

Toodyay Junction (Community Depot) Advisory Committee

MINUTES

Section 5.8 of the *Local Government Act 1995*

Thursday 26 July 2018

Committee Brief

To advise Council on the management and day-to-day operations of Toodyay Junction

Members as per Council Resolution No. 177/10/17 and 238/12/17

Councillor Rayner, Council Member
Councillor Dow, Council Member
Toodyay Seed Orchard Group Representative
Toodyay Theatre Group Representative
Toodyay Community Singers Inc Representative
Roadwise Representative
Toodyay Event Planning Inc Representative
Avon Woodturning Group Representative
2J 2 Air Live Radio Representative
CEO and/or his nominated representative
Councillor Twine, Council Deputy Member
Councillor Welburn, Council Deputy Member

Preface

When the CEO approves these Minutes for distribution they are in essence "Unconfirmed" until the following Toodyay Junction (Community Depot) Advisory Committee Meeting, where the Minutes will be confirmed subject to any amendments made by the members of the Committee.

The "Confirmed" Minutes are then signed off by the Presiding Person.

Attachments that formed part of the Agenda, in addition to those tabled at the Meeting are incorporated into a separate attachment to these Minutes.

Unconfirmed Minutes

These minutes were approved for distribution on 31 July 2018.



Stan Scott
CHIEF EXECUTIVE OFFICER

Confirmed Minutes

These minutes were confirmed at a meeting held on ~~26~~ 25th October 2018

Signed: 

Note: The Presiding Member at the meeting at which the minutes were confirmed is the person who signs above.

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ATTACHMENTS *with separate index follows Item 10.*

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Shire of Toodyay

TOODYAY JUNCTION (COMMUNITY DEPOT) ADVISORY COMMITTEE MEETING

MINUTES

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Chairperson declared the meeting open at 5.30 pm.

2. RECORDS OF ATTENDANCE / APOLOGIES

2.1 RECORD OF ATTENDANCE

Members

Cr B Rayner	Council Member
Cr D Dow	Deputy Member
Ms B Lloyd	Toodyay Seed Orchard Group Representative
Mrs K Haynes	Toodyay Community Singers Representative
Mrs R Davidson	Toodyay Festivals Inc Representative
Mr M Greenway	2J 2 Air Live Radio Group Representative
Mr D Doye	Avon Woodturning Group Representative (A)
Ms T Stuart	Toodyay Theatre Group Representative (A)

Staff

Mrs D Andrijich	Community Development Coordinator
Mrs C McGowan	Community Development PA

Visitors

Nil

2.2 APOLOGIES

Audrey Bell	Manager Community Development
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3. DISCLOSURE OF INTERESTS

There were no disclosures of interest.

4. CONFIRMATION OF MINUTES

4.1 Toodyay Junction (Community Depot) Advisory Committee Meeting held on 26 April 2018.

OFFICER'S RECOMMENDATION/CDMAC RESOLUTION NO 01/07/18

MOVED Ms Davidson **Seconder** Ms Lloyd

That the Unconfirmed Minutes of the Toodyay Junction (Community Depot) Advisory Committee Meeting held on 26 April 2018 be confirmed, with the amendment of adding Mark Greenway, 2J 2 Air Live Radio Representative to the attendees.

MOTION CARRIED

4.2 Matters arising from previous minutes

4.2.1 Outside Lighting

Members note the sensor light is staying on during the day.

Middle fluro light on entry of the verandah not working.

Mrs Andrijich requests that any maintenance issues are reported via a Works Request Form.

Ms Lloyd comments that a Works Request Form was completed for the weeding and spraying of the complex. It has been started, however not completed. Mrs Andrijich suggests to put in another works request as was told this work was completed.

Action 1: Mrs Andrijich to follow up on Works Requests regarding fluro lighting on verandah and spraying of weeds at perimeters.

4.2.2 Down pipe at Seed Orchard shed

Ms Lloyd commented that an additional downpipe added at the Seed Orchard Shed is flooding into the compost area.

Mrs Andrijich will put in a Works Request and follow up with this.

Action 2: Mrs Andrijich to follow up on Works Requests regarding flooding of additional downpipe installed at Seed Orchard Shed

4.3 Review of the CDMAC Status Report

4.3.1 Seed Orchard Landscaping

Ms Lloyd informs the Committee that planting will commence next week.

