



Community Depot Management Advisory Committee

MINUTES

Section 5.8 of the *Local Government Act 1995*

Committee Brief:

To advise Council on the set-up and operation of the Community Depot.

General Meeting of Community Depot Management
Advisory Committee
Held in Council Chambers
5.30 pm Thursday, 27 April 2017

Committee Members as per Council Resolution No. 203/10/15

Council Members:

Cr Greenway, Cr Welburn, Cr Rayner

Community Members:

Toodyay Seed Group Representative, Toodyay Theatre Group Representative, Toodyay Community Singers Inc Representative, Toodyay Festivals Inc Representative, Avon Woodturning Group Representative, Toodyay Farmers Market Inc

Staff Members:

S Scott - CEO, A Bell - MCD

Deputies:

Cr D Dow, Cr Craddock

Preface

When the CEO approves these Minutes for distribution they are in essence "Unconfirmed" until the following Community Depot Management 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

The unconfirmed minutes were approved for distribution on 3 May 2017.



Stan Scott
CHIEF EXECUTIVE OFFICER

Confirmed Minutes

These minutes were confirmed at a meeting held on ...27-7-2017

Signed: ABell

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 12.*

Shire of Toodyay

MINUTES

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

Cr Greenway nominated Ms Audrey Bell to Chair the meeting in Ms Lloyd's absence. Cr Welburn seconded the motion. The Committee agreed.

The Chairperson declared the meeting open at 5.35 pm.

2. RECORDS OF ATTENDANCE / APOLOGIES

2.1 RECORD OF ATTENDANCE

Members

Ms A Bell	Manager Community Development
Cr R Welburn	Council Member
Cr B Rayner	Council Member
Cr P Greenway	Council Member
Mr L Owen	Toodyay Theatre Group Representative
Ms T Young	Toodyay Community Singer Representative
Ms N Ennis	Toodyay Community Singer Representative

Staff

Mrs D Andrijich	Community Development Coordinator
Mrs C McGowan	Community Development PA (recorder)

Visitors

Nil

2.2 APOLOGIES

Ms B Lloyd	Toodyay Seed Group Representative
Ms L Boston	Toodyay Theatre Group Representative

2.3 ABSENT

Ms A La Bouchardiere	Toodyay Farmers Market Representative
Ms J Devlin	Toodyay Festivals Representative
Mr D Doye	Avon Woodturners Group Representative
Mr S Scott	Chief Executive Officer
Cr D Dow	Council Deputy Member
Cr S Craddock	Council Deputy Member

3. DISCLOSURE OF INTERESTS

There were no Disclosures of Interest presented at the meeting.

4. PUBLIC QUESTIONS (relating to the purpose of the meeting)

4.1 RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

At the Community Depot Management Advisory Committee Meeting held on 27 April 2017 there were no questions taken on notice.

4.2 PUBLIC QUESTION TIME

No public questions were received for the Community Depot Management Advisory Committee Meeting held on Thursday 27 April 2017.

5. CONFIRMATION OF MINUTES

5.1 Community Depot Management Advisory Committee Meeting held on 27 October 2016.

OFFICER'S RECOMMENDATION/COMMUNITY DEPOT MANAGEMENT ADVISORY COMMITTEE MEETING RESOLUTION 02/04/17

MOVED Cr Welburn

SECONDED Cr Greenway

That the Unconfirmed Minutes of the Community Depot Management Advisory Committee Meeting held on 2 February 2017 be confirmed.

MOTION CARRIED

5.2 Matters arising from previous minutes

5.2.1 Communal Meeting Room

Cr Greenway queried if there are costs involved for the groups to hire the communal meeting room.

Mrs Andrijich replied that no fees are involved however bookings must be made.

5.2.2 Signage on sheds

Mr Boston queried individual group signage for side of the sheds.

Mrs Andrijich commented that signage guidelines allow for certain size without approval, however there are exemptions and specifications.

