



**Community Depot Management
Advisory Committee Meeting**

Minutes

28 July 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 a separate attachment to these Minutes.

Unconfirmed Minutes

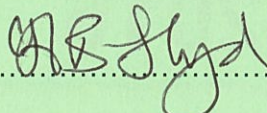
These minutes were approved for distribution on 29 July 2016.



Stan Scott
CHIEF EXECUTIVE OFFICER

Confirmed Minutes

These minutes were confirmed at a meeting held on 27-10-16.....

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 JULY 2016

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ATTACHMENTS *with separate index follows Item 12.*

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Shire of Toodyay

COMMUNITY DEPOT MANAGEMENT ADVISORY COMMITTEE MEETING 28 JULY 2016

MINUTES

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

B Lloyd, Chairperson, declared the meeting open at 5.30 pm.

2. RECORDS OF ATTENDANCE / APOLOGIES

2.1 RECORD OF ATTENDANCE

Members

Ms A Bell	Manager Community Development
Cr P Greenway	Council Member
Cr R Welburn	Council Member
Cr B Rayner	Council Member
Cr B Lloyd	Toodyay Seed Orchard Group Representative
Mr L Owen	Toodyay Theatre Group Representative
Ms T Young	Toodyay Community Singers Representative
Ms A La Bouchardiere	Toodyay Farmers Market Representative
Ms R Davidson	Toodyay Festivals Inc Representative
Ms A McCandlish	Avon Woodturners Group Representative
Mr S Scott	Chief Executive Officer
Cr D Dow	Council Deputy Member

Staff

Mrs D Andrijich	Events Project Coordinator
Ms C Delmage	Manager Corporate Services

Visitors

Mrs M O'Sullivan	Toodyay Community Singers Representative
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2.2 APOLOGIES

Ms L Boston Toodyay Theatre Group Representative

3. DISCLOSURE OF INTERESTS

The Chairperson advised that there were no disclosures of interest in the form of a written notice 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 April 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 April 2016.

OFFICER'S RECOMMENDATION/MOTION

MOVED A McCandish

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

MOTION CARRIED

5.2 Matters arising from previous minutes

5.2.1 Matters for further consultation and negotiation

Clarification was sought.

5.3 Review of the CDMAC Status Report

5.3.1 Guarantee of Lease Terms

Question: Are lease terms of five years guaranteed?

Response: Yes.

The Manager Community Development provided an overview of the process followed in respect to the lease documents. Lease documents were provided to groups at the meeting.

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

8.1 Community Depot Project Progress Report - Debra Andrijich

Attachments to Report:

1. Community Depot Master Plan

PURPOSE

To provide an update on the Community Depot Project progress.

SUMMARY OF THE FACTS

A brief review of the last 6 months;

- 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 to request final amendments to shed specifications. All responses were collated and submitted to the shed company. 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 processed shed plans. Further information was sought and negotiations occurred to progress the required documentation to the Shed Companies private Building Certifier to assess plans for submission to Shire of Toodyay Building Department.
- Negotiations with Shed Co, approval cost to Shire for Certified plans, final engineered drawings received, confirmed any amendments with applicable community groups.
- Finalised & updated quotes obtained from Plumber & Electrician.
- Shed contracts received. Engineered drawings received, forwarded to Contract Concreter for review.
- Measured and re pegged site, provided further information to Shed Building Certifier. All requested information compiled and sent to Certifier for application process to continue
- Certified plans were received and the Shire's Building Department issued Building Permits to commence construction.
- Ricky and his team from Avon Concrete completed the pads and slabs ready for the sheds to be built.
- Trenched services were installed for water by SF Fitzgerald Plumbing and Gas and power by Electritech Industries.

MINUTES OF COMMUNITY DEPOT MANAGEMENT ADVISORY COMMITTEE MEETING
HELD IN COUNCIL CHAMBERS ON 28 JULY 2016

- A truck load of urgently needed road base was donated for backfilling trenches to allow trucks in to deliver the shed materials on site.
- Shed construction commenced.
- Shed construction is now near due for completion, despite some hold ups from inclement weather.

