



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, 2 February 2017

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

Council Members:

Cr Greenway, Cr Welburn, Cr Rayner

Community Members:

Toodyay Seed Orchard 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

These minutes were approved for distribution on 10 February 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

Ms B Lloyd, Chairperson, declared the meeting open at 5.35pm.

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
Ms B Lloyd	Toodyay Seed Orchard Group Representative
Mr L Owen	Toodyay Theatre Group Representative
Mr D Doye	Avon Woodturners Group Representative
Ms A. La Bouchardiere	Toodyay Farmers Market Representative
Ms J. Devlin	Toodyay Festivals Representative
Ms T. Young	Toodyay Community Singer Representative
Mr S Scott	Chief Executive Officer
Cr D Dow	Council Deputy Member
Cr S Craddock	Council Deputy Member

Staff

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

Visitors

Nil

2.2 APOLOGIES

Cr P Greenway	Council Member
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3. DISCLOSURE OF INTERESTS

The Chairperson advised 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 27 October 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 27 October 2016.

OFFICER'S RECOMMENDATION/COMMUNITY DEPOT MANAGEMENT ADVISORY COMMITTEE MEETING RESOLUTION 01/02/17

MOVED Cr B Rayner

That the Unconfirmed Minutes of the Community Depot Management Advisory Committee Meeting held on 27 October 2016 be confirmed.

MOTION CARRIED

5.2 Matters arising from previous minutes

5.2.1 Solar Light Quotes for outside areas

Cr Rayner enquired if the Shire has requested quotes for solar panel sensor lights for areas such as the toilet block and outside the sheds? This will cut power bills as not using mains power.

Mrs Andrijich commented that the Shire Building Maintenance Officer is in the process of requesting quotes for solar lighting for the Community Depot. Solar lighting is currently being trialled at the Sports Pavilion, e.g. wattage and effectiveness. Will provide the committee an update as soon as more information comes forward.

Action 1: Mrs Andrijich to follow up on solar sensor lighting quotes with BMO for the toilet block and outside the sheds for night entry.

5.2.2 Toilets

Mr Doye commented that the toilets have no lighting on inside for night time.

Mrs Andrijich commented that she inspected all toilet systems and water was working, however apologises she did not check the lights as it was during the day.

Action 2: Mrs Andrijich to follow up on the lighting issue in the toilet block.

5.2.3 Site still deemed as a Construction site?

Clarification was sought as to whether the site is still deemed as a construction site?

Mrs Andrijich commented that the site is only deemed a worksite when there are workers present. E.g. when the driveway is being sealed.

Ms Lloyd commented that in the process of the site clean-up, a couple of young trees have been bulldozed in the process.

5.3 Review of the CDMAC Status Report

5.3.1 Landscaping

Mrs Andrijich commented that the planting restrictions at the Community Depot site (in relation to fire specifications) are as recommended by the Shire of Toodyay Firebreak Order & Fuel Hazard Load 2016/17. No groups so far have provided the Toodyay Seed Group with landscaping requirements. Groups are to submit these ASAP or Toodyay Seed Group will take the lead in this project.

5.3.2 Community Depot Signage

Mrs Andrijich commented that no groups have provided suggestions for the entrance signage, group name or house rules.

Cr Rayner commented that we need to provide the groups with one last final date for submission as it needs to be finalised.

Action 3: Mrs Andrijich to provide the groups with final submission date for landscaping plans, group name and house rules.

Ms Lloyd requested a large paper plan of the Community Depot site to create the landscape and car parking plan.

Action 4: 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.

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 Project Progress Report

Date of Report:	30 January 2017
File Reference:	COC10
Author:	D Andrijich – Community Development Coordinator
Responsible Officer:	A Bell - Manager Community Development
Attachments:	1. Draft entry sign; and 2. Works request form.

PURPOSE

To provide an update on the Community Depot Project progress.

BACKGROUND

Summary of the Facts – Progress for last six Months

- All sheds constructed, handover to Shire.
 - Electrical installation of GPO's and Lighting installed / connected;
 - Electrical sub-meter installed for Wood Turners shed;
 - Mains water connected to all sheds with garden taps;
 - Water sub-meter installed at Seed Orchard site; and
 - 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;

- One group has submitted their plan.
- All groups to submit a basic plan for Shire records.

Driveway & Car park;

- Commenced in January

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.

OFFICER COMMENT

Matters for further consideration

Front entry sign

- Draft design & suggested name for discussion (**Attachment 1**)

Smoking

- Smoking is not permitted in any building within the site

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
- No smoking in communal areas

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
 - 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

MINUTES OF COMMUNITY DEPOT MANAGEMENT ADVISORY COMMITTEE MEETING
HELD IN COUNCIL CHAMBERS ON 2 FEBRUARY 2017

- 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 (**Attachment 2**); and
 - Submit to Shire Records Officer
-

All groups have signed leases and reminds all groups that plans for shed fit outs are to be submitted the Shire for assessment by the Building Department as to whether approval is required or not.

Action 5: Groups are to submit shed fit out plan to Shire for assessment.

