



**Community Depot Management
Advisory Committee Meeting**

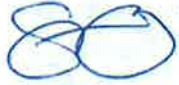
Minutes

22 January 2015

MINUTES OF COMMUNITY DEPOT MANAGEMENT ADVISORY COMMITTEE MEETING
HELD IN COUNCIL CHAMBERS ON 22 JANUARY 2015

Unconfirmed Minutes

These minutes were approved for distribution on 29 January 2015.



Stan Scott
CHIEF EXECUTIVE OFFICER

29 January 2015.

Confirmed Minutes

These minutes were confirmed at a meeting held on 23/04/2015

Signed: Paul Conneely

Presiding person at the meeting at which the minutes were confirmed.

Date: 23/04/2015

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ADDENDUM *with separate index follows Item 12.*

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Shire of Toodyay

COMMUNITY DEPOT MANAGEMENT ADVISORY COMMITTEE MEETING 22 JANUARY 2015

MINUTES

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Chairperson declared the meeting open at 5.35 pm.

2. RECORDS OF ATTENDANCE / APOLOGIES

2.1 RECORD OF ATTENDANCE

Members

Cr P Greenway	Chairperson
Ms A Bell	Manager Community Development
Cr A McCann	
Cr B Lloyd	Toodyay Seed Orchard Group Representative
Ms A McCandlish	Avon Woodturners Group Representative
Mr D Doyle	Avon Woodturners Group Representative
Mr L Owen	Toodyay Theatre Group
Roz Davidson	Toodyay
Mr S Scott	Chief Executive Officer

Staff

Mr G Bissett	Manager Planning & Development
Mr L Vidovich	Manager Works and Services
Mrs D Andrijich	Events Coordinator
Mr P Edwards	Building Surveyor
Mrs M Lamb	Corporate Administration Support Officer

2.2 APOLOGIES

Cr R Madacsi

3. DISCLOSURE OF INTERESTS

The Chairperson advised that there no disclosures of interest in the form of a written notice were received prior to the commencement of the meeting.

4. PUBLIC QUESTIONS

4.1 RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

At the Community Depot Management Advisory Committee Meeting held on 16 October 2014 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 16 October 2015.

MOVED Cr Lloyd

That the Unconfirmed Minutes of the Community Depot Management Advisory Committee Meeting held on 16 October 2015 be confirmed.

MOTION CARRIED

5.2 Matters arising from previous minutes

Discussion Points:

- Drainage and fill to manage retained water – further work can be managed 'in-house';
- Reticulation;
- Levelling for shade houses.

MOVED Cr Lloyd

That the Wetlands project not be pursued.

MOTION CARRIED

5.3 Status Report Review

6. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS (relating to the purpose of the meeting)

6.1 Petitions

Nil.

6.2 Deputations

Nil.

6.3 Presentations

Nil.

6.4 Submissions

Nil.

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

Nil.

8. REPORTS OF OFFICERS

8.1 Briefing Note – Audrey Bell

Discussion Points:

- Protocols for Signage and Sponsorship Recognition
- Entry and Exit plans
- Locking of the facility
- Team recognition
- Masterplan

MOVED Cr McCann

That the Toodyay Community Depot Masterplan dated 27 June 2014 be endorsed as the Concept Plan.

MOTION CARRIED

8.2 Briefing Note – Debra Andrijich

9. REPORTS OF COMMITTEE MEMBERS

10. NEW BUSINESS OF AN URGENT NATURE

Nil.

11. NEXT MEETING

The next meeting is to be held on 23 April 2015.

12. CLOSURE OF MEETING

The Chairperson closed the meeting at 6.20 pm.

COMMUNITY DEPOT MANAGEMENT ADVISORY COMMITTEE MEETING
TO BE HELD IN COUNCIL CHAMBERS ON 22 JANUARY 2015

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DATE: 12 January 2015 **AUTHOR:** Audrey Bell

SUBJECT: Community Depot Project

1. PURPOSE

The Lotterywest Grant of \$130,432.00 was approved for Sheds and a Disabled Toilet facility at the Community Depot site.

2. SUMMARY OF THE FACTS

2.1 Background

In November 2014 further details were supplied to Lotterywest regarding our Grant Application – see Briefing Note from Debra (dated 07/01/2015).

Notification was received on 5 January 2015 advising that the grant was approved. See attached copy of informing letter (Attachment 1).

2.2 Consultation

Our CEO advised all Councillors of the approved grant via email.

It is now time to discuss next steps of this project with the Advisory Committee, with a report to Council in February.

2.3 Current Status

All works that could have been completed on the project, besides engaging a Surveyor, without causing any issues with the grant application have been completed.

A quote from Paul Kraft and Associates – Licensed Surveyors was received in Sept 2014, however since then any further communication via the Manager of Works to the Surveyor has not been responded to.

2.4 Key Considerations

(a) For this meeting

Attached for the Committee’s information and endorsement are the latest versions of the Project Management Plan (Attachment 2) and Site Plan (Attachment 3).

(b) The next steps of this project

January – April 2015, would relate to site works:

- Dial Before you Dig information obtained – phone, water, power;

- Overall Site survey;
- Site design and pegging;
- Site works – possible further drainage required (?);
- Power and water connections to be explored;
- Trenching for services;
- Trenches recovered with soil once required utilities are in place;
and
- Overall Site fill/level (where required).

Signage for site to be designed to incorporate Shire of Toodyay and Lotterywest logos. Some type of artwork to possibly include the wording – Toodyay Community Depot – “Home Of” -with a listing of current groups with space left for new groups.

During this time quotes/tender for sheds and disabled toilet facility, can be called for and reported back to the Committee at next meeting in April 2015.

Possible construction/placement of sheds and disabled toilet facility to commence in May 2015.

3. CONCLUSION:

Final endorsement from the Advisory Committee on the Site Plan and Project Management Plan are required for this to progress through to Council for their consideration and approval.



Please quote
Our ref: 11002366 / 421006706 / Approval

SHIRE OF TOODYAY
Record Number: IFM30409
5 - JAN 2015
Officer / Dept: MCD / EVENTS
File Number: COM24 / CRT 10

19 December 2014

Mr Stan Scott
Chief Executive Officer
Shire of Toodyay
15 Fiennes Street
TOODYAY WA 6566

Dear Mr Scott

YOUR APPROVED LOTTERYWEST GRANT, APPLICATION: 421006706

I am pleased to advise you that your application for a grant has been recommended by the Board and approved by the Hon Colin Barnett MLA, Premier of Western Australia.

The following content is enclosed to guide you through the rest of the grant process and help you to meet your grant obligations:

- **What happens now**
- **Grant approval schedule**
- **Recipient created tax invoice**
- **Grant payment and acquittal information**
- **Acknowledging your grant**
- **Publication on the Lotterywest Website**

Please read this information carefully as it provides important details regarding the management, payment, acquittal and publicity of your grant.

The Premier, Board and all of us at Lotterywest are pleased to be able to support your organisation.