5. BUSINESS LEFT OVER FROM PREVIOUS MEETING (if adjourned)

Nil.

6. REPORTS OF OFFICERS

6.1 Toodyay Junction Progress Report

Date of Report:	17 July 2018
File Reference:	COC10
Author:	D. Andrijich - Community Development Coordinator
Responsible Officer:	A Bell - Manager Community Development
Attachments:	nil

PURPOSE

To provide an update on the Community Depot Project progress – Toodyay Junction.

BACKGROUND

The Shire of Toodyay identified the need to re-evaluate current use of Shire owned property and the need to provide community groups with suitable premises to store or undertake their work.

The objective and purpose of the facility aims to promote community wellbeing through education, arts, culture, leisure, recreation and more specifically facilitate the engagement of volunteers in the community as well as to provide community groups with an area where club facilities can be located, activities undertaken and equipment stored.

Seven community groups have been involved in the planning stages for some years. With grant funding from Lotterywest and the Shire of Toodyay this project is now complete with ten community groups now facilitated over the site.

SUMMARY OF PROGRESS

All sheds and accessible toilet are constructed

Lease agreements;

- All groups have lease agreements

Shed fit out;

- Groups to submit proposed plans to Shire to determine if building permit is required

Landscaping Plans;

- Two groups have submitted rough plans
- All groups to submit a plan for Shire records
- As constructed plumbing diagram from Plumber for Seed group to continue with landscape planning, in particular around accessible toilet block has been provided
- Bethan from Seed group has submitted a rough preliminary overall landscaping plan – plant species have not been determined.

Driveway & Car park;

- Completed

MINUTES OF THE TOODYAY JUNCTION (COMMUNITY DEPOT) ADVISORY COMMITTEE
MEETING HELD IN SHIRE OF TOODYAY COUNCIL CHAMBERS ON 26 JULY 2018

- Accessible line marking to be completed

Front entry sign;

- Completed and installed – Toodyay Junction

Signage Guidelines;

- Groups to submit a plan of proposed signage which complies with the Shire's current signage policy LPP.1. This relates to individual groups that wish to display their Community name on or near their shed. It is anticipated that these signs will be exempt under the signage policy.

Communal Area Rules;

- Displayed for all groups to follow

Meeting room;

- Bookings are essential

Damage or repair work;

- Reporting any damage or repair work required to Shed buildings, communal building or site area (other than groups responsibility under their normal activities)
 - Complete Works request form and submit to Shire Records Officer

Small storage area – Railway building;

- Lease agreements have been executed to accommodate the following groups in a shared storage capacity.
 - Toodyay Garden Club
 - Toodyay Chamber of Commerce

Toodyay Festivals Inc winding up

- The new committee is Toodyay Event Planning Inc,
- New Lease agreement has been executed

Toilet block lighting:

- Hard wired lighting has been installed
- Windows yet to be installed for day time light & ventilation

General

- Brick building external sensor lighting installed
- Down Pipes: Extensions installed
- Landscaping: Plans to be submitted to Bethan and Shire (Debra)
- Communal rules: Updated
- Vermin control: This needs to be carried out by individual groups
- Perimeter spraying of weeds
 - Some undertaken
- Use of communal meeting room: Only for use by groups associated with the site (bookings essential)

- Fit out of Sheds: Plans to be submitted to Shire's Building Department for assessment if approval required.

Further matters:

1. Fees paid as per lease agreements and electricity to groups

- Current charges to groups are as follows;

Community Group	Annual Fee	Additional information/fees
Toodyay Event Planning Inc	\$300 p/a	
Toodyay Theatre Group	\$300 p/a	
Toodyay Roadwise	\$300 p/a	
Toodyay Farmers Market	\$300 p/a	
Toodyay Singers	\$300 p/a	
Toodyay Chamber of Commerce	\$50 p/a	Small storage space only
Toodyay Garden Club	\$50 p/a	Small storage space only
Avon Wood Turners	\$300 p/a	Plus electricity as per metered rate
Toodyay Seed Group	\$300 p/a	Plus water as per metred rate
2J 2 Air Live Radio	\$300 p/a	Plus electricity as per metred rate. Radio does not have a separate metre – charge is based on 2% of bill

- For discussion;
- Current system for charging electricity to Radio group is cumbersome and time consuming. A more streamlined approach would be to have an all-inclusive charge per annum, either as current charge of \$300 or an additional charge.

