan Whitely, Darralyn Ebsary

**Shire of Wandering Staff**

Alan Hart – Chief Executive Officer

Karl Mickle – Operations Manager

**Project Manager**

Lou Cowan

**Apologies**

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

#### **3.1 Committee Meeting Minutes – 20 March 2024**

**Statutory Environment:**

Section 5.22 of the *Local Government Act* provides that minutes of all meeting 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

**Recommendation:**

**That the Minutes of the Wandering Community Centre Upgrade Committee Meeting held on 20 March 2024 be confirmed as true and correct.**

Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_

Carried

For / Against: L Muller, B Whitely, Cr S Little, Cr M Watts, Cr G Hansen, D Ebsary

#### **3.2 Committee Meeting Minutes – 3 April 2024**

**Statutory Environment:**

Section 5.22 of the *Local Government Act* provides that minutes of all meeting 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

**Recommendation:**

**That the Minutes of the Wandering Community Centre Upgrade Committee Meeting held on 3 April 2024 be confirmed as true and correct.**

Moved: \_\_\_\_\_ Seconded: \_\_\_\_\_

Carried

For / Against: L Muller, B Whitely, Cr S Little, Cr M Watts, Cr G Hansen, D Ebsary

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

<b>4.1 Project Manager Update Report</b>	
<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>Alan Hart, Chief Executive Officer</b>
<b>Date:</b>	<b>17 April 2024</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

**Officer Recommendation:**

**That the Committee;**

- 1. Accepts the Project Manager's report.**

Moved: \_\_\_\_\_

Seconded: \_\_\_\_\_

Carried

For / Against: L Muller, B Whitely, Cr S Little, Cr M Watts, Cr G Hansen, D Ebsary

**4.2 Proposed Projects and Budgets to 30<sup>th</sup> June 2024**

**File Reference:** 11.111.11101

**Location:** Down Street, Wandering

**Applicant:** N/A

**Author:** Alan Hart, Chief Executive Officer

**Authorising Officer:** Alan Hart, Chief Executive Officer

**Date:** 17 April 2024

**Disclosure of Interest:** Nil

**Attachments:** Wandering Community Centre Upgrade Management Report.  
Letter from Department of Infrastructure, Transport, Regional  
Development, Communications and the Arts.

**Previous Reference:** N/A

**Summary:**

For the Committee to consider and recommend to Council a path forward to fully utilize the Local Roads and Community Infrastructure (LRCIP) - Phase 3 funding which has to be spent by the 30<sup>th</sup> June 2024.

**Background:**

In 2021, the Federal Government Announced the Local Roads and Community Infrastructure Guidelines for Phase 3. This phase of funding was originally to be fully spent by the 31<sup>st</sup> December 2023 and have extended it to the 30<sup>th</sup> June 2024. Further, the Shire has only until the 30<sup>th</sup> April to apply to reallocate this funding for other projects.

**Comment:**

As the 30<sup>th</sup> June deadline is fast approaching and the final detailed design for the Kitchen renovations are not complete, the reality is the Kitchen upgrade will not be completed by the 30<sup>th</sup> June 2024. The committee now must consider and recommend to Council other projects that can be undertaken by the 30<sup>th</sup> June. If the funds remain unspent by the 30<sup>th</sup> June 2024, the funds must be returned to the Federal Government. This is not an ideal situation so there are a number of items that can be purchased now in anticipation of the building works for the Kitchen and as a result of recent

discussions at either past committee meetings or other public forums there are items that can be purchased that can enhance the upgrade of the community centre.

As this round of funding comes to a close, it doesn't mean that the kitchen upgrade will not occur as LRCIP -Phase 4 funding of \$182,000 has been approved for the Kitchen Upgrade as well. This funding needs to be fully spent by the 30<sup>th</sup> June 2025. Given that the detailed design is currently underway, there is no reason to think that these works cannot occur during the 2024/25 financial year, together with any other projects that can be undertaken to ensure these funds are fully spent within the timeframe.

Attached to this report is a expenditure report showing that of a total budget of \$547,380 (Phase 3 and 4), expenditure to-date is \$203,000. What is important and for the committee to focus on is the total funding from Phase 3 is \$365,380 and expenditure to-date that allocated against that funding is \$203,000. The unspent amount of the grant is \$162,457

As the Kitchen layout and equipment list has now been finalised, Council is in a position to place purchase orders for these as well as engaging a plumber to relocate the grease trap into the lawn area. If the committee agrees to this, then that expenditure will be approximately \$78,200. This leaves a balance of \$84,000 to be spent by the 30<sup>th</sup> June 2024.

### **Other Projects**

There are other projects that the committee can consider that can be part of the upgrade of the community centre. These are listed below;

#### **Building Sustainability – Solar and Battery System \$35,000**

This was suggested informally at the committee meeting in December 2023 and quotations were sought for this. This is something that can have a significant impact on the ongoing viability of the centre and can result in cost savings to the ratepayer. The benefits of solar are well known, but this building is not generally used during the day so solar power on its own has little or no effect on the ongoing running costs. By including a battery, this will enable the Shire to harvest the electricity and store it for when it is needed.