MATTERS FOR FURTHER CONSULTATION & NEGOTIATION & CONCLUSION

- Shed construction to be completed
- Services for power and water connected
- Lease agreements finalised and signed by committee representatives
- Keys for buildings to be issued
- Landscaping plans to be submitted by groups
- Accessible Toilet to be constructed
- Car parking construction and sealing to be completed
- Signage guidelines to be completed

The Project Coordinator provided an overview of the Briefing Note above, and the matters for further consultation, negotiation and conclusion.

9. REPORTS OF COMMITTEE MEMBERS

Nil.

10. NEW BUSINESS OF AN URGENT NATURE

Nil.

11. NEXT MEETING

The next meeting is scheduled for Thursday 27 October 2016, commencing at 5.30 pm.

12. CLOSURE OF MEETING

The Chairperson declared the meeting closed at 6.20 pm.



ATTACHMENTS

to Minutes of the

**Community Depot Management
Advisory Committee
Meeting**

28 July 2016

ATTACHMENTS
TO MINUTES OF THE COMMUNITY DEPOT MANAGEMENT ADVISORY COMMITTEE
MEETING HELD IN COUNCIL CHAMBERS ON 28 JULY 2016

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REPORTS OF OFFICERS

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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
28/07/2016	No	Recommendations made at mtg.			

ACTION LIST (responses provided regarding other matters)					
Meeting Date	Item	Title/Description of Item	Resp. Officer	Status / Action / Notes or Comment	
28/07/2016	5.3	Community Radio	MCD/MCS	Chair of Committee to come to see Audrey	
28/07/2016	5.3	Leases distributed	MCD	CEO advised that if groups were happy with the leases they need to sign them and return them. If not, then groups are to return them to our office by end of August 2016. Liaise with our Governance Officer.	
28/07/2016	8.1	Clarification re water tank not permitting water to go into the water tank.	MCD	Check filter for the water tank to see whether something is stopping water from entering.	
28/07/2016	8.1	Landscaping plans to be submitted by groups	MCD	The MCD advised at 6.13 pm the Seed Orchard Group had submitted a drawing regarding proposed landscaping. Question was raised as to what landscaping other groups required and what plants groups would prefer to have around their allotted areas (sheds).	
28/07/2016	8.1	Landscaping plans to be submitted by groups	MCD	Consensus: setting a three metre perimeter around each of the sheds to enable all groups to prepare landscaping plans (drawn to scale or hand-drawn) to then submit to the Manager of Community Development prior to the next meeting for further consideration as a group in 2017.	