2. Request from Radio group to use the front meeting room as part of their operations.

- For discussion;
- The 2J2Air Radio have been offered additional radio equipment by the TAB and require more storage space. The group have requested the use of the front room of the building. This would entail internal modifications to secure the area.

3. Locking of front gate at Toodyay Junction

- Reminder to all groups to lock the gate (with locks linked) when leaving the site.
- The gate has been left unlocked and open on numerous occasions at night.

Committee matters discussed as follows:

1. Current system of charging electricity to Radio Group

- 2J Radio group do not have a sub metre and it is a very difficult, cumbersome process for administration staff to calculate the current average monthly charge of \$15 (2% of electricity costs).

- Committee members discuss options of the proposal and agree that a fixed fee of \$180 per annum is charged to the radio group for electricity costs. A new lease agreement also has to be signed.

OFFICER'S RECOMMENDATION/CDMAC RESOLUTION NO 02/07/18

MOVED Cr Dow **Seconder** Cr Rayner

That the Toodyay Junction Advisory Committee agree that the 2J 2 Air Live Radio Group be charged a fixed annual fee of \$180 to cover electricity costs, with a review each year.

MOTION CARRIED

Action 3: Mrs Andrijich to follow up on new lease agreement for the 2J 2 Air Live Radio Group at the Toodyay Junction.

2. Request from Radio Group to use front room as an additional studio (Railway building)

- Will entail modification of area including;
 - Security/ soundproof door
 - Soundproof wall panels
 - lighting/power (all costs to be covered by Radio Group)
- a solid door requires installation and Shire approval may be required

Ms Andrijich requests the Radio Group forward her the modification plans of the front room, as soon as possible, where she will liaise with the Building Department to seek clarity if approval is required. Ms Andrijich will provide a report to Council.

Action 4: 2J 2 Air Live Radio submit a plan of modifications of front room to D. Andrijich, as soon as possible, who will liaise with Building Department to seek clarity if approval is required. Mrs Andrijich will provide a report to Council.

Committee members agree to the Radio Groups usage of the front room as it is not being used for anything. The committee was assured this will not block access to other rooms or toilets.

OFFICER'S RECOMMENDATION/CDMAC RESOLUTION NO 03/07/18

MOVED Cr Rayner **Seconder** Ms Davidson

That the 2J 2 Air Live Radio Group submit a plan of alterations of the building to Council for ratification to use the 'Front Room' of the railway building.

MOTION CARRIED

7. REPORTS OF COMMITTEE MEMBERS

7.1 Toodyay Event Planning Inc (TEPI) – Busy Bee at Depot

TEPI will be calling for volunteers to assist with a busy bee on the weekend of 18th & 19th August, as the group is needing to clear and

MINUTES OF THE TOODYAY JUNCTION (COMMUNITY DEPOT) ADVISORY COMMITTEE
MEETING HELD IN SHIRE OF TOODYAY COUNCIL CHAMBERS ON 26 JULY 2018

sort items being stored from previous festivals. A BBQ for volunteers will be held at the depot site.

Ms Davidson also commented that TEPI minutes have been released stating she is to be the TEPI Representative for the TJAC. Ms Davidson will organise to have a copy forwarded for this Committee's records.

8. NEW BUSINESS OF AN URGENT NATURE

Nil

9. NEXT MEETING

The next meeting is scheduled for Thursday 25 October 2018, commencing at 5.30 pm.

10. CLOSURE OF MEETING

The Chairperson declared the meeting closed at 5.59 pm.

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Attachments to Minutes

Toodyay Junction Advisory Committee

Thursday 26 July 2018

CONFIRMATION OF MINUTES

5.3 Updated Status Report

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STATUS REPORT

Toodyay Junction Advisory Committee

Including Recommendations made to Council, Action List and Completed items

RECOMMENDATIONS MADE TO COUNCIL					
Meeting Date	Item	Title/Description of Item	Resp. Officer	Proposed / Notes / Actions to be taken	Deadline
26 July 2018	6.1	2J 2 Air Live Radio electricity fees for the Toodyay Junction	D. Andrijich	That the Toodyay Junction Advisory Committee agree that the 2J 2 Air Live Radio Group be charged a fixed annual fee of \$180 to cover electricity costs, with a review each year.	
	6.1	2J Live 2 Air modification plans to front room at Toodyay Junction (additional studio).	D. Andrijich	That the 2J 2 Air Live Radio Group submit a plan of alterations of the building to Council for ratification to use the 'Front Room' of the railway building.	