Yours sincerely

JAN STEWART
Chief Executive Officer

Encl

Lotterywest (Grants & Community Development)
PO Box 1113, Osborne Park DC
Western Australia 6916
74 Walters Drive, Osborne Park
Western Australia 6017

Telephone 08 9340 5270
Facsimile 08 9340 5274
TTY 08 9340 5236
Country 1800 655 270
Email grants@lotterywest.wa.gov.au

Website www.lotterywest.wa.gov.au/grants
ABN 78 531 150 466

Lotteries Commission of Western Australia
trading as Lotterywest

Now that your organisation's grant has been approved, the enclosed information aims to guide you through the rest of the grant process and enable you to effectively manage your grant and meet your grant obligations.

- **Grant approval schedule**

Please read the enclosed grant approval schedule very carefully as it contains information about your approved grant. This includes amounts and items for which the grant was approved, any conditions that you will need to meet and the grant accountability requirements.

- **Payment of the grant**

Payment of your grant will only be made once you have met the accountability requirements outlined in your Grant approval schedule.

- **Recipient created tax invoice (RCTI)**

Organisations registered for the Goods & Services Tax (GST), will receive 10% GST in the total amount of any payment from Lotterywest. Organisations are required to pay the 10% GST to the Australian Taxation Office (ATO); as a result a RCTI will be forwarded to you after each grant payment. The exact amount of GST due to the ATO will be shown in the 'Payment' column of the RCTI.

- **Grant payment and acquittal information**

Your organisation is accountable for the expenditure of the grant within the nominated timeframe. Enclosed is information regarding the payment and acquittal of your grant.

- **Acknowledging your grant**

Wherever appropriate, we encourage organisations who have received a grant to publicly acknowledge our support. Find out how to acknowledge Lotterywest's support in the enclosed information sheet.

- **Publication on the Lotterywest website**

We publicise your success in obtaining your grant by listing it in the Approved grants section on our website and in our annual report. In this way the WA community as a whole can read about your work as well as ours.

Further Information

If you have any questions about your grant please do not hesitate to contact Lee Grmas on 9340 5270 or 1800 655 270 or email: grants@lotterywest.wa.gov.au. If you have questions about our payment and acquittal requirements our Customer Service Officer (Finance) Nishyanth Kumar would be more than happy to help and can be contacted via the same details above.



Grant approval schedule

Organisation name: Shire of Toodyay
 Organisation number: 11002366
 Application number: 421006706
 Grants Manager / Grant Officer: Lee Grmas

Details of your Approved Grant

Total amount granted: \$130,432.00
 Date granted: 17 December 2014

Overall conditions of the grant that must be met before payment can be made on any of the approved items below:

There are no overall conditions applicable to this grant; however please see below as conditions may apply for specific items.

Overall grant accountability requirements that are applicable to all of the approved items below:

- The timeframe for initial drawdown of this grant is 12 months from date granted. Subsequent drawdown periods must be no further than 6 months apart.

Items	Item specific prepayment conditions	Payment and accountability requirements	Amount approved
Buildings/Additions & Alterations Towards the cost of sheds and a disabled toilet at the Community Depot Project to accommodate community groups.	Not applicable. See Payment & Accountability requirements.	Once the overall conditions (if any) and item specific conditions (if any) have been met, payment will be made IN ARREARS on provision of: • Original or certified copies of itemised suppliers' receipts for goods and services purchased and a written request for payment.	\$130,432.00
Total amount granted			\$130,432.00

This Grant approval schedule is valid as of 19 December 2014



Grant payment and acquittal information

This information is provided to support you through the Lotterywest grant payment and acquittal process.

The Lotterywest grant conditions and organisation declaration that you signed as part of your application relate to this grant. Please re-familiarise yourself with this document as it outlines conditions that you have agreed to. A copy is available on our website at <http://www.lotterywest.wa.gov.au/GrantConditions>

In your Grant approval schedule the payment of your grant has been detailed as **Advance** or **In Arrears**. An Advance payment is money paid upfront that we require you to acquit according to the accountability requirement/s detailed in your Grant approval schedule. An Arrears payment will only be made once you have met the accountability requirement/s detailed in your Grant approval schedule.

Please forward all documentation for payment and acquittal to:

Grants and Community Development
Lotterywest
POBox 1113
OSBORNE PARK DC WA 6916
Fax: 9340 5274

The cover letter and supporting documents (including certified copies of invoices) must be signed by the Chief Executive Officer or another officer formally delegated with such authority. Please provide the application number that is provided on your Grant approval schedule.

Please contact Lotterywest if you have any questions about our payment or acquittal requirements. Our Grants Finance Team would be more than happy to help and can be contacted on 9340 5270, 1800 655 270, or email: grants@lotterywest.wa.gov.au.

- **Grants with overall grant conditions or item specific conditions**

The payment of your grant is subject to certain conditions being met. Please refer to your grant approval schedule for detailed information about the items and amounts for which the grant can be used and the conditions that must be met before payment/s will be made.

Your Grant approval schedule will detail if payment of your grant, once conditions have been met, is to be Advance or In Arrears. If you are to receive an initial Advance payment, payment of any subsequent advance payment/s is usually conditional on full or partial acquittal of the previous advance payment. If payments are to be made In Arrears, payment will only be made once you have met the accountability requirement/s detailed in your Grant approval schedule.

- **Goods and Services Tax (GST) on goods and services purchased with your grant**

Organisations registered for GST cannot use the grant to pay GST on goods/services purchased. Organisations will be able to claim back the GST from the Australian Tax Office in their Business Activity Statement.



- **Extension of time to meet accountability requirements**

Should your organisation not be able to meet the accountability requirements as detailed in your Grant approval schedule, the Authorised signatory will need to write to Lotterywest requesting an extension (details provided above). Please include your application number and a brief explanation why you require the extension of time to acquit or draw down the grant, including an estimated timeframe when you will do so.

- **Grant Variations**

The Grant approval schedule provides detailed information about the items and amounts for which your grant has been approved. Should your organisation need to vary this in any way, the Authorised signatory will need to write to Lotterywest requesting a variation (details provided above). Please note that you must have approval from Lotterywest for a variation to the grant before any money is spent on items different to that which are detailed on your Grant approval schedule.

- **Unspent Grant Monies**

Any advance payment monies that are not spent on the items detailed in your Grant approval schedule must be returned to Lotterywest to complete the acquittal process. Unspent grant money is returned to the overall Lotterywest grants budget for reallocation to other grant applicants.

If you do return some or all of the grant monies this will not affect our consideration of any future grant application.

As your organisation is registered for GST, the amount of your refund payment must include:

- the unspent amount of the grant and
- 10% GST on the grant refund amount.

The GST refund is required because Lotterywest must adjust its GST input tax credit claim to the Australian Tax Office. Your organisation would also need to adjust its GST reporting to reflect its reduced GST liability to the Australian Tax Office.

Grant refunds should be sent to Lotterywest (details provided above). Please include in your covering letter your application number and a brief explanation why you are returning the money.



