

SHIRE OF WANDERING

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MINUTES

Wandering Community Centre Committee Meeting 17 April 2024

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 17 April 2024 are confirmed as a true and correct record of proceedings without amendment.

Brendan Whitely, Chairperson

8/4/23

Date

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The purpose of this council meeting is to discuss and, where possible, make resolutions about items appearing on the agenda. Whilst Council has the power to resolve such items and may in fact, appear to have done so at the meeting, no person should rely on or act on basis of such decision or on any advice or information provided by a member or officer, or on the content of any discussion occurring, during the course of the meeting.

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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 17 April 2024 – commencing at 7.05pm.

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1. Declaration of Opening / Announcements of Visitors

The Chairman declared the meeting open at 7pm.

2. Attendance / Apologies / Approved Leave of Absence

Councillors

Cr Max Watts, Cr Sheryl Little

Community Members

Brendan Whitely, Darralyn Ebsary

Shire of Wandering Staff

Alan Hart – Chief Executive Officer

Karl Mickle – Operations Manager

Project Manager

Lou Cowan

Apologies

Cr Gillian Hansen

Lee Muller

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

Moved: Cr Sheryl Little Seconded: Cr Max Watts

Officer Recommendation and Committee Decision:

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

Carried 4/0

For: B Whitely, Cr S Little, Cr M Watts, D Ebsary

Against: Nil

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

Moved: Cr Sheryl Little Seconded: Cr Max Watts

Officer Recommendation and Committee Decision:

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

Carried 4/0

For: B Whitely, Cr S Little, Cr M Watts, D Ebsary

Against: Nil

4. General Business

4.1 Project Manager Update Report

File Reference: 11.111.11101
Location: Down Street, Wandering
Applicant: N/A
Author: Lou Cowan, Project Manager
Authorising Officer: Alan Hart, Chief Executive Officer
Date: 17 April 2024
Disclosure of Interest: Nil
Attachments: Project Manager Update Report
Previous Reference: N/A

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

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

Moved: Darralyn Ebsary Seconded: Cr Max Watts

Officer Recommendation and Committee Decision:

That the Committee:

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

Carried 4/0

For: B Whitely, Cr S Little, Cr M Watts, D Ebsary

Against: Nil

4.2 Proposed Projects and Budgets to 30th 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 30th 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 31st December 2023 and have extended it to the 30th June 2024. Further, the Shire has only until the 30th April to apply to reallocate this funding for other projects.

Comment:

As the 30th 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 30th June 2024. The committee now must consider and recommend to Council other projects that can be undertaken by the 30th June. If the funds remain unspent by the 30th 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 30th 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 30th 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

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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 30th 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

Moved: Cr Sheryl Little Seconded: Cr Max Watts

Officer Recommendation and Committee Decision:

That the Committee Recommend to Council that

To ensure the grant funds are fully spent by the 30th 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 BBQs to replace the existing ones at a cost of approximately \$16,000**

Lost: 1/3

For: D Ebsary

Against: B Whitely, Cr S Little, Cr M Watts

Moved: Darralyn Ebsary Seconded: Cr Max Watts

Officer Recommendation and Committee Decision:

That the Committee Recommend to Council that Council approve Metro Steel Services as the supplier of the Stainless Steel Benches for the Kitchen

Carried 4/0

For: D Ebsary, B Whitely, Cr S Little, Cr M Watts

Against: Nil

5. Closure of Meeting

The meeting was declared closed at 7.54pm.

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
Life to date Expenditure									
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	\$268.88
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 - Kitchen Upgrade Grant Funded	50	500	Salaries & Wages	\$0.00	\$0.00
11	E11383	Community Centre Bui WCC234		Wandering Community Centre Upgrade - Kitchen Upgrade Grant Funded	52	520	Materials	\$0.00	\$27,965.28
11	E11383	Community Centre Bui WCC234		Wandering Community Centre Upgrade - Kitchen Upgrade Grant Funded	52	521	Service Contracts/Consultants	\$340,380.00	\$3,954.51
11	E11383	Community Centre Bui WCC234		Wandering Community Centre Upgrade - Kitchen Upgrade Grant Funded	90	900	Labour Overheads	\$0.00	\$0.00
11	E11383	Community Centre Bui WCC234		Wandering Community Centre Upgrade - Kitchen 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>
		TOTAL WANDERING COMMUNITY CENTRE UPGRADE						<u>\$530,380.00</u>	<u>\$202,922.79</u>
Funding Sources									
		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
		TOTAL FUNDING SOURCES						<u>\$547,380.00</u>	<u>\$344,457.21</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
Proposed Expenditure (as per Quotes)									
Existing Project - Kitchen Upgrade									
		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		Cleanview Skylights			Existing-Kitchen Upgrade	\$18,800.00	
		Sub-total						\$97,092.33	
New Projects									
		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	
		Sub-total						\$66,376.00	
		Sub-Total						\$163,468.33	
		Balance of Phase 3 Funding						(\$1,011.12)	



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.