Ms Lloyd notes that if any groups would like slide bolts for their shed roller door, they have someone coming out to replace the Seed Orchard and Farmers Market bolts, please contact her ASAP to organise.

Action 6: 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).

- Front entry signage is open for suggestion and discussion.

Action 7: Mrs Andrijich to provide groups with some alternatives to 'Toodyay Community Hub. If no response by deadline, decision will be made.

- Driveway is formed up and ready to seal
- Kitchen is fully equipped with plates, cups, cutlery etc
- House rules – no feedback from groups

Cr Rayner commented that the house rules only state no smoking in the buildings or communal areas. Mr Rayner suggests to the groups that smoking should not be permitted on site within the gates.

Community Group representatives agreed.

Action 8: 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.

Mr Doye notes the Woodturners are happy to put the bins out on Sundays for Monday morning collection.

Mrs Andrijich comments that the first group back will have to bring the bins back in. Will see how this goes.

- A cleaner will commence weekly.

Mr Doye queried the front gate keys.

Mrs Andrijich commented the keys have been issued however suggested to issue a second gate key to each group so it is not only accessible by one person.

Mrs Andrijich notes one of the doors was left open last week so urges all groups to check doors as leave to make sure they are locked. Please make sure no one is in the building before locking.

9. REPORTS OF COMMITTEE MEMBERS

No reports were presented at the meeting.

10. NEW BUSINESS OF AN URGENT NATURE

There was no new business.

Clarification was sought in respect to the Community Depot Project budget.

Mrs Andrijich commented that the acquittal has been signed off by the CEO and forwarded to Lottery West.

Action 9: Ms Bell and Mrs Andrijich commented that they will confirm the expenditure and budget to date and report back.

11. NEXT MEETING

The next meeting is scheduled to be held on 27 April 2017, commencing at 5.30pm.

12. CLOSURE OF MEETING

The Chairperson declared the meeting closed at 6.30pm.



ATTACHMENTS

to Minutes of the

**Community Depot
Management Advisory
Committee Meeting**

2 February 2017

ATTACHMENTS
TO MINUTES OF THE COMMUNITY DEPOT MANAGEMENT ADVISORY COMMITTEE
MEETING HELD IN COUNCIL CHAMBERS ON 2 FEBRUARY 2017

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CONFIRMATION OF MINUTES

5.3	Updated CDMAC Status Report	1
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REPORTS OF OFFICERS

8.1	Community Depot Project Progress Report	
	Attachment 1 - Draft entry sign; and	3
	Attachment 2 - Works request form.	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
2/1/2017		No recommendations made at meeting.			

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.	
	5.3	Toilet block lighting	D. Andrijich	Mrs Andrijich to follow up on the lighting issue in the toilet block.	
	5.3	Group name, landscaping plans & House rules	D. Andrijich	Provide the groups with final submission date for landscaping plans, group name and house rules.	
	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.	
	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).	
	8.1	Group name	D. Andrijich	Provide groups with some alternatives to 'Toodyay Community Hub. If no response by deadline, decision will be made.	
	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	
	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	



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 Oct 2016	8.1	Landscaping	D. Andrijich	Ms Andrijich to advise groups of planting restrictions for landscaping in relation to fire specifications	Completed
	8.1	Community Group name, House Rule suggestions & Landscaping		<p>Groups to forward name and layout suggestions for the front entrance sign to Ms Andrijich e.g. Toodyay Community Group, Toodyay Community Network</p> <p>Groups to forward suggestions for Community Depot house rules to Ms Andrijich to collate and presented at next meeting</p> <p>Groups are to submit landscaping requirements to Seed Orchard for next season, at earliest convenience</p>	<p>Amended</p> <p>*new action from 2 Feb meeting</p>

Toodyay Community Hub



Avon Woodturners

Toodyay Festivals

Toodyay Theatre Group

Toodyay Roadwise Group

Toodyay Friends of the River & Seed Group

Toodyay Singers

2J 2Air Live Radio

Toodyay Farmers Markets

The objective and purpose of this 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. The Shire of Toodyay identified this need, provided the land and facilitated the construction of sheds.

Community groups, Shire staff and Councillors have been involved in the planning stages for some years. With grant funding from Lotterywest, support and funding from the Shire of Toodyay this project was completed and opened in November 2016 by Shire President David Dow and CEO Stan Scott.



Administration Centre
Old Court House Building
15 Fiennes Street
PO Box 96
TOODYAY WA 6566
Telephone: 9574 9300
Facsimile: 9574 2158
Email: records@toodyay.wa.gov.au

Request for Works & Services (Building Maintenance)

Name: _____ Date: _____

Address: _____

Email: _____ Phone: _____

Location of Problem: **Community Depot** – (toilet/main building/Shed repairs) circle

Description of Problem: _____

Records Officer To Complete

Recorded Incoming: Date: _____

Request Forwarded To: _____ Date: _____

Depot/Building Services To Complete & Return To Records Officer

Work Completed By: _____ Date: _____

Comments: _____

Records Officer To Complete

Job Completed/Record Closed: Date: _____

Recorded In CIB Register: Date: _____