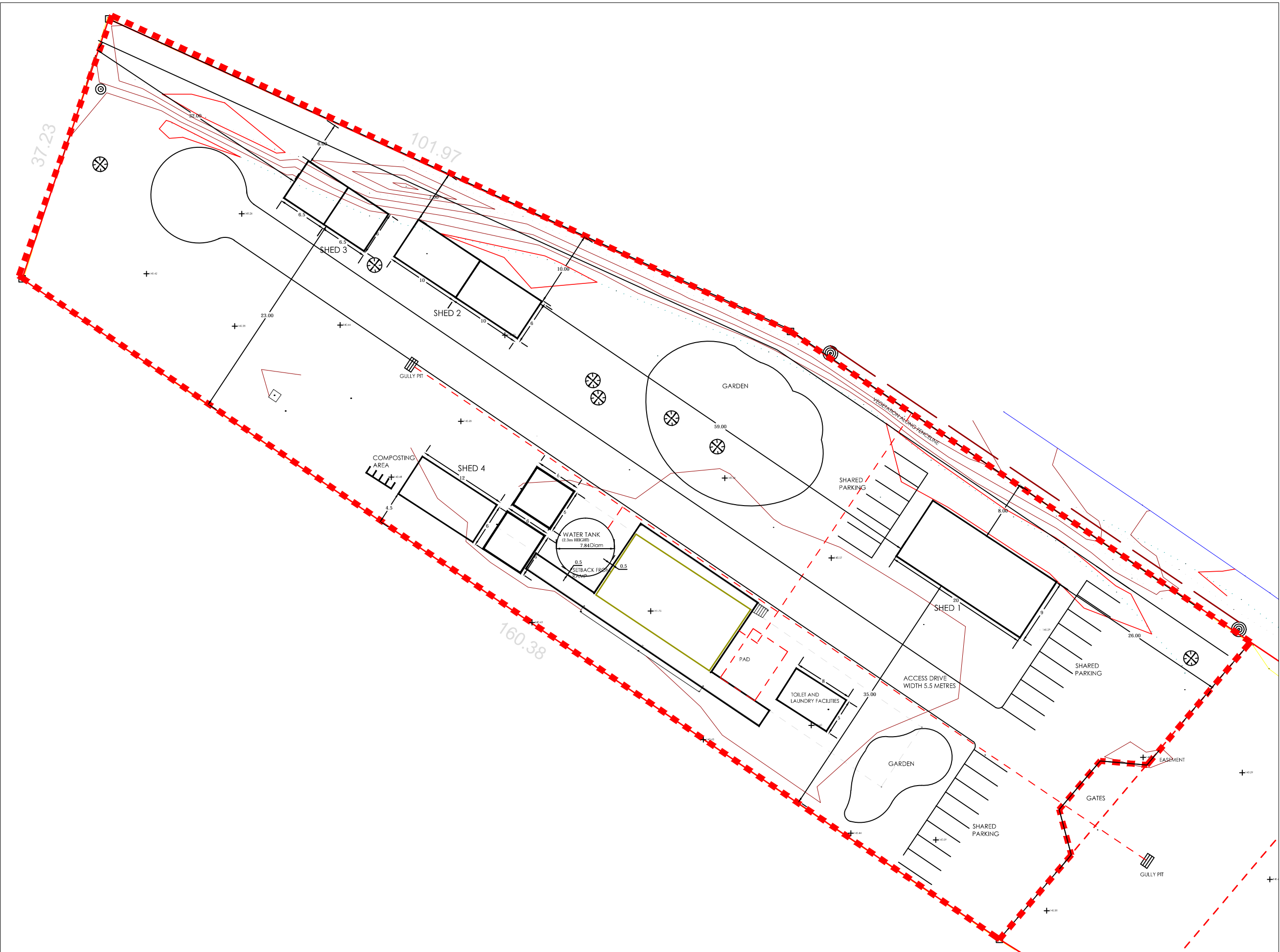


STATUS REPORT

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.
CDMAC 10/12/2015 Action List Item	5.2.1	Community Radio Lease	MCD	A new Radio Group are interested in retaining the room that was originally allocated to Toodyay Community Radio. Request: hold room for this new radio group	Completed.
22/10/15 CDMAC Meeting	9.2	Signage Guidelines	CDC	Signage Guidelines to be drafted.	Completed.
28/01/2016 CDMAC Meeting	8.2	Community Depot Project – Lease Document for Groups & other matters to be considered for the Community Depot site and user groups – Briefing Note	MCD	On page 19 of the lease add in the words “if the lessee does not insure their contents the Shire is not liable for the replacement”. Landscaping plans - seek advice from Manager Works and Services. Set up meetings with community groups and Governance Officer in relation to negotiating terms of lease agreements; Set fee to \$300 in lease agreements; Include set fee in the Schedule of Fees and Charges in the 2016/2017 Annual Budget. Seek clarification in relation to Public Liability Insurance amount of \$20 million and provide feedback to community groups; Suggest addition “unless in an emergency situation” after the words “by appointment”; Incorporate into Housekeeping Rules Visitors procedure and assessing safety and risk of those visitors; Investigate possibility of electronic swipe key system for the Community Depot; and Provide DRAFT Housekeeping rules at April meeting.	Completed.



**TOODYAY COMMUNITY
DEPOT**

MASTERPLAN

Revision: C Date: 10 Mar 2016

Scale: 1:500 @ A3

Drawn By: A. Tate

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