Acknowledging your grant

Lotterywest is the only Australian lottery with our own direct grants program, providing millions of dollars every month to Western Australian charities, community groups and local government authorities. It's therefore very important that people recognise that our support is made possible because of the retailers that sell our products and the players who play our games.

To help with this recognition, your organisation is encouraged to acknowledge the support you have received from Lotterywest in one or more of the following ways:

- Contact your local media outlet.
- Place permanent Lotterywest signage.

If asked to promote our support we have resources to assist you. For further information please visit www.lotterywest.wa.gov.au/grants/acknowledgements or contact the Lotterywest Corporate Communications Team on 9340 5270 or 1800 655 270.

We are happy to hear your suggestions on other ways to publicise our support. Please let us know your plans, we like to help if we can.

Thank you for your help in acknowledging the support Lotterywest has provided to your organisation.



PROJECT MANAGEMENT PLAN

COMMUNITY DEPOT

VERSION HISTORY

Version #	Developed By	Revision Date	Approved By	Approval Date	Reason
1	Grace French	18/08/15	Stan Scott	18/08/14	Grant Application
2	Debra Andrijich			21/11/2014	Amendment

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1 INTRODUCTION

1.1 PURPOSE OF PROJECT MANAGEMENT PLAN

The purpose of this plan is to provide an overview of the development, costs with the project (stage One and Stage Two), how the facility will be managed and controlled.

2 EXECUTIVE SUMMARY OF PROJECT CHARTER

This project arose in response to 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 this facility aims to promote community wellbeing through education, arts, culture, leisure and 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 first stage of this project involved refurbishment on a heritage building. This building lies on a relatively large fully fenced site, 3 kilometers' from the Centre of town that has been set aside by Council for Community Purposes.

The building itself is a prominent feature on the main street as well as being the home to the Toodyay Community Radio with contracted lease till 01st January 2022.

The Second stage of this project consists of the development of a Community Facility to provide workshop and storage spaces for 7 community groups who cannot be accommodated in town due to noise considerations, space requirements or the nature of the activities they wish to undertake.

Preliminary discussions have been held with the Shire's Planning and Development Department and no obstacles are foreseen to the completion of the project and the intention is to complete the site with brand new disable toilet, recreation area and landscape to provide communal facilities for prospective tenants.

Attached to this report is a detailed Master Plan illustrating the proposed future developments.

3 SCOPE MANAGEMENT

The exact layout and décor of the communal area may vary in response to the wishes of the future tenants, this response will assist achieve stated outcomes.

The Shire hosts a quarterly meeting with community groups to discuss and evaluate the progress of this development, express their needs and assist with decision-making.

The project will be ongoing and additional community groups will be encouraged to move into the site for future developments, which is both inevitable and desirable.

3.1 DEPLOYMENT PLAN

A concept plan for the Community Depot Facility has been developed and discussed with Councilors on Council Meeting held 19th February 2013.

The resolution of this meeting authorized the CEO to proceed with the Project and form a Steering Committee, including representatives of the 3 keystone tenants.

Advertisement was placed in the March Toodyay Herald, an issue of the Avon Valley Advocate, Media release via Toodyay Community Radio and signage displayed at the Shire and Local Businesses.

Constructive and positive feedback was received and presented to Council at the April Council meeting. Issues and suggestions have been dealt accordingly.

Drawings and submissions response are attached to this plan.

3.2 CHANGE MANAGEMENT

Given the simple nature of this project, the only foreseeable change would be increase on tenancy and the utilization of the remaining area.

This will not adversely affect the scope of this project and will need to be assessed by the Community Depot Management Advisory Committee before being approved.

3.3 MILESTONES

The table below lists the milestones for this project, along with their estimated completion timeframe.

First stage – Railway Building refurbishment has been completed (May 2014).

MILESTONES – RAILWAY BUILDING	TIMEFRAME
Plumbing	Completed
Electrical	Completed
Windows	Completed
Painting	Completed
Kitchen	Completed
Toilet/Powder Room	Completed
Storage	Completed

Second Stage – Site - currently been under development, and remaining work scheduled to be completed before or by EFY 2014/2015. The following table illustrates the work performed and the work schedule for the coming year.

MILESTONES – SITE DEVELOPMENT	TIMEFRAME
Infrastructure	Site has been cleared. Land fill to be completed within 2014/2015 FY
Storm Water	Tank purchased and installed. Connection schedule for end July 2014
Ramp – New Regulation on Disable Access	Work scheduled for end July 2014
New Sheds	Should the application with Lotterywest be successful the logical next step is to proceed with ordering of equipment, licenses, and installation of the sheds. It is envisaged that the process will take between 2-6 months till fully completed.
Site fully Landscape	Within 2014/2015 FY
Site fully connected (Power and Water)	Within 2014/2015 FY
Driveways and Parking	Within 2014/2015 FY
Disable Toilet & Recreation area)	Within 2014/2015 FY
New Ramp – Alongside the main entrance	Within 2014/2015 FY

3.4 BUILDING MANAGEMENT

Meetings with Community Groups Committee are held on a quarterly basis and issues and implementation is discussed and projected.

The Community Depot Facility will be managed through the Shire Administration Office, together with all other shire buildings.

All activities and projects related to this facility will be coordinated with the Manager for Community Development, the Project Coordinator and administration staff, if needed.

Maintenance of the building and site will be done on a regular basis, through scheduled/budgeted works on garden and reviewed bi-annually by the Works Manager and the Building and Maintenance Manager.

have 24 hours access.

The Toodyay Community Radio having signed a lease agreement to that effect will be responsible to upkeep the interior of their designated space area and ensure the premises are kept at acceptable standard.

The remaining area, communal space, will be managed by the Shire Administration on ensuring the kitchenette and toilets are kept to an acceptable standard.

Tenants will be responsible for the delivery of their own facilities using own labour or contractors as appropriate with the proviso that basic electrical work is listed and will be included in the main electrical contract and all work will be carried out in accordance to safe work practices.

4 COST/BUDGET MANAGEMENT

Council allocated \$69,000 of its own funds together with an anticipated \$90,000 grant (partially) towards the Stage One of this project.

This allocation has secured the building and site area improvements/refurbishments to provide basic services required for groups to begin work to relocate or establish their groups.

The following table illustrates costing's for current and future expenditures.

Community Depot Facilities

RAILWAY BUILDING – Work has been completed Financial Year 2013/2014.

ITEMISED CATEGORIES	COSTS
Plumbing (Toilet, Hot Water, Kitchen)	\$ 9,011.11
Electrical (Re-wiring, PowerPoints', Electrical Box replacement, Security Lights)	\$ 11,948.73
Windows (Security and laminated x8)	\$ 5,682.32
Kitchenette (Sink, Cabinets, white goods, taps and hot water)	\$ 5,128.55
Painting (Walls, Ceilings)	\$ 4,333.51
Toilet & Powder Room	\$ 3,263.39
Flooring (Communal area, kitchen, offices and storage)	\$ 1,420.40
Doors (Replacement, Painting, Security locks)	\$ 3,523.20
Cleaning (General after refurbishment)	\$ 411.53
SUB TOTAL – RAILWAY BUILDING	\$ 44,722.74

SITE DEVELOPMENT – Work has commenced and the remaining is expected to be completed within 2014/2015 Financial Year.

