

SHIRE OF WANDERING

22 Watts Street, Wandering WA 6308

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Our Vision:

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

Wandering Community Centre Committee Meeting

Agenda 6 March 2023

The next Wandering Community Centre Committee Meeting of the Shire of Wandering will be held on 6 March 2023 in the Council Chambers, 22 Watts Street, Wandering, commencing at 7pm.

ALAN HART
CHIEF EXECUTIVE OFFICER

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1 Declaration of Opening / Announcement of Visitors

We wish to acknowledge the traditional custodians of the land we are meeting on today. We acknowledge and respect their continuing culture and the contribution they make to the Shire of Wandering, and convey our respects to Elders past and present.

2. Record of Attendance / Apologies / Leave of Absence (Previously Approved)

Councillors

Max Watts
Sheryl Little
Gillian Hansen

Community Members

Brendan Whitely (Chair)
Lee Muller
Darralyn Ebsary

Shire of Wandering Staff

Alan Hart – Chief Executive Officer

Apologies

Members of the Public

3. General Business

3.1 Wandering Community Centre Upgrade – Committee Terms of Reference	
File Reference:	11.111.11101
Author:	Alan Hart, Chief Executive Officer
Authorising Officer	Alan Hart, Chief Executive Officer
Date:	2 March 2023
Disclosure of Interest:	Nil
Attachments:	Draft Terms of Reference Document

Summary:

To recommend to Council a terms of reference for the Committee.

Background:

The Wandering Community Centre is the community 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.

A working group of various Community Members has been working with Council Representatives and an Architect to develop a design that meets the above objectives and it is now time to progress this further to the next stage.

Comment:

The Wandering Community Centre upgrade committee was formed by a resolution of Council at the Ordinary meeting on 16th June 2022. It is appropriate that the committee have a governance structure that defines purpose of the committee, how to the committee will operate, and the tasks that the committee is to undertake.

The terms of reference has to be adopted by Council, then the Committee will then be bound by the contents in the Terms of Reference document.

Consultation:

N/A

Statutory Environment:

N/A

Policy Implications:

N/A

Financial Implications:

There are no financial implications relating to the draft Terms of Reference.

Strategic Implications:

Provide Strong Leadership

Our Goals	Our Strategies
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 recommend to Council to adopt the attached Terms of Reference for the Wandering Community Centre upgrade committee.

Moved: _____

Seconded: _____

4. Closure of Meeting



Terms of Reference

Wandering Community Centre Upgrade Committee

Purpose and objective

The primary purpose and objective of the Wandering Community Centre Upgrade Committee (WCCUC) is:

- to establish a group of people from various sectors of the community who can work together on a regular basis to represent the community for the proposed upgrade of the Wandering Community Centre.
- to be recognised as the initial point of contact to discuss and coordinate responses to emerging needs and issues affecting the Wandering community Centre.
- to share knowledge, expertise, information and resources with members of the group to support continuous improvement and informed decision making.
- to oversee the finalisation of plans to upgrade the Wandering Community Centre.
- to recommend to Council possible funding sources to fund the upgrade.
- to develop a staging plan and timeline.

Membership

The committee is a formal committee of Council comprising of three community members and three Council members. Membership selection shall be based on:

- a) being a Shire of Wandering resident or ratepayer
 - b) representing the Wandering community
 - c) an active interest to support the Wandering community, its sporting and community groups and members of the public
 - d) ability to commit to the total hours required for the planning meetings
 - e) willingness to work collaboratively with other members of the Group, to fairly represent the community and cross-promote community events
 - f) willingness to liaise with the Shire of Wandering on strategies and opportunities to support the Wandering community.
- Members appointed to the Committee are not entitled to a sitting fee, or any such type of remuneration.
 - Members will facilitate community consultations at each stage of the development.

Length of term

The WCCUC will meet on an ongoing basis until the upgrade is complete. The term of this Committee may otherwise be ended by resolution of Council.

Meetings

The schedule of meetings will be in accordance with the project timeline requirements and are expected to be a minimum of one meeting every month whilst the upgrade is active.

Delegation

This Committee has no delegated authority to make any decisions for or on behalf of Council.

Meeting Procedures

The meetings are to be conducted in accordance with the Local Government's meeting procedures.

Reporting

The minutes of meetings will be reported to Council for endorsement. Ad hoc milestones will be reported for the purposes of keeping Council informed only. The Committee Chair will provide Council with regular updates on the project.

Variations

Any variations to these Terms of Reference are to be endorsed by the Committee and adopted by Council.