



**Community Depot Management
Advisory Committee Meeting**

Minutes

23 April 2015

Unconfirmed Minutes

These minutes were approved for distribution on 28 April 2015.



Ms Cherie Delmage
ACTING CHIEF EXECUTIVE OFFICER

28 April 2015.

Confirmed Minutes

These minutes were confirmed at a meeting held on 23/07/15

Signed: Paula Jencemery

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

Date: 23/07/15

CONTENTS

1.	DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS	1
2.	RECORDS OF ATTENDANCE / APOLOGIES	1
3.	DISCLOSURE OF INTEREST	1
4.	PUBLIC QUESTIONS (relating to the purpose of the meeting)	2
5.	CONFIRMATION OF MINUTES	2
5.1	Minutes of Meeting held on 22 January 2015	
5.2	Matters arising from previous minutes	
6.	PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS (relating to the purpose of the meeting)	2
7.	BUSINESS LEFT OVER FROM PREVIOUS MEETING (if adjourned)	3
8.	REPORTS OF OFFICERS	3
8.1	Briefing Note – Debra Andrijich	
	Attachment 1: Community Depot Project	5
9.	REPORTS OF COMMITTEE MEMBERS	3
10.	NEW BUSINESS OF AN URGENT NATURE	3
11.	NEXT MEETING	4
12.	CLOSURE OF MEETING	4

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Shire of Toodyay

COMMUNITY DEPOT MANAGEMENT ADVISORY COMMITTEE MEETING 23 APRIL 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	Council Member
Cr R Madacsi	Council Member
Cr B Lloyd	Toodyay Seed Orchard Group Representative
Ms A McCandlish	Avon Woodturners Group Representative
Mr D Doyle	Avon Woodturners Group Representative
Ms R Davidson	Toodyay Festivals Inc
Ms Ennis	Toodyay Community Singers

Staff

Mrs D Andrijich	Events Coordinator
Mrs M Lamb	Corporate Administration Support Officer

2.2 APOLOGIES

Mr S Scott	Chief Executive Officer
Ms Trish Young	Toodyay Community Singers
Mr Max Heath	Roadwise

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 22 January 2015 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 22 January 2015.

MOVED Cr Lloyd

That the Unconfirmed Minutes of the Community Depot Management Advisory Committee Meeting held on 22 January 2015 be confirmed.

MOTION CARRIED

5.2 Matters arising from previous minutes

Discussion Points:

- Signage – Lotterywest signage incorporated
- Advertising opportunities on back wall of sheds open to train tracks
- Levelling for shade houses
- Facility lockup

5.3 Status Report Review

Advise community groups to advise regarding sponsorship signage requirements and protocols

The Chairperson ruled this item be adjourned.

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 – Debra Andrijich

Discussion Points:

- 3 phase power confirmed as available
- Possible option of having verandas at a later date – are the heights of the sheds sufficient?
- Road shape and straightness – clarification from Manager of Works
- Grey water plumbing for Wood Turners

The Chairperson ruled that item 5.3 Status Report Review be resumed as next item of business.

Moved Cr McCann

The Community Depot Management Committee request the Radio Station Committee provide a status report on the following:

1. Progress on fitout of their community depot premises; and
2. The proposed occupancy date of said premises.

This report is to be made available at the next Community Depot Management Committee meeting.

Motion Carried

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 July 2015.

12. CLOSURE OF MEETING

The Chairperson closed the meeting at 6.35 pm.

DATE: 16 April 2015 **AUTHOR:** Debra Andrijich

SUBJECT: Community Depot Project

PURPOSE

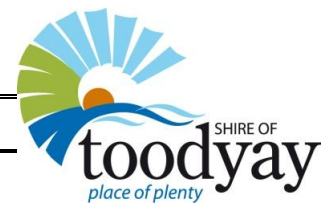
To provide an update on the progress of the Community Depot Project.

SUMMARY OF THE FACTS

Summary of shed requirements as advised by community groups;

COMMUNITY GROUP	SHED DIMENSIONS	ADDITIONAL REQUIREMENTS
Avon Wood turners	20m X 9m X 3m (180m ²)	3 Roller Doors (ends & front) 1 accessible PA door Windows with security mesh Skylight Whirlybird Insulated walls Concrete floor
Festivals Singers Theatre	30m X 6m X 3m (Dividing walls for three groups) (180m ²)	3 Roller Doors (front) 3 accessible PA doors 6 windows with security mesh (2 in each section) Insulated walls Concrete floor
Road wise	13m X 6m	2 Roller doors (front)

Briefing Note



Farmers Market	(Dividing wall for two groups) (78m ²)	2 accessible PA doors 4 windows with security mesh (2 in each section) Insulated walls Concrete floor
Friends of the River & Seed orchard group	9m X 6m + 3m X 6m carport (72m ²)	3 Roller doors (front) 1 accessible PA door from carport to shed Insulated walls Concrete floor
Additional shire requirements:	Fully supplied & constructed Warranty Successful tenderer to provide Certificate of Design Compliance	

Consultation:

Contacted all community groups and collated responses.

Current Status:

The information was compiled and forwarded to Merridith to commence advertising and produce tender document.

Key Considerations:

Provide sufficient information to commence tender advertising for Shed construction.

CONCLUSION:

The Tender process will commence with advertising in the West Australian for shed companies to submit a tender application to supply and construct sheds for the seven community groups.

