



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 July 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 7 August 2017.



Stan Scott
CHIEF EXECUTIVE OFFICER

Confirmed Minutes

These minutes were confirmed at a meeting held on

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 12.*

Shire of Toodyay

MINUTES

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Chairperson declared the meeting open at 5.32 pm.

2. RECORDS OF ATTENDANCE / APOLOGIES

2.1 RECORD OF ATTENDANCE

Members

Ms B Lloyd	Toodyay Seed Group Representative
Cr B Rayner	Council Member
Cr P Greenway	Council Member
Ms L Boston	Toodyay Theatre Group Representative
Mr G Boston	Toodyay Theatre Group Representative
Mr D Doye	Avon Woodturners Group Representative
Ms R Davidson	Toodyay Festivals Representative

Staff

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

Visitors

Nil

2.2 APOLOGIES

Ms A Bell	Manager Community Development
Ms T Young	Toodyay Community Singer Representative
Cr R Welburn	Council Member

2.3 ABSENT

Ms A La Bouchardiere	Toodyay Farmers Market Representative
Ms J Devlin	Toodyay Festivals Representative
Ms N Ennis	Toodyay Community Singer 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 July 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 July 2017.

5. CONFIRMATION OF MINUTES

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

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

MOVED Cr Greenway

SECONDED Cr Rayner

That the Unconfirmed Minutes of the Community Depot Management Advisory Committee Meeting held on 27 April 2017 be confirmed.

MOTION CARRIED

5.2 Matters arising from previous minutes

5.3.1 Cr Rayner enquired on the progress of the work request relating to additional down pipes to direct stormwater away from electrical boxes. Cr Rayner is concerned this is a high risk issue and needs to be fixed as soon as possible.

Mrs Andrijich commented that this issue has been discussed with the Shire BMO and a request has been placed for an extension of the stormwater pipes or lifting of the power boxes. This will be completed as soon as Council has adopted the 2017/18 budget and will be completed under Building Maintenance.

Mrs Andrijich also commented that groups have indicated they will look after their own stormwater and install rainwater tanks.

5.2.1 Solar Lighting

Mr Doye commented that the temporary battery operated light in the toilet block no longer works.

Ms Andrijich will organise new batteries to be left if this happens again until permanent lighting has been installed. Solar lighting was trialled at the pavilion as was deemed inferior and hardwired lighting was installed. Mrs Andrijich asked if the Committee is happy for hardwired sensor lights to be installed if no other effective solar lighting can be sourced.

The committee agreed that hardwired sensor lighting be installed on the corner of the communal building if an effective solar light cannot

be sourced, with use of a timer for night hours to ensure economical use of electricity.

5.2.4 Signage on railway building

Cr Greenway stated that the 2J 2Air Live Radio group has discussed signage on railway side wall of the building and are aware they have to financially support this and submit a plan to the Shire.

Mrs Andrijich reiterated that all groups are to submit signage concept plans to the Shire for approval.

5.3 Review of the CDMAC Status Report

5.3.1 2 February 2017 Meeting Date

5.2.1 Solar Lighting - discussed in matters relating to the previous minutes.

5.3 Toilet Block lighting - as discussed in matters relating to previous minutes

5.3 Landscaping & carpark requirements - Ms Lloyd commented no groups have contacted regarding landscaping or plants. Seed Orchard will put plants in front of toilet block

8.1 Shed fitouts - Mrs Andrijich commented that groups are to submit shed fitouts to the Shire for approval.

The Committee requested clarity on what is defined as 'fitout'.

Mrs Andrijich commented that all groups should submit a floor plan of the shed, including any construction work that is to be added. This is to include any shelving with height and weight restrictions. The Building Act defines guidelines for potential risks, including shelving specifications that are to be used for storage. The Shire will assess if groups need to attain approval for any work carried out inside the sheds.

27 April 2017 Meeting Date

5.2.2 Signage on sheds - Mrs Andrijich commented that the Community Singers have submitted an A4 sign for their shed door which will be approved for use. No other groups have yet forwarded concept designs.