ITEMISED CATEGORIES	COSTS
Infrastructure (Concrete, Site Clearing)	\$ 14,566.48
Rain Water Tank (110,000 Lts) Galaxy GT110 plus Overheads	\$ 10,181.37
Storm Water (Connection, piping)	\$ 6,171.00
Site Work (Skip Bins, Disposal of Debris and earth work)	\$ 2,247.54
Ramp (Adjustment to comply with new Regulation)	\$ 6,600.00
SUB TOTAL – SITE DEVELOPMENT	\$ 39,766.39

Community Depot Facilities

NEW SHEDS/STORAGES – Quotations for this development have been sought in the event that the application with Lotterywest is successful, it is envisaged that the project will be completed before end of the current year (December 2014).

ITEMISED CATEGORIES				COSTS
COMMUNITY GROUPS	KIT	ERECT	CONCRETE	TOTAL
Avon Woodturners	\$ 22,958.00	\$ 9,000.00	\$ 10,192.00	\$ 42,150.00
Festivals, Singers & Theatre	\$ 25,870.00	\$ 6,832.00	\$ 5,730.00	\$ 38,432.00
Friends of the River	\$ 11,028.00	\$ 5,488.00	\$ 4,900.00	\$ 21,416.00
Road wise	\$ 4,000.00	\$ 2,000.00	\$ 1,730.00	\$ 7,730.00
SUB TOTAL NEW SHEDS				\$109,728.00

FUTURE DEVELOPMENT – Costs are projected and budgeted into our 2014/2015 Financial Year.

ITEMISED CATEGORIES	COSTS
Disable Toilet Shelter (Building + Installation)	\$30,000.00
Driveway & Car park (In house costs)	\$50,000.00
Ramp (alongside the building) - Projected	\$20,000.00
SUB TOTAL FUTURE DEVELOPMENT	\$100,000.00

TOTAL	\$294,217.13
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5 QUALITY MANAGEMENT

All work has been and will be supervised by the Manager of Planning and Development and Manager for Works, while under construction to ensure it is of adequate quality and conforms to approved plans.

All plumbing, electrical and construction has been carried out by licensed contractors and certification has been provided.

The Shire will cover Insurance for all sheds that includes contents such as blinds, carpets and any additional fixture within each Shed/Storage.

6 HUMAN RESOURCE MANAGEMENT

The CEO will grant final approval prior to any construction, purchase and development of this facility.

The Manager for Community Development will manage this element of the project together with her team.

The Manager of Works has been directly involved with this development and will assign Shire Staff to undertake earthworks, install asphalt and remove debris from the site.

The Manager of Planning and Development will be responsible for any decisions in relation the Building and its structure, ensuring everything will be according with latest regulations and implementation.

7 COMMUNICATIONS MANAGEMENT

Communications will be via email or in person to discuss any issues associated with management, accounts and maintenance.

Council will be given a project status briefing as part of the Councillor Information Bulletin every month.

Shire staff will be briefed as to project status at the monthly staff meetings and individual staff members will be communicated with directly whenever action is required on their part.

In the case of the Works Depot this communication will be done via email and with a minimum of One Week in advance of any required action.

The Shire of Toodyay will keep records of immediate contacts for emergencies, and any additional requirement.

The general public will be informed by council documents and articles in the Toodyay Herald

8 RISK MANAGEMENT

The Shire of Toodyay will follow the same principle for risk Management as to other properties of the shire.

Policies are currently been reviewed and implemented and our new Drafted Risk Management Policy is aimed to be presented at the next July Council Meeting.

9 PROCUREMENT MANAGEMENT

As the total for this application grant exceeds \$10,000 in value, Council Policy requires that two quotes are obtained.

Purchase Orders are raised and signed by the Chief Executive Officer and Manager of Community Development and scheduled by Project Coordinator.

The use of local suppliers and contractors will assist the town development and growth.

10 COMMUNITY DEPOT FACILITY MANAGEMENT

There are currently 7 community groups allocated to this facility. Lease agreements have been drafted and accepted by Committee for a term of 10 years, rental at \$100.00 per year, with the Shire of Toodyay.

This contribution will assist with utilities and maintenance. The shire will be responsible for the Administration, Insurance and maintenance of this facility.

Each individual group will be responsible for their own insurance, liabilities and encouraged to maintain their own area to a reasonable standard condition at all times.

Major and or additional projects for this facility will be discussed at the Committee quarterly meetings and added to the shire budget for council consideration and approval.

11 PROJECT FUNDING

SOURCE OF FUNDING	AMOUNT	FUNDING CONFIRMED YES/NO	COMMENTS TO SUPPORT CLAIM
Applicant cash	\$133,611.13	YES	Amount confirmed in Council's Budget. First Stage of project (Railway Building) has been completed (\$44,722.44); Second stage of this project (Site Development) has started (\$25,988.39) ; Final stage of the project (New sheds, storage and Future developments) aims to be completed within 2014/2015 Budget (\$62,900.30)
Lotterywest	\$130,432.00	NO	This contribution will cover costs for the new sheds (\$109,728) and (\$20,704.00) towards the costs for the New Disable Toilet (Building and Installation)
Toodyay Community Groups	\$ 22,100.00	YES	Tenanted contributions: Avon Woodturners: \$5,000.00 Community Singers: \$1,000.00 TFOTR: \$16,000.00 Roadwise Committee: \$ 100.00
Natural Resource Management(NRM)	\$ 13,778.00	YES	Resources towards Storm Water Tank (\$10,181.37) and (\$3,596.63) towards the final connection and pump.
Total Project Funding	\$299,921.13		

FINANCIAL SUMMARY

(a) Total Expenditure (ex GST)	\$299,921.13
(b) Total Project Funding	\$299,921.13
(c) Project Variance *	\$ 0

*Balance between a) and b) should be \$0.

Appendix A: Project Management Plan Approval

The undersigned acknowledge they have reviewed the Community Depot Project Management Plan and agree with the approach it presents.

Changes to this Project Management Plan will be coordinated with and approved by the undersigned or their designated representatives.

Signature: _____ Date: _____
Print Name: Stan Scott
Title: Mr
Role: Chief Executive Officer

Signature: _____ Date: _____
Print Name: Audrey Bell
Title: Ms
Role: Manager of Community Development

Signature: _____ Date: _____
Print Name: Grace French
Title: Ms
Role: Project Coordinator

APPENDIX B: ATTACHMENTS

The following table summarizes the documents referenced in this document.