#### **Furniture Upgrade – Replace existing Chairs \$15,595**

The chairs in the community centre are very old and look dated. At a community meeting at the Community Centre, it was suggested that age appropriate chairs be purchased as the elderly have problems getting out of the existing chairs. Following this, a quotation was obtained to replace all of the chairs with new. These chairs can come with or without arms and are fully stackable for storage.

#### **BBQ Replacement – New Community BBQ \$16,000**

The existing BBQ is aging and a possible project could be to replace the unit with a new electric BBQ. The BBQ proposed is a double BBQ designed to be out in the weather.

#### **Consultation:**

Nil

#### **Statutory Environment:**

Not Applicable

#### **Policy Implications:**

Nil

**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:**

If the committee does not have a plan to spend the grant funds by the 30<sup>th</sup> June 2024, the funds will be returned to the Federal Government as no further extensions will be granted on this round of funding.

**Voting Requirements:**

Simple Majority

**Officer Recommendation:**

**That the Committee Recommend to Council that**

1. To ensure the grant funds are fully spent by the 30<sup>th</sup> June 2024, the following projects be added to the Wandering Community Centre Upgrade project;
  - a. Solar and Battery system at a cost of approximately \$35,000
  - b. Purchase of 150 new stackable chairs at a cost of approximately \$16,000
  - c. Purchase and install 2 new BBQ's to replace the existing ones at a cost of approximately \$16,000
2. Approve Metro Steel Services as the supplier of the Stainless Steel Benches for the Kitchen

Moved: \_\_\_\_\_

Seconded: \_\_\_\_\_

Carried

For / Against: L Muller, B Whitely, Cr S Little, Cr M Watts, Cr G Hansen, D Ebsary

**5. Closure of Meeting**



**Shire of Wandering  
 Wandering Community Centre Upgrade  
 for the month Ended  
 30/04/2024**

Prog	COA	Description	Job	Description	IE	IE	Inc/Exp Analysis	Original Budget	LTD Actual
<b>Life to date Expenditure</b>									
11	E11383	Community Centre Bui WCC232		Wandering Community Centre Construction - Access Ramp to Oval Grant	50	500	Salaries & Wages	\$813.00	\$12,363.94
11	E11383	Community Centre Bui WCC232		Wandering Community Centre Construction - Access Ramp to Oval Grant	52	520	Materials	\$800.00	\$18,895.00
11	E11383	Community Centre Bui WCC232		Wandering Community Centre Construction - Access Ramp to Oval Grant	52	521	Service Contracts/Consultants	\$37,556.00	\$98.18
11	E11383	Community Centre Bui WCC232		Wandering Community Centre Construction - Access Ramp to Oval Grant	90	900	Labour Overheads	\$831.00	\$12,363.83
11	E11383	Community Centre Bui WCC232		Wandering Community Centre Construction - Access Ramp to Oval Grant	90A	901	Plant Operation Costs Recovery	\$0.00	\$1,040.00
				<i>Sub-Total</i>				<u>\$40,000.00</u>	<u>\$44,760.95</u>
11	E11383	Community Centre Bui WCC233		Wandering Community Centre Construction - New Veranda Grant Fundec	50	500	Salaries & Wages	\$0.00	(\$5.85)
11	E11383	Community Centre Bui WCC233		Wandering Community Centre Construction - New Veranda Grant Fundec	52	520	Materials	\$0.00	\$7,482.48
11	E11383	Community Centre Bui WCC233		Wandering Community Centre Construction - New Veranda Grant Fundec	52	521	Service Contracts/Consultants	\$150,000.00	\$118,054.54
11	E11383	Community Centre Bui WCC233		Wandering Community Centre Construction - New Veranda Grant Fundec	90	900	Labour Overheads	\$0.00	\$266.88
11	E11383	Community Centre Bui WCC233		Wandering Community Centre Construction - New Veranda Grant Fundec	90A	901	Plant Operation Costs Recovery	\$0.00	\$444.00
				<i>Sub-Total</i>				<u>\$150,000.00</u>	<u>\$126,242.05</u>
11	E11383	Community Centre Bui WCC234		Wandering Community Centre Upgrade - Ktichen Upgrade Grant Funded	50	500	Salaries & Wages	\$0.00	\$0.00
11	E11383	Community Centre Bui WCC234		Wandering Community Centre Upgrade - Ktichen Upgrade Grant Funded	52	520	Materials	\$0.00	\$27,965.28
11	E11383	Community Centre Bui WCC234		Wandering Community Centre Upgrade - Ktichen Upgrade Grant Funded	52	521	Service Contracts/Consultants	\$340,380.00	\$3,954.51
11	E11383	Community Centre Bui WCC234		Wandering Community Centre Upgrade - Ktichen Upgrade Grant Funded	90	900	Labour Overheads	\$0.00	\$0.00
11	E11383	Community Centre Bui WCC234		Wandering Community Centre Upgrade - Ktichen Upgrade Grant Funded	90A	901	Plant Operation Costs Recovery	\$0.00	\$0.00
				<i>Sub-Total</i>				<u>\$340,380.00</u>	<u>\$31,919.79</u>
<b>TOTAL WANDERING COMMUNITY CENTRE UPGRADE</b>								<u><b>\$530,380.00</b></u>	<u><b>\$202,922.79</b></u>
<b>Funding Sources</b>									
		LRCI Phase 3		Funding to be spent by 30/06/24				\$365,380.00	\$162,457.21
		LRCI Phase 4		Funding to be spent by 30/06/25				\$182,000.00	\$182,000.00
<b>TOTAL FUNDING SOURCES</b>								<u><b>\$547,380.00</b></u>	<u><b>\$344,457.21</b></u>