5.3 Down Pipes - as discussed in matters relating to previous minutes

10. Shire Insurance – Mrs Andrijich has enquired on who is responsible for any minor work such as changing light globes in sheds. It has been assessed that any works require a works request. The Shire BMO will complete all building maintenance associated with the buildings and sheds.

Ms Andrijich commented that 'No Smoking' and CCTV signage has been installed on site.

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

To provide an update on the Community Depot Project progress.

PROJECT 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 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 THE FACTS

All sheds and accessible toilet 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

Lease agreements:

- All groups have lease agreements
- All shed PA doors are keyed individually however roller doors are keyed to like. Keys to access site and communal building have been issued to all groups. 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
- Awaiting an as constructed plumbing diagram from Plumber for Seed group to continue with landscape planning, in particular around accessible toilet block.

Driveway & Car park:

- 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.

MATTERS FOR FURTHER CONSIDERATION

Communal Area Rules:

- Attached

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

Nomination for representative to join the CDMAC:

- The 2J 2Air Live Radio have requested representation on the committee.
 - A recommendation to Council needs to follow

Small storage area – Railway building:

- Lease agreements are being finalised to accommodate the following groups in a shared storage capacity.
 - Toodyay Garden Club
 - Toodyay Chamber of Commerce
 - 2J 2Air Live Radio

2J 2Air Live Radio

- The 2J 2Air Live Radio have requested the following;
 - That any groups using the communal areas of the "Old Railway Building" remain quiet when the 'ON AIR' light is showing at the studio door and probably also within the entry area. The ON AIR signs will only light up when a presenter is actually speaking so the time will typically be short unless an interview is being conducted live-to-air.

Future community group storage requests:

- Toodyay Fibre Festival committee have asked to be considered in any future planning of the Toodyay Junction for storage of equipment related to their event.
 - I have advised Delveen Wakefield and Maggie Parsons that the CDMAC have recommended to Council that no new building or construction is to take place on this site for twelve months – from April 2017. Suggested to contact Toodyay Festivals for possible use of some of their space

Community Depot Management Advisory Committee – status;

- Should this committee name be changed to Toodyay Junction Management Committee as the project is now complete and renamed?

The committee discussed the following matters outlined in the Officers Report:

Cr Greenway queried if the Committee agree with the request of the 2J 2Air Live Radio Group and would like this be added to the communal rules.

The Community Depot Management Advisory Committee accept the request from the 2J 2 Air Live Radio Group that any groups using the communal areas of the “Old Railway Building” remain quiet when the 'ON AIR' light is showing at the studio door and probably also within the entry area. The ON AIR signs will only light up when a presenter is actually speaking so the time will typically be short unless an interview is being conducted live-to-air. This request is to be included in the communal rules.

The committee discussed the nomination of the 2J 2 Air Live Radio to have representation on the CDMAC and agree to make a recommendation to Council.

OFFICER'S RECOMMENDATION/COMMUNITY DEPOT MANAGEMENT ADVISORY COMMITTEE MEETING RESOLUTION NO 04/07/17

MOVED Ms Davidson

SECONDED Cr Rayner

The Community Depot Management Advisory Committee recommend to Council that Mr Mark Greenway be accepted as the 2J 2 Air Live Radio representative on the CDMAC.

MOTION CARRIED

Ms Davidson stated that she will further discuss the Fibre Festivals request to share space as mentioned in the Officers Report and also commented that all other Festivals Inc committee members have resigned.

Mr Rayner commented that at the previous 27 April CDMAC meeting, there was a recommendation made to Council that there was to be no further groups or construction at the Depot for a further 12 months.

Ms Andrijich commented that the Fibre Festival is a sub-committee of the Festivals Inc and no lease arrangements need to be in place as this is not classed as sub-letting.

The Committee discussed the desired future direction of the CDMAC and agreed to discuss this further after the Council elections on October.

Mrs Andrijich clarified the lease agreements for the Toodyay Garden Club and Chamber of Commerce (with 2J 2 Air Live Radio), to share the storage area in the railway building. These groups were part of the project from the initial plans. The committee and signs have not included the group names as they do not have their own sheds.

Cr Greenway requests that Mrs Andrijich keep list of all community group requests over the next 12 months and the committee will revisit after the recommended timeframe to Council.