Document Name and Version	Description	Location
Master Plan Dark Green Tab	Final Master Drawing for the site. Photos from Stage One & Stage Two and Future developments.	Registered into our Records Management System
Budget 2014/2015 Yellow Tab	Information of future development	Registered into our Records Management System
Community Consultation Orange Tab	Advertisement with details for the Public Comment and Feedback. Feedback received from the Public Comments for advice and actions	Registered into our Records Management system And on classifieds Western Australian Papers
Community Meetings Minutes & Guidelines for Community Depot Management Red Tab	Minutes of meetings held 2013 & 2014. Guidelines for Members of the Committee and Code of Conduct	Registered into our Records Management System and Shire of Toodyay website
Community Groups Information Green Tab	Detailed information on all participant groups listed with this application, including insurance, application, constitution, AGM's and financials.	Registered into our Records Management System
Community Depot Concept Plan Red Tab	The plan clarifies the project concept and distribution	Registered into our Records Management System and Shire of Toodyay website
Land & Building Valuation. Dark Green Tab	Griffin Valuator Advisory. Reserve information and certificate of title.	Registered into our Records Management System.
Lease Agreement Yellow Tab	Sample of the Lease agreement to be issued – 10 Years Term	Registered into our Records Management system
Project Management Plan Orange Tab	Detailed plan to assist Management of the facility	Registered into our Records Management system
Quotes – Future Developments Green Tab	Modus Australia & Instant Transportable. Quotes for the Disable toilet.	Registered into our Records Management system

Community Depot Facilities

Quotes – Sheds Red Tab	Homes & Allied Sheds. Quotes for the construction and installation of the sheds to be completed upon granted funding from Lotterywest	Registered into our Records Management system
Risk Management Policy Dark Green Tab	Drafted policy will be presented at the next available council meeting for adoption	Registered into our Records Management system
Support Letters Yellow Tab	Letters received from Lions, Naturalists, Farmers Market and Anderson Technical Services in support to this development.	Registered into our Records Management SystemF
Strategic Plan	10 Years (2013-2023) Adopted 21 st May 2013	Registered into our Records Management System and Shire of Toodyay website
	Annual Report 2012-2013	Registered into our Records Management System and Shire of Toodyay website

APPENDIX C: BRIEF ON COMMUNITY GROUPS PART OF THIS APPLICATION

AVON WOODTURNERS



A Brief History of Woodturning

The history of turning wood can be traced back many thousands of years. The earliest machines operated on the basis of the timber stock being rotated in a reciprocal motion on primitive strap, bow and pole lathes. These simple machines are believed by many to be the first machine tools.

The artisans who worked in the woods using a pole lathe came to be known as 'bodgers', the origins of this word is uncertain, but one firmly held belief is that it was derived from 'bötticher' an old German word for a Cooper.

During the 19th Century hundreds of bodgers set up lathes in the woods around High Wycombe where they would turn legs and stretcher rails for chairs from green timber. Chair-bodgers were also to be found in many other areas of England and Wales, but were most prevalent in Buckinghamshire.

The common day usage of the word 'bodger' to describe someone who starts a job and does not complete it could be explained by the fact that the original bodgers only produced the turned parts and not the whole chair. There is no doubt that the bodgers were highly skilled, but the items they could produce were limited by their equipment.

Turned wooden items have been of major importance to the development of mankind from the production of simple domestic utensils, farm implements, maritime articles e.g. pulleys for blocks & tackle, joinery such as staircase parts, furniture, musical instruments, sports equipment, measuring and drinking vessels etc.

It is recorded that in 1347 the Turners were instructed by the Mayor and Alderman of the City of London to ensure that their measuring vessels of turned wood conformed to the

City standards. Further, each turner was to have his mark placed on the bottom of such measures for identification when they were examined.

The first record of a mechanical continuous revolution lathe is in the form of a sketch by Leonardo da Vinci, C.1480. It depicts a treadle lathe with a crankshaft and a rather large flywheel constructed substantially from wood.

There is no evidence to suggest that it was one of his many inventions, in fact it may well be his sketch of an established piece of equipment that he had seen and interested his inventive mind.

This and similar machines was the predecessor of the lathes, both wood and metal that we have today.

The advent of the industrial revolution, together with the explosion in the population in the towns and cities, led to the manufacture of high output machines to meet the ever increasing demand for turned wooden items.

This was without doubt the beginning of main stream industrial wood turning with many companies specialising to meet the ever increasing demands of the industrial users such as the cotton spinning mills in Lancashire.

Wood turning was not always the domain of the artisan craftsman. In the 19th century, following the publication of Holtzapffel's reference work on 'Turning & Mechanical Manipulation' it became the principal hobby of the mechanically-minded English gentry who produced a wide range of complex ornamental turnings.

The range of machines and equipment available today is wider than at any other time in the history of wood turning.

Whilst the hand lathes used by turners for samples and small runs are very similar to their predecessors, the manufacturers of the modern high output machines offer many differing solutions to the method of turning, each having benefits and restrictions.

It is for this reason that many of the members of the British Wood Turners Association have a range of machines.

Today many of the items which were traditionally turned from wood are no longer required or are made from synthetic materials.

However, the skills to produce them from wood remain strong and will continue for as long as there are those discerning people who appreciate the many practical and aesthetic properties of a turned wooden item.

R. Pugh, former Secretary.
British Woodturners Association

TOODYAY THEATRE GROUP



The Toodyay Theatre group is a not for profit organisation which entertains the local and surrounding communities with on stage, theatrical performances.

Established in 1983 the Toodyay Theatre group (Formally known as the Toodyay Repertory Club and then the Toodyay Players) first made a name for themselves by hosting the Murder Mystery Trains on-board the Hotham Valley Railway.

From then on we have produced a number of plays at the Toodyay memorial Hall averaging four a year. We also perform at the Toodyay club to entertain their members at their social events.

We regularly support other community organisations with their events by assisting them with production skills and equipment.

We have supported the Gyotu Monks, the Toodyay District High school graduations, and the Toodyay Ballet school performances.

We also support our community by donating to other not for profit organisations and emergency services such as the Toodyay Singers, The Toodyay Hockey Club, Toodyay Ambulance sub centre, the Toodyay Volunteer Bush Fire brigades and other local charitable organisations.

Our upcoming productions include Shakespeare with a twist in August and our annual Quiz Night in February.

We hope to continue producing four major performances per year and to continue to support our community with comedic, amateur theatre.

TOODYAY COMMUNITY RADIO



www.jukeboxradio.com.au

Today Community Radio was born from the need to have our own local radio station, here in the Avon Valley, in the Wheatbelt district of Western Australia.

Because of its surrounding hills and valleys, it can be hard to pick up a decent radio station from Perth, nearly 100kms away. Strangely, the closest ABC station than we pick up, is in Geradlton 350kms away. Even that doesn't have 100% local output, and takes much of it's programming from over East.

Something has to be done for the people of Toodyay, so we did ourselves.

OUR AIMS

- To support the development of and the ongoing provision of Community Broadcasting services within the Shire of Toodyay.
- To support the principle of local autonomy in the provision and control of community broadcasting services.
- To promote the principles of independence in programming, diversity of programming, access to broadcasting facilities, diversity of opinion and views which enable the fullest expression of the aspirations and culture of the Australian people and the Inner West in particular.
- To provide a range of services to members and the community we serve, including information, technical, programming and training services.

OUR VISION

To be a, viable culturally diverse community based organization with strong ties to local groups. To entertain. To stimulate interest in local issues/affairs. To educate. To tie in all three elements in the radio station's programming.