Action 1: Individual groups to forward Mrs Andrijich draft plans of signage for sheds to advise if need Shire approval according to signage policy.

Mr Boston commented that Mr Lance Owen has resigned as the toodyay theatre Group representative and that Mrs Liz Boston was nominated.

Action 2: Toodyay Theatre Group to provide the Shire with minuted resignation of Mr Owen as the Theatre Group Representative including new nominations.

Ms Young inquired if individual group signage can also be placed on internal doors.

Ms Andrijich requested this be brought back to the next meeting to discuss, accompanied with a concept plan.

Action 3: Toodyay Community Singers to design concept plan for signage on internal doors to present at the next CDMAC Meeting Thursday 27 July, 2017.

5.2.4 Signage on railway building

Cr Greenway suggested an external sign on the Railway building facing the railway/Julimar Road. This will let the public know which groups are in the Community Depot.

Mrs Andrijich commented that this will also need a concept design and approval.

The Committee agree this would be a fantastic way to thank the project sponsors, the Shire of Toodyay and Lotterywest.

Ms Andrijich advised that all funding has been used for this project. If the group want extra signage this will have to be fundraised by the groups.

5.3 Review of the CDMAC Status Report

5.3.1 2 February 2017 Meeting Date

5.2.1 Solar Lighting – D. Andrijich

BMO on leave, will follow up on solar lighting on his return.

5.3 Toilet Block Lighting – D. Andrijich

Temporary magnetic battery operated lighting has been installed Windows to be installed as future works in toilet block.

5.3 Landscaping & Car Park requirements

One group has provided the Seed Group with landscaping requirement. Ms Lloyd will work through.

8.1 Shed fit out

Groups need to submit shed fit outs plans

Cr Rayner commented that two downpipes at the Toodyay Theatre Group and Roadwise sheds are right next to manholes where the electric cables are placed.

Action 4: Urgent - Mrs Andrijich to organise additional downpipes to direct stormwater from manholes.

Mrs Andrijich commented that most groups intended to have small water tanks installed. Each group is to contain own stormwater at group cost.

8.1 Slide bolts on roller doors

Ongoing

5.3.2 Completed Recommendations 27 April 2017

8.1 Group Name

Completed – Toodyay Junction

8.1 Site to be determined as non-smoking in house rules

Mrs Andrijich commented that no smoking has been added to the house rules. This includes anywhere on site.

Ms Bell commented that there may be funding for no-smoking signage through Healthways.

Action 5: Investigate funding for no smoking signage through Healthways.

8.1 Community Depot Expenditure

Mrs Andrijich commented that the budget was discussed with Council

6. PUBLIC SUBMISSIONS (relating to the purpose of the meeting)

There were no public submissions presented at this meeting.

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

Nil.

8. REPORTS OF OFFICERS

8.1 Community Depot Report Progress – D. Andrijich

PURPOSE

To provide an update on the Community Depot Project progress.

SUMMARY OF THE FACTS – Progress for last 9 months

All sheds constructed

- Electrical installation of GPO's and Lighting installed / connected
- Electrical sub-meter installed for Wood Turners shed
- Mains water connected to all sheds with a garden taps
- Water sub-meter installed at Seed Orchard site
- Sensor Light to be installed at Community building

Accessible Toilet;

- Fully constructed

Lease agreements;

- All groups have returned signed agreements
- All shed PA doors are keyed individually however roller doors are keyed to like. Individual groups may choose to install a separate slide bolt / lock to roller doors.

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

Driveway & Car park;

- Completed

Front entry sign;

- Completed and installed with input & suggestions from some groups

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.

