

# SHIRE OF WANDERING

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## MINUTES

### Wandering Community Centre Committee Meeting 11 October 2023

#### 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 11 October 2023 are confirmed as a true and correct record of proceedings without amendment.***

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

.....  
**Date**

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Alan Hart  
**Chief Executive Officer**

# SHIRE OF WANDERING

Minutes of the Wandering Community Centre Committee Meeting held in the Council Chambers on Wednesday 11 October 2023 – commencing at 7.10pm.

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

The Chairman declared the meeting open at 7.10pm.

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

**Councillors**

Cr Max Watts

**Community Members**

Brendan Whitely

Lee Muller

Darralyn Ebsary

**Staff**

Karl Mickle – Operations Manager

**Apologies**

Cr Sheryl Little

Cr Gillian Hansen

Alan Hart – Chief Executive Officer

**Members of the Public**

Lou Cowan – Project Manager

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

**3.1 Committee Meeting Minutes – 6 September 2023**

**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

**011023 Moved: Cr M Watts**

**Seconded: D Ebsary**

**Recommendation and Committee Decision:**

**That the Minutes of the Wandering Community Centre Upgrade Committee Meeting held on 6 September 2023 be confirmed as true and correct, with the addition of Lou Cowan to the attendees as a member of the public.**

Carried 3/0

For: B Whitely, L Muller, D Ebsary

Against: Nil

**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>2 October 2023</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 attached 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.

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:**

Nothing further.

**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

**021023 Moved: D Ebsary**

**Seconded: Cr M Watts**

**Recommendation and Committee Decision:**

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

Carried 3/0

For: B Whitely, L Muller, D Ebsary

Against: Nil

**Project Manager's Update:**

Lou Cowan met with Lynette again on the 10<sup>th</sup> October at the Community Centre to look over and run a tape measure over things. Lynette will try and get things down on paper over the next few weeks so she can hopefully attend the next meeting to discuss. Wednesday not a good day for her.

**5. Closure of Meeting**

The meeting was declared closed at 7.55pm.

REPORT to UPGRADE COMMITTEE  
2 September 2023

The committee last met on Monday 18 September at 6.00pm. This meeting was especially convened to meet with Lynette Johnston, who has offered to assist with the kitchen design of the Wandering Community Centre.

The group discussed various aspects of the kitchen and future requirements which were noted by Lynette.

Lynette was shown the existing kitchen at the Community Centre and discussed various aspects of the design layout that could be considered for consideration. Some considerations were:

- The new southern wall not to include windows. This will allow for much needed shelf space for storage of kitchen items such as crockery and cooking utensils.
- The new in-bench washing troughs not to be as deep, as it is a continual stoop for users with possible resultant back pain. The recommended depth is to be able to easily touch the bottom of the trough without stooping.
- Placement of the dishwasher not to be in the corner, as access and use poses a difficulty.
- Placement of the bar area would be better into the storeroom, freeing up valuable kitchen space.
- Direct access is required between kitchen and bar areas via a door.
- Retain the two servery openings between kitchen and main hall. The bench space gained by closing one off is minimal and could be used for the serving of tea and coffee separately to the main serving hatch.
- Retain the 'roller-type' servery openings, as any other opening type will reduce the available bench space.
- Consideration to be given to the lighting to avoid working in shadows in the kitchen.
- Stainless steel benches on wheels to be strategically placed in the centre of the kitchen to allow for preparation and plating up from all sides.

Lynette offered to the Upgrade Committee to contact her directly if members had any ideas that could be included in the kitchen design.

Darralyn offered to arrange a meeting with Margaret White of Wandering Brook Estate who has a commercial kitchen at the winery, although unused for some time. Darralyn and Lou met with Margaret at the winery on Tuesday 26 September.

Margaret agreed that the full depth bench trough was too deep and caused back pain for users. There was plenty of both fixed and moveable stainless-steel bench units, making the kitchen very functional. Margaret stressed the importance of having plenty of power points, as the position of powered utensils may vary depending on the function.

Opening directly off the kitchen area was a walk-in cool-room, which Margaret agreed was a necessity for efficient operations.

Lou has arranged to meet with Lynette again at the Community Centre on Thursday 5 October to again view the kitchen, to confirm a few layout ideas. The next Upgrade Committee meeting is on Thursday 11 October at 7.00pm.

Regards – Lou Cowan

Project Manager, Wandering Community Centre Upgrade Project.