ACTION LIST (responses provided regarding other matters)					
Meeting Date	Item	Title/Description of Item	Resp. Officer	Status / Action / Notes or Comment	
2 Feb 2017	5.3	Landscaping & car park requirements	D. Andrijich & B. Lloyd	Ms Andrijich to provide the updated site plan to all groups for submission of landscape and car park requirements. Mrs Andrijich and Ms Lloyd will coordinate plans. <i>*26 April '18 - a rough landscaping plan has been provided to SoT. Works & services crew to dig holes for tees/planting due to retic/pipes.</i>	
26 Oct 2017	7.1	Toodyay Event Planning Inc	R. Davidson	Toodyay Event Planning Inc are to forward meeting minutes nominating their TJAC representative to Ms Andrijich.	
25 Jan 2018	7.3	Weeding request	D. Andrijich	Mrs Andrijich to complete a work request for weeds to be sprayed around the Toodyay Junction perimeter – spraying is not to be done around the toilet block as shrubs have been planted by the Seed Group. <i>*26/4/18 Mrs Andrijich to follow up on works request sent regarding weeding (has not been completed). 27/7/18 – second works request to be completed requesting spraying of perimeter</i>	



STATUS REPORT
Toodyay Junction Advisory Committee
 Including Recommendations made to Council, Action List and Completed items

ACTION LIST (responses provided regarding other matters)				
Meeting Date	Item	Title/Description of Item	Resp. Officer	Status / Action / Notes or Comment
26 April 2018	4.3.3	Lighting	D. Andrijich	Ms Andrijich to upgrade electrician request to urgent for the Toodyay Junction lighting issues *26/7/18 Mrs Andrijich to follow up on works request for fluro lighting on verandah and sensor light not turning off during the day
	7.2	Radio Group	D. Andrijich	Ms Andrijich to forward the booking calendar for the Toodyay Junction Meeting Room, to assist the Radio group in forward planning for live recordings.
26 July 2018	4.2	Down pipe flooding at Seed Orchard Shed	Seed Orchard & D. Andrijich	Mrs Andrijich to follow up on Works Requests regarding flooding of the additional downpipe installed at Seed Orchard Shed
	4.2	Maintenance issues	All groups	A Works Request form for should be submitted by the groups for any maintenance issues.
	6.1	2J 2 Air Live Radio Group	M. Greenway	That the 2J 2 Air Live Radio Group submit a plan of modifications of front room, as soon as possible, to D. Andrijich to liaise with Building Department to seek clarity if approval is required. Mrs Andrijich will provide a report to Council.



STATUS REPORT

Toodyay Junction Advisory Committee

Including Recommendations made to Council, Action List and Completed items

COMPLETED RECOMMENDATIONS (to Council) and ACTIONS completed.					
Meeting Date	Item	Title/Description of Item	Resp. Officer	Status / Action / Notes	RESOLUTION NO.
27 April 2017	5.2.2	Signage on sheds	All	Individual groups to forward Mrs Andrijich draft plans of signage for sheds to advise if need Shire approval according to signage policy. 26/4/18 - Ms Andrijich to inform Mr Doye if the Woodturners require Planning Approval for exterior shed signage. 27/7/18 – Woodturners sign did not need Planning Approval – no other signs submitted - completed	
27 April 2017	8.1	Shed Fit outs	All	Groups are to submit shed fit out plan to Shire for assessment. *27/7 reiterated that groups are to forward floor plan of sheds to determine if any approvals are needed for fit out and discuss the process with SBS to relay back to groups.	
26 Oct 2017	5.2	Signage on railway building	All	All groups to nominate if wanting one sign promoting all groups or individual signage on the Julimar side of the railway building. Send group request and concept design to Deb Andrijich *26/7/18 No submissions received - completed	
28 April 2018	6.1	Toodyay Farmers Markets	D. Andrijich	Toodyay Farmers Markets to remain at Toodyay Junction	
	7.1	Woodturners Association	D. Andrijich	Ms Andrijich to order additional waste bins for Saturday 16th June for the Woodturners workshop at the Toodyay Junction	