**Shire of Wandering  
 Wandering Community Centre Upgrade  
 for the month Ended  
 30/04/2024**

Prog	COA	Description	Job	Description	IE	IE	Inc/Exp Analysis	Original Budget	LTD Actual
<b>Proposed Expenditure (as per Quotes)</b>					<b>Project</b>				
<b>Existing Project - Kitchen Upgrade</b>									
		Stainless Steel Benches		Metro Steel Services			Existing-Kitchen Upgrade	\$24,026.50	
		Exhaust Canopy		Metro Steel Services			Existing-Kitchen Upgrade	\$8,822.83	
		Delivery and Installation		Metro Steel Services			Existing-Kitchen Upgrade	\$9,918.00	
		Dishwasher		Cater Central			Existing-Kitchen Upgrade	\$8,840.00	
		Glasswasher		Cater Central			Existing-Kitchen Upgrade	\$2,860.00	
		Stoves (2)		Cater Central			Existing-Kitchen Upgrade	\$8,960.00	
		2 Door Solid Door Fridge		Cater Central			Existing-Kitchen Upgrade	\$6,950.00	
		Delivery and Installation		Cater Central			Existing-Kitchen Upgrade	\$2,915.00	
		Relocate Grease Trap for Kitchen		PC Sum			Existing-Kitchen Upgrade	\$5,000.00	
		Skylights to Kitchen Area		Clearview Skylights			Existing-Kitchen Upgrade	\$18,800.00	
		<b>Sub-total</b>						<b>\$97,092.33</b>	
<b>New Projects</b>									
		Solar and Battery System		Solargain			New-Building Sustainability	\$34,723.00	
		Integra Chairs	150	Castledex			New-Building Furniture Upgrade	\$15,595.00	
		Electric BBQ-Replace Existing Gas		DA Christie			New-Replace community BBQ	\$16,058.00	
		<b>Sub-total</b>						<b>\$66,376.00</b>	
		<i>Sub-Total</i>						<u>\$163,468.33</u>	
		<b>Balance of Phase 3 Funding</b>						<u><b>(\$1,011.12)</b></u>	



**Australian Government**

**Department of Infrastructure,  
Transport, Regional Development,  
Communications and the Arts**

1.

Dear LRCI Funding Recipients,

I am writing to inform you of an extension to the project construction period for Phases 1, 2 and 3 of the Local Roads and Community Infrastructure (LRCI) Program.

As you are aware, under the LRCI Program Guidelines (Phases 1, 2 and 3) and the grant agreement, there is a defined period for the completion of projects under the program. We have received feedback from councils about project delays, and requests to extend the timeframe for project delivery.

We understand project delivery has been impacted by delays associated with supply chain issues, labour shortages and extreme weather events. Due to this, and to continue our support for local communities, help you navigate this period and enable planning for the future, the Department is providing an extension the project construction period for your nominated Phase 1 – 3 projects.

All approved projects across Phases 1, 2 and 3 may continue construction activity through to **30 June 2024**. We hope that the ability to extend your construction timeframes will enable you to finalise your program of works and ensure that projects are delivered having regard to your capacity. **Please note: further ECTP extensions past 30 June 2024 will not be granted.**

To enable final reporting and payments to be made the Grant Agreement Period will also be extended to 31 December 2024. These changes will be reflected in updated Program Guidelines and Work Schedules.

Further important administrative information regarding this change, including an official Letter of Variation, will be provided in the coming weeks. While this process is being completed, we encourage you to review your timelines and prepare work schedule variations, or updated Quarterly Reports, appropriate to your circumstances.

We also encourage you to engage with your Federal Member of Parliament on the delivery of your priority projects. The requirement to notify your local member is included in the LRCI Program Guidelines, which enables the Australian Government to see first-hand the community benefits being created by these priority projects.

We look forward to continuing to work with you in supporting local communities and delivering priority local road and community infrastructure projects.

2. Kind regards,

3. LRCI Administration Team

Local Roads and Community Infrastructure Programs Section | Road and Vehicle Safety Division  
Department of Infrastructure, Transport, Regional Development, Communications and the Arts  
CONNECTING AUSTRALIANS • ENRICHING COMMUNITIES • EMPOWERING REGIONS

*I would like to acknowledge the traditional custodians of this land on which we meet, work and live. I recognise and respect their continuing connection to the land, waters and communities.*

*I pay my respects to Elders past and present and to all Aboriginal and Torres Strait Islanders.*