Vision: To be the radio station of choice for residents in our target area for local news, views, events and entertainment.

Values: As an organization we value our standing in the community and we value our Toodyay Community Radio family.

In our production and delivery of radio programs we value excellence, diversity and a high standard of ethical behavior.

As members we value a culture that fosters inclusiveness, friendliness, tolerance, courtesy, consideration, a positive attitude, and open communication.

WHERE WE ARE

Toodyay Community Radio is funded by membership fees, grants from the public and private sectors through provisions of goods & services which are obtained through competitive processes. Fundraising activities which include the sale of promotional items, raffles, concerts and other entrepreneurial activities are also means of funding.

Donations of cash, goods and services from supportive individuals and institutions, together with voluntary activities of members and friends.

Sponsorship of the station, or other beneficial activities by business houses, for which sponsors receive on air acknowledgement. This acknowledgement is in the form of an announcement that informs the community of the support received, and the goods, services and activities of the sponsoring business.

WHAT IS A COMMUNITY RADIO

Community (or Local) Radio is a major contributor to the diversity of Australian broadcasting services and provides:

- Broad community participation
- Wide variety in programming
- Training for the broadcasting industry as a whole

- Independence from government and commercial interests
- Counterbalance to the concentration of media ownership
- Programs for the under-served minority audiences
- Freedom to experiment
- Strong support for Australian creative resources

There are over 300 licensed community radio stations throughout Australia and a further 50 groups seeking community radio licenses.

CODE OF CONDUCT

Toodyay Community Radio fully believes in and complies with the Community Broadcasting Association of Australia Code of Conduct. This code ensures that Toodyay Community Radio remains an independent, critical and free voice in our community, as well making both the listening and broadcasting environment a safe and discrimination free place, free from censorship and editorial self-interest. It is enshrined in our rules and taught to all announcers before they play a note or speak a word on air. The Code of Conduct can be accessed at <http://www.cbaa.org.au>.

SHOWS

It takes a lot of fine-tuning to come up with a balance that aims to please everybody. Commercial stations have it easy, as they usually only target specific audiences, whereas community radio has a far wider ranging audience to try and cater for.

Toodyay's Jukebox Radio has asked a lot of questions over what we should play, and hopefully we've got it right. If we haven't, then we're not afraid to keep 'fine-tuning' as we go.

Browse through the program pages under the green 'Shows' tab to see the range of entertainment we're offering. If you've got an idea for a show, let us know, by filling out the form on our 'Music' page.

MEMBERSHIP

Membership has its benefits. You will be showing your support of Toodyay Community Radio, in its bid to obtain a full community broadcasting licence for Toodyay, AND there's more!

- You will receive invitations to member functions and events,
- Opportunity to participate in radio training, broadcasting, promotions, and other events.
- Have voting rights at meetings
- And we'll be adding more benefits as we get bigger

Membership is affordable, at only \$30 per year for individuals and Community Groups, \$50 per year for Corporate & Families and just \$15 for Concession membership. Membership is a great way to support your local radio station, and have your say and play your part in the station's future. Please contact us at (08) 9574 4554 for a membership form, or download the form and return by mail. [Enrollment Form](#).

VOLUNTEERING – WHAT CAN YOU DO?

Toodyay Community Radio offers a great way to be part of a friendly team – with the aim to provide an excellent radio station for not only Toodyay but all surrounding suburbs as well.

During the day, Toodyay Community Radio presents a variety of music, including popular 60's to 80's music, country music and easy listening favorite's. At night, and weekends, Toodyay Community Radio presents a wide range of music programs of varying styles, such as Country, Indigenous, Australian, 80s Disco, Dance/Club music, R 'n' B etc. We provide training for people to help make this sound even better, including key theory sessions, and practical on air time to help you reach your best, there's no exams to pass or any rigorous routines, just an opportunity to be part of your local community's radio station. Simple as that!

Schools and sporting groups are welcome to apply for program time. Training is provided to get you going.

We ask all on air presenters and producers to assist with promotions activities and other station events, after all the more we promote, the more listeners we get and the greater our support and recognition we receive in the community that we're all part of.

To register your interest as a volunteer, please download the form, print out, fill it in and return it and we'll get things started.

All presenters and office staff at Toodyay Community Radio are volunteers who support and enjoy the challenge of operating a local radio station. Training is available.

Volunteers can be involved in a wide range of roles, both on-air and off-air.

Here are just a few roles or activities:

Music library worker - Administrative assistant – Music Librarian - Program Presenter – Mail out coordinator - Production Assistant – Computer repairs and maintenance - Researcher – Receptionist - Station Duty Person – Announcing - Programming – Fund-raising (sponsorship/membership) - Marketing/promotions – Technical - Committee of Management – Join one of the Sub Committees

TOODYAY FRIENDS OF THE RIVER



HISTORY OF THE TOODYAY FRIENDS OF THE RIVER (INC)

From the embryonic beginnings of 'an idea' in 1994, a small band of willing volunteers, interested in the health of our Avon River, gathered together to raise awareness of the issues facing the River's health.

Following a number of years in consolidating that vision, community members gathered in February 1998 and, with great enthusiasm, supported the original concept; September 1998 saw the Toodyay Friends of the River incorporated.

These visionary people can look, with great pride, on 14 years of achievement. Gratitude is extended to Wayne Clarke for the layout of the booklet and the Department of Water, Northam, for the printing of the history of those formative and challenging years.

Desraé Clarke, Editor September 2008

The Friends were very grateful for the heavy work involving the removal of large plants by a Ministry of Justice team. After removing lots of heavy rubbish the Friends then revegetated the River flood plain and several small reserves in the vicinity of the Avon River.

On 3 October 1999 Mr Oriel Lloyd of 'Calbaline', Toodyay, gifted 6.8 hectares of riverside land to the Toodyay Friends of the River, land that had been in the Lloyd Family for four generations. Unfortunately, the Friends were unable to afford to pay the rates on the land so it was donated to the Water and Rivers Commission (now the Department of Water); the management was taken over by the Friends. Exciting projects have been trialed on the Reserve including conservation education of visiting schoolchildren.

Over the past two years there has been much liaison with the Department of Water, the Avon Descent Committee and the Shire of Toodyay in restoring the car-parking bay at the West Toodyay Bridge, the banks of Weatherall Reserve and Cobbler Pool and excavating at Long Pool. This work has now progressed to the planned removal of silt from both Cobbler and Long Pools - a significant milestone in the restoration of the Shire of Toodyay section of the Avon River

My reward from working with the Friends on care of the River has been an acknowledgement to the river neighbors' who lived and worked along this beautiful waterway of my youth.

Gaven Donegan President, 2007-2009

Above: Gaven Donegan (President) and Desraé Clarke (Friends History author) in planning mode, 2008

PATRON'S MESSAGE

The Avon River has altered considerably since the time of European settlement. Stream flow is faster, coarse sediments are filling river pools, water quality is high in nutrients and salinity, weeds dominate understory vegetation, rising groundwater is changing the over-story and adjacent vegetation has been significantly fragmented by clearing for agriculture. The community of Toodyay knows the Avon River well. Active community involvement in river management draws from the 1980's when the magnitude of change was fully recognized.