Official Opening of Community Depot (Toodyay Junction)

- 21 April 2017

MATTERS FOR FURTHER CONSIDERATION

Communal Area Rules;

- To be developed by groups. Some suggestions to get started;

Behaviour;

- Be courteous and respectful to each other
- Share the space
- Keep all areas neat & tidy

Kitchen;

- Clean up after yourself
- Do not leave any dishes on the sink or bench
- Shared items will include the fridge, microwave, kettle, bin and basic crockery & cutlery these are the property of the Shire of Toodyay
- Label any food left in fridge and take responsibility for anything out of date and dispose of it
- Each group can store within the kitchen cupboard area a tub clearly labelled with group name, this can contain tea & coffee etc. If groups do not wish to store this in the kitchen then do so in own storage shed
- Groups to respect others belongings i.e.: do not access other groups kitchen items

Bathroom;

- Keep in a clean & tidy manner

MINUTES OF COMMUNITY DEPOT MANAGEMENT ADVISORY COMMITTEE MEETING
HELD IN COUNCIL CHAMBERS ON 27 APRIL 2017

- Shire cleaner will undertake weekly cleaning and replenish consumables

Shared area;

- Keep neat, tidy and free of any rubbish
- Share the space

Rubbish Bins;

- Kitchen rubbish to be placed in kitchen bin then transferred to wheelie bin at the completion of each group usage
- All rubbish to be placed in wheelie bins
- Rubbish wheelie bin to be placed out on Railway Road each Sunday afternoon by groups on leaving site
- Recycle wheelie bin to be placed out on Railway Road every second Sunday afternoon
- Both wheelie bins to be brought back to site (outside Community building) by groups on Monday

Meeting room;

- Bookings are essential
- Procedures to book Meeting room;
 - Contact Shire Office 9574 9300 - Book date & time with Customer Service Officer

Damage or repair work;

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

No comments, feedback, additions, amendments, corrections or submissions have been received. Rules are displayed at the communal building

- Official opening was well received.

Action 6: Mrs Andrijich to contact Woodturners regarding putting the Community Depot bins out.

Cr Greenway queried if there is an allocation for number of vehicles to each group in the car park. Do we need to have an inclusion in the communal rules for parking allocation? Overflow parking?

Action 7: Courtesy and consideration with parking to be included in communal rules e.g. no blocking other cars or access doors.

Ms Young commented that rats are getting in under the back kitchen door. Can we put weatherproof strip on the doors?

Mrs Andrijich replied the kitchen is the Shire responsibility and will organise this, however each group can do own internal doors.

Action 8: Mrs Andrijich to organise weatherproof strip for the kitchen door to stop rats getting in.

9. REPORTS OF COMMITTEE MEMBERS

9.1 Toodyay Theatre Group

Mr Boston commented the opening was fantastic. Thank you to Mrs Andrijich for organising and for all your efforts you have done for this project.

The committee agrees.

9.2 2J 2 Air Live Radio

Mark Greenway to be representative for this committee.

Action 9: 2J Live 2 Air to provide the Shire with minuted nomination for Mr Greenway to become the radio group representative.

Soundproofing will be installed in roof and on walls. Test run will be conducted with purchased equipment and aerial. 105.3 – 2J 2Air Live Radio.

10. GENERAL BUSINESS / NEW BUSINESS OF AN URGENT NATURE

Cr Rayner puts to the Committee that no new building or construction take place at the depot site for at least 12 months for staff and groups to settle and regroup.

OFFICER'S RECOMMENDATION/COMMUNITY DEPOT MANAGEMENT ADVISORY COMMITTEE MEETING RESOLUTION NO 03/04/17

MOVED Cr Rayner

SECONDED Mr G Boston

The Community Depot Management Advisory Committee recommend to Council that no new building or construction take place at the depot site for at least 12 months for staff and groups to settle and regroup.

MOTION CARRIED

Cr Rayner queried insurance cover for the Shire if an individual falls replacing lighting in group sheds on site.

Action 10: Mrs Andrijich to check Shire insurance for accident cover for community group members (e.g. if fall off ladder) and request lighting to be inspected.

