



# **Community Depot Management Advisory Committee Meeting**

## **Minutes**

**28 April 2016**

## 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 an addendum to these Minutes.

## Unconfirmed Minutes

These minutes were approved for distribution on 29 April 2016.



Stan Scott

**CHIEF EXECUTIVE OFFICER**

## Confirmed Minutes

These minutes were confirmed at a meeting held on 28<sup>th</sup> July 2016

Signed:  .....

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

# Shire of Toodyay

## COMMUNITY DEPOT MANAGEMENT ADVISORY COMMITTEE MEETING 28 APRIL 2016

# MINUTES

### 1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

B Lloyd, Chairperson, declared the meeting open at 5.34 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 B Lloyd	Toodyay Seed Orchard Group Representative (Chair)
Mr L Owen	Toodyay Theatre Group Representative
Ms R Davidson	Toodyay Festivals Inc Representative
Ms A McCandlish	Avon Woodturners Group Representative
Ms T Young	Toodyay Singers
Ms M O'Sullivan`	Toodyay Singers

##### Staff

Mrs D Andrijich	Events/Project Coordinator
Mrs M Lamb	Governance Officer

##### Visitors

#### 2.2 APOLOGIES

Cr P Greenway	Council Member
Ms A La Bouchardiere	Toodyay Farmers Market Representative
Ms J Devlin	Toodyay Festivals

### 3. DISCLOSURE OF INTERESTS

The Chairperson advised that no disclosures of interest in the form of a written notice had been received prior to the commencement of 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 28 January 2016 there were no questions taken on notice.

**4.2 PUBLIC QUESTION TIME**

Nil.

**5. CONFIRMATION OF MINUTES**

**5.1 Community Depot Management Advisory Committee Meeting held on 28 January 2016.**

**OFFICER'S RECOMMENDATION/MOTION**

**MOVED** Cr Rayner

That the Unconfirmed Minutes of the Community Depot Management Advisory Committee Meeting held on 28 January 2016 be confirmed.

**MOTION CARRIED**

**5.2 Matters arising from previous minutes**

**5.3 Review of the CDMAC Status Report**

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

Nil.

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

Nil.

## 8. REPORTS OF OFFICERS

<b>DATE:</b>	<u>18 April 2016</u>	<b>AUTHOR:</b>	<u>Debra Andrijich</u>
<b>SUBJECT:</b>	<u>Community Depot Project – Progress report</u>		

### **PURPOSE**

To provide an update on the Community Depot Project progress.

### **SUMMARY OF THE FACTS**

The Community Depot Advisory Management Committee at its committee meeting December 2015 provided comments and recommendations to be presented at the Ordinary Meeting of Council in December, that Council award the contract to Quote number 2 and outsource the concrete slabs.

All community groups were contacted via email on 16 December 2015 to request final amendments to shed specifications. All responses were collated and submitted to the shed company on 23 December 2015. Amended and altered shed design plans were received back and forwarded to all community groups that requested alterations for another review and final approval.

Shire of Toodyay Project Coordinator and Action Shed Company have been processing shed plans. Further information has been sought and negotiations have occurred to progress the required documentation to the Shed Companies private Building Certifier to assess plans for submission to Shire of Toodyay Building Department.

### **MATTERS FOR FURTHER CONSULTATION & NEGOTIATION**

24 Dec 15 – 13 Jan 2016

- Negotiations with Shed Co, approval cost to Shire for Certified plans to include:
  - Certificate of Design Compliance – BA3
  - Application for a building permit – Certified – BA1
  - Full set of Structural Engineered plans for 4 sheds
  - Certificate of Construction Compliance – BA17 (once completed)
  - Notice of Completion – BA7 (once completed)
- Final Engineered drawings received, confirmed any amendments with applicable community groups.

15 - 22 Jan 2016

- Discussions with CEO & Building Department – Shed Co to commence manufacturing drawings prior to receiving Engineering(time saving)
- Shires Building Department advised of requirement for separate building permit for shed's pads & slabs.

8 – 29 Feb 2016

- Further discussion with CEO & Governance Officer re: Lease agreements content.
- Finalising & updated quotes with Plumber & Electrician
- Shed contracts received
  - Corrections – colour changes
- Discussions with Shed Co re: Contracts & payment schedules
- Amended shed contracts received, to CEO for signoff
- Engineered drawings received, forwarded to Contract Concreter for review
- Shed Co sought clarity on certified approval process, I explained process & completed all relevant forms. Application – BA1 signed off by owner – CEO
- Advised Shed Co of class of buildings, availability for shed builders to use existing old building for toilets, plus water & power provisions.
- Revised quote received from Concreter with adjustments as per Engineer requirements
- Negotiation with Shed Co and Concreter to request that Shed Co include concrete slabs within Certified Building application to save on additional process of separate building permit for slabs. Shed Co agreed for fee.
- Deposit payment request sent to Shire Finance.

9 – 31 March 2016

- Final revised quote from Concreter – footings & slabs.
- Measured and re pegged site.
- Revised project site plan sent to Shed Co with more setback distances and dimensions as requested.
- Updated site plan sent to all committee groups & represented Councillors.
- Final check for site & ground levels.
- Further information requested by Certifier through Shed Co:
  - Detailed use of each proposed building;
  - Accessible Car parking plan and details;
  - Occupancy details – sanitary provisions;
  - Floor plan and design layout for proposed new toilet facility;
  - Lighting plan and layout;

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HELD IN COUNCIL CHAMBERS ON 28 APRIL 2016

- Road access and compliant accessible path;
- Contour plan, ground levels and finished floor levels; and
- Confirmation on various structures.

5-10 April 2016

- All requested information compiled and sent to Certifier for application process to continue.
- Query to Shed Co re: Accessible PA door to Shed 1. Shed Co to alter.
- Further clarity sought from Shed Co re: Use of all proposed buildings. I explained again only Shed 1 is for training / workshop purposes, all other sheds for storage purposes.
- Variation advice received from Shed Co for provision of allowing shed pads and slabs under Shed Co contract – signed off by CEO.

**CONCLUSION**

Now awaiting certified building application to be lodged with Shire's Building Department. Once Building approval is issued by the Shire's Building Surveyor, construction can commence.

**9. REPORTS OF COMMITTEE MEMBERS**

**10. NEW BUSINESS OF AN URGENT NATURE**

Nil.

**11. NEXT MEETING**

The next meeting is scheduled for Thursday 16 June 2016.

**12. CLOSURE OF MEETING**

B Lloyd, Chairperson, declared the meeting closed at 6.10pm.



Class 10a  
shed buildings.

All new buildings RL 0.200,  
external levels RL 0.00

existing BCA class 10a  
shade structures.

Uni-sex accessible  
toilet location.

Class 9b building  
RIS-1  
Type C construction

Accessible path of  
travel, will comply  
with AS 1428.1-2009

Area for proposed  
accessible parking.