The Toodyay Friends of the River has formulated and evolved effective processes for community river management action. In doing so it has crafted a volunteer group-based model that is relevant to the Avon and really gets things done. Their well-known secrets to success are in being well organized, valuing contributions, and having fun!

The group adopts all the ingredients required to be effective. It raises awareness through displays, encourages participation through field activities, educates and communicates through public extension courses, develops capacity through training and provision of a tools trailer, forms partnership working arrangements especially with the Department of Water in Northam, is activist through the mass media about key management issues, and not least, celebrates success.

The Toodyay Friends of the River deserves robust congratulation to have achieved 10 years of effective involvement in river management. Significantly, it is continuing from strength to strength building on the foundations set in the early years. Congratulations to past and current members for ongoing honorable and enjoyable achievements. I am proud to be involved.

Viv
Patron
Toodyay Friends of the River

Read

The Toodyay Friends of the River (TFOR), a 'not-for-profit' organization, consists of a band of local Toodyay community volunteers, and some who travel up from Perth.

Our main task is to look after and improve the health of our Avon River, and to raise awareness of the issues facing the River.

Our core group meets on a regular monthly basis to undertake tasks allocated during our annual planning day. These include tree planting, removing large weeds, collecting dumped rubbish, surveys and maintaining pathways.

Other activities include administration, grant-writing, collating survey results, etc. The TFOR also undertake roadside litter collection to demonstrate the pride we have in our town.



The Toodyay Friends of the River Inc. (TFOR) have a major (and most ambitious) project underway, being the commencement of the Toodyay Walk Tracks.

The walk tracks are envisaged to reach to Northam and beyond in the east, and down through the Avon Gorge to suburban Perth in the west. That is the future.

Meanwhile, the initial track linking Duidgee Park in the Toodyay townsite with Nardie Cemetery, some eight kilometres upstream, has been officially opened. The *Bilya Walktrack* has markers identifying its route along the river. A picnic table and other seating have been installed (photo below), along with appropriate signage. Click [here](#) for a map of the track.



The Toodyay Naturalists' Club (TNC) received funding from the Wheatbelt NRM for the design and engineering detail of a bird hide along the walk track, near Red Banks Pool.

Wheatbelt NRM then offered to assist with funding to help construct the hide. The hide design was slightly modified by local contractor, Michael Shepherd, and has been named the **John Masters Bird Hide**. John's contribution to the conservation of our local bird-life is well renowned, and the hide being named in his honor is fitting recognition of that contribution.

The birds are already getting used to the hide, and word is getting around. Below, four swans alight to check it out!



Membership of the Toodyay Friends of the River (TFOR) is open to any person or corporation interested in attaining or promoting the objects of the Association.



Membership form

There are 7 classes of membership, and they are:

Ordinary Member – a member who pays the annual subscription fee and does not fall into the other classes of membership;

1. Junior Member – a member under the age of fifteen (15) years of age who pays the annual subscription fee;
2. Life Member – an ordinary Member who may elect to compound his or her annual subscription by the payment of one sum which shall be ten times the annual subscription at the time of such payment, or an amount determined by the Members at an AGM who pays the Life Member subscription fee;
3. Family Member –being any parent/s and their children who pays the annual subscription fee;
4. Body Corporate Member – any business, firm or corporate organisation that pays the annual subscription fee;

5. Concessional Member – those Members over the age of sixty (60) years who are in receipt of a pension, and wish to claim a concession who pays the annual subscription fee; and
6. Honorary Life Members

Welcome to our Gallery. Here you will find a repository of photos from our activities. We hope you enjoy them as much as we do.



In February 1999, the Water and Rivers Commission and the Avon River Management Authority (now Department of Water and formerly the Avon Waterways Committee) jointly published the first of a series of River Recovery Plans for the Avon River. For ease of management, the river was divided into 18 sections spanning approximately 191 kilometres.

In taking over management of the reserve, there was an opportunity to develop a 'seed orchard', serving the dual purpose of providing a future seed bank and of revegetation. Funding was sought, and the Toodyay Seed Orchard Group (now a sub-committee of the TFOR) set about establishing the orchard. However, with limited resources, the TFOR found it difficult to develop the remaining part of the reserve, and, although firebreaks were maintained on an annual basis, the overall fire hazard increased. The TFOR, at its 2011 Planning Day, set about changing this situation.

Currently (November 2012), the vesting of Lloyd Reserve is being changed to the Shire of Toodyay.

In the process, the Management Agreement will be reviewed. The TFOR are looking forward to working with the Shire on the future management of the reserve

TOODYAY FESTIVALS

History February 1853

Johns arrived in Australia aboard the convict ship Pyrenees, facing ten years imprisonment at the Convict Establishment. He had been arrested in Wales and proven guilty of stealing several cheeses, 3 loaves of bread 2 pieces of bacon, part of a shoulder of mutton and a piece of suet. Johns' good behavior on the ship meant he was offered his ticket-of-leave upon arrival in Fremantle



What is ticket-of-leave? A convict would receive a ticket of leave if they passed a period of probation with good behavior. The ticket allowed the prisoner the freedom to seek employment, acquire land, marry, and bring family from overseas to join them. They were not allowed to leave a district without permission, carry firearms or board a ship. Once a ticket of leave prisoner completed half their sentence under these conditions they were entitled to a conditional pardon. This removed all restrictions except the right to leave the colony.

1861

Johns was arrested in Newcastle for illegally branding a brumby and jailed in the Newcastle Convict Hiring Depot. The building was old and dilapidated and he easily escaped taking the horse and the Resident Magistrate's saddle and bridle.

Johns worked in Fremantle until the end of 1854 before receiving his conditional pardon. Sometime prior to 1860 he moved to the Avon Valley district. He was re-captured days later, and sentenced to "three years penal servitude", to be served at the forbidding Convict Establishment (now known as Fremantle Prison).

1864

Johns is pardoned and released.

Johns is arrested again for "killing an ox with felonious intent" and sentenced to ten years imprisonment back at Fremantle Prison. He escaped three times in four months, on the last attempt breaking into Everett's Store in Newcastle to obtain supplies for a trip to South Australia. He was recaptured only 300kms from Perth.

The name Moondyne Joe appeared in the press for the first time on 8 August in relation to this escape, cementing Johns into Western Australian history and folklore.

On his return to Fremantle Prison, Johns was subjected to one of Governor Hampton's "escape proof" cells.

The name "Moondyne" is thought have originated from Joe's hiding spot in the Moondyne Hills near Toodyay. Many of the settlers who knew him from this area regarded him as something of a hero for his ability to continuously evade the authorities. It is thought that people like this helped hide and feed him whilst he was on the run.