Action 11: Toodyay Theatre Group to submit Works Request for lighting in Theatre Group Shed as it keeps flickering. Globe has been changed, maybe electrical fault.

11. NEXT MEETING

The next meeting is scheduled for Thursday 27 July 2017, commencing at 5.30pm.

12. CLOSURE OF MEETING

The Chairperson declared the meeting closed at 6.19pm.



ATTACHMENTS

to Minutes of the

**Community Depot
Management Advisory
Committee Meeting**

27 April 2017

ATTACHMENTS
TO MINUTES OF COMMUNITY DEPOT MANAGEMENT ADVISORY COMMITTEE
MEETING HELD IN COUNCIL CHAMBERS ON 27 APRIL 2017

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5.3	Updated Status Report	1
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STATUS REPORT

Community Depot Management 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
2/2/2017		Community Depot future construction/building	A. Bell	The Community Depot Management Advisory Committee recommend to Council that no new building or construction take place at the depot site for at least 12 months for staff and groups to settle and regroup.	

ACTION LIST (responses provided regarding other matters)					
Meeting Date	Item	Title/Description of Item	Resp. Officer	Status / Action / Notes or Comment	
2 Feb 2017	8.1	Slide Bolts for roller doors	D. Andrijich	Mrs Andrijich to forward an email to groups regarding the fitting of new slider bolts to roller doors (date of fitting organised through Seed Orchard)	
	5.2.1	Solar lighting	D. Andrijich	Mrs Andrijich to follow up on solar sensor lighting quotes with BMO for the toilet block and outside the sheds for night entry. *BMO on leave, will follow up on his return	
	5.3	Toilet block lighting	D. Andrijich	Mrs Andrijich to follow up on the lighting issue in the toilet block. *temporary magnetic lighting has been installed	
	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.	
	8.1	Shed Fit outs	All	Groups are to submit shed fit out plan to Shire for assessment.	
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.	



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ACTION LIST (responses provided regarding other matters)				
Meeting Date	Item	Title/Description of Item	Resp. Officer	Status / Action / Notes or Comment
	5.2.2	Toodyay Theatre Group Representative	D. Andrijich & Theatre Group	Toodyay Theatre Group to provide the Shire with minuted resignation of Mr Owen as the Theatre Group Representative including new nominations.
	5.2.2	Signage for doors	Toodyay Community singers	Toodyay Community Singers to design concept plan for signage on internal doors to present at the next CDMAC Meeting Thursday 27 July, 2017.
	5.3	Down pipes	D. Andrijich	Urgent - Mrs Andrijich to organise additional downpipes to direct stormwater from manholes
	8.1	Community Depot bins	D. Andrijich	Mrs Andrijich to contact Woodturners regarding putting the Community Depot bins out
	9.2	2J Live 2 Air radio Representative	D. Andrijich & 2J Live 2 Air	2J Live 2 Air to provide the Shire with minuted nomination for Mr Greenway to become the radio group representative.
	10	Shire Insurance	D. Andrijich	Mrs Andrijich to check Shire insurance for accident cover for community group members (e.g. if fall off ladder) and request lighting to be inspected.
	10	Theatre Group Works Request	Theatre Group	Toodyay Theatre Group to submit Works Request for lighting in Theatre Group Shed as it keeps flickering. Globe has been changed, maybe electrical fault.



STATUS REPORT

Community Depot Management 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	8.1	Group name	D. Andrijich	Provide groups with some alternatives to 'Toodyay Community Hub. If no response by deadline, decision will be made. Completed: Toodyay Junction	
	8.1	Site determined as non-smoking in house rules	D. Andrijich	Mrs Andrijich to include 'non-smoking' on the front entry sign and amend house rules to reflect that the whole site is a non-smoking area - Completed	
	8.1	Community Depot Expenditure & Budget to date	A. Bell & D. Andrijich	Ms Bell and Mrs Andrijich commented that they will confirm the expenditure and budget to date and report back – Completed. Reported to Council	