9. REPORTS OF COMMITTEE MEMBERS

Mr Doye expressed concerns that community groups are subject to high fees from engineers and building surveyors to certify the fitout and have limited funds available to cover the costs associated this.

Mrs Andrijich reiterated the need for groups to submit a fitout/floor plan to determine if approvals are needed for works to be carried out. Mrs Andrijich stated that the Woodturners shed is essentially a training facility. The building is not an 'A' class building and it all comes back to the risk associated with members of the public. There are different risks associated with this group and use of machinery etc. The Shire is working with the Woodturners on this matter.

Mr Doye stated that all groups have insurance to cover these risks with their members.

Cr Greenway commented that the 2J 2air Live Radio anticipates to be on air in September.

Mr Doye queried if the Shire will investigate measures for vermin control in the sheds.

Action 1: Mrs Andrijich to investigate measures for vermin control in sheds

Toodyay Theatre Group and Festivals Inc indicated that they will undertake this with their own resources.

10. GENERAL BUSINESS / NEW BUSINESS OF AN URGENT NATURE

Mrs Davidson queried if the meeting room is available for outside groups to hire.

Ms Andrijich commented that only groups that are part of the CDMAC can use the meeting rooms.

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

Action 2: Mrs Andrijich to discuss the possibility of outside community groups hiring the communal meeting room at the Community Depot with the CEO.

11. NEXT MEETING

The next meeting is scheduled for 26 October 2017, commencing at 5.30pm.

12. CLOSURE OF MEETING

The Chairperson declared the meeting closed at 6.47pm.

Attachments to Minutes

Community Depot Management Advisory Committee

27 July 2017

CONFIRMATION OF MINUTES

5.3 Updated Status Report **1**

REPORTS OF OFFICERS

8.1 Community Depot Report Progress – D. Andrijich **4**

Attachment 1 – Communal Area Rules **4**





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
27/07/17	Resolution 04/07/17	2J 2 AIR Live Radio	D. Andrijich	The Community Depot Management Advisory Committee recommend to Council that Mr Mark Greenway be accepted as the 2J 2 Air Live Radio representative on the CDMAC	By next CDMAC Meeting 26 October 2017

ACTION LIST (responses provided regarding other matters)					
Meeting Date	Item	Title/Description of Item	Resp. Officer	Status / Action / Notes or Comment	
2 Feb 2017	5.2.1	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. <i>*BMO on leave, will follow up on his return *27/7 solar lighting trialled at pavilion, found inferior and will investigate hardwired lighting</i>	
	5.3	Toilet block lighting	D. Andrijich	Mrs Andrijich to follow up on the lighting issue in the toilet block. <i>*temporary magnetic lighting has been installed *27/7 batteries need replacing in temp lighting. BMO to organise hardwired lighting and window in ablution block.</i>	
	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>*27 April – be courteous & considerate of others whilst parking to be included in communal rules</i>	
	8.1	Shed Fit outs	All	Groups are to submit shed fit out plan to Shire for assessment. <i>*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.</i>	



STATUS REPORT

Community Depot Management 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
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.
	5.3	Down pipes	D. Andrijich	Urgent - Mrs Andrijich to organise additional downpipes to direct stormwater from manholes
27 July 2017	9.	Vermin Control	D. Andrijich	Mrs Andrijich to investigate measures for vermin control in sheds.
	10.	Toodyay Junction meeting room hire	D. Andrijich	Mrs Andrijich to discuss the possibility of outside community groups hiring the communal meeting room at the Community Depot with the CEO.



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.
2 Feb 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.	
	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) *completed; drilled small holes for padlocks instead of slide bolts	
27 Apr 2017	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	
	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. *any maintenance work requires a works request which is to be carried out by Shire BMO	
	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. *replaced by BMO	

Communal Area Rules:

Behaviour:

- Be courteous and respectful to each other
- Share the space
- Keep all areas neat & tidy
- No Smoking

Kitchen:

- Clean up after yourself
- Do not leave any dishes on the sink or bench
- Shared items 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 ie: do not access other groups kitchen items

Bathroom:

- Keep in a clean & tidy manner
 - 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