This was a 4' x 7' cell lined with Jarrah planks nailed to the walls with hundreds of metal studs. Three layers of bars were put on the windows and he was handcuffed, wore leg irons and was chained to the floor. Governor Hampton is reputed to have said to Johns on inspection "If you get out again, I'll forgive you." In this tiny cell Johns began to suffer physically and was assigned to "exercise"; breaking stones in the main parade ground of the prison.

1867

The guards were foolishly relaxed in overseeing this work and didn't realize, until it was too late, that Johns had chipped his way through the wall one day, escaping once again. This time, "Moondyne Joe" was on the run for nearly two years, his most successful escape yet.

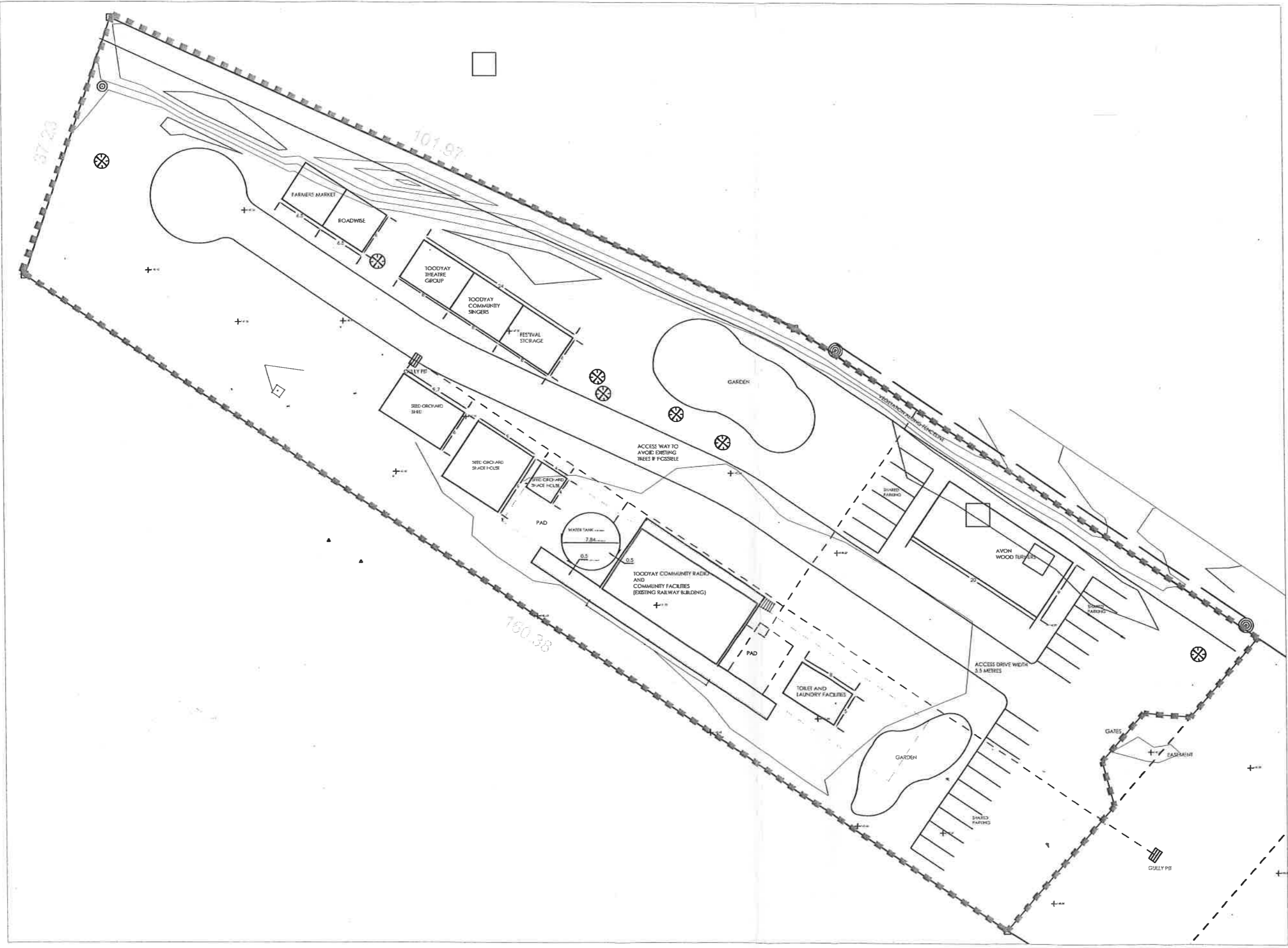
25 February 1869

It was bad timing that saw him caught again when he broke into the Houghton's Winery in the Swan Valley for supplies. Unbeknownst to Johns the police had been investigating a drowning nearby and literally walked into him as he ran out of the winery. Upon his re-imprisonment he petitioned to see the Governor, asking him to uphold his promise of release for escaping again.

27 June 1873



To avoid losing face the Governor was forced to honor his words and Joe was released. He went on to marry Louisa Hearn in Fremantle and together they travelled around the state searching for work. His final imprisonment was at Fremantle Lunatic Asylum where he died of "senile dementia" on 13 August 1900, aged 71.



CURRENT
 June 14

TOODYAY COMMUNITY DEPOT

MASTERPLAN

Revision: A	Date: 27 Jun 2014
	Scale: 1:500 @ A3
	Drawn By: A.Tate
	Page: 1 of 1



DATE: 7 January 2015 **AUTHOR:** Debra Andrijich

SUBJECT: Community Depot Project

1. PURPOSE

To provide an update on the progress of the Community Depot Project.

2. SUMMARY OF THE FACTS

On 15 November 2014 Lee Grmas from Lotterywest contacted Debra Andrijich to request further information in support of the grant application to present to the Board in December. The following is a summary of requested information:

- Copy of Certificate of Title for the land concerned including details of a Management order indicating purpose of “Works Depot and Community Purpose”;
- Shire of Toodyay Annual Financial Report;
- Ongoing governance, Terms of Reference;
- Outcomes of community consultations that confirm the need for the facility;
- Community group details, including membership numbers, when established and their activities. Note that the Farmers Market group is unlikely to be supported by Lotterywest as the group’s purpose would be considered ineligible, ie the support of commercial businesses;
- Indication of any future fit out needs by the tenants, and therefore any potential future grant applications to Lotterywest by those groups;
- Confirmation of the budget requested of Lotterywest including: all other contributors (do you have anything in writing from the community groups contributing to the costs?); Shire contribution; and
- A revised budget request to Lotterywest that excludes the shed for the Farmers Market. Would favour shed expenses transferred to utilities / amenities.

2.1 Consultation

The requested information was obtained by Debra’s research from previous minutes of the Advisory Committee meetings and supporting documents such as; Concept Plan – Community Depot, Grant Planning application forms, Community consultation including posters, various advertising including Toodyay Herald & Shire websites.

2.2 Current Status

The additional requested information was compiled and forwarded to Lotterywest via email on 24 November 2014.

2.3 Key Considerations

Provide sufficient and comprehensive additional information to ensure successful outcome for grant application.

3. CONCLUSION

The above request is summarised and copies of additional information sent and a revised budget is included for your information.

