



**Community Depot Management
Advisory Committee Meeting**

Minutes

23 July 2015

Preface

When the Chief Executive Officer 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 put together as an addendum to these Minutes.

Unconfirmed Minutes

These minutes were approved for distribution on 31 July 2015.



Stan Scott
CHIEF EXECUTIVE OFFICER

Confirmed Minutes

These minutes were confirmed at a meeting held on 22/10/15

Signed: MB Lloyd

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

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ADDENDUM *with separate index follows Item 12.*

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Shire of Toodyay

COMMUNITY DEPOT MANAGEMENT ADVISORY COMMITTEE MEETING 23 JULY 2015

MINUTES

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

Cr Greenway, Chairperson, declared the meeting open at 5.34 pm.

2. RECORDS OF ATTENDANCE / APOLOGIES

2.1 RECORD OF ATTENDANCE

Members

Ms A Bell	Manager Community Development
Cr A McCann	
Cr P Greenway	
Cr R Madacsi	
Ms L Boston	Toodyay Theatre Group Representative
Mrs M O'Sullivan	Toodyay Community Singers Representative
Ms A McCandlish	Avon Woodturners Group Representative

Staff

Mrs D Andrijich	Events Project Coordinator
Mr L Vidovich	Manager Works and Services

2.2 APOLOGIES

Cr B Lloyd	Toodyay Seed Orchard Group Representative
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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 23 April 2015 there were no questions taken on notice.

4.2 PUBLIC QUESTION TIME

There were no public questions.

Mr L Vidovich, Manager Works and Services, provided a verbal update to the committee on site works at the Community Depot site.

Points covered were as follows:

- Driveway has been levelled & pegged out;
- Sheds have been pegged out;
- Drainage grates yet to be installed (this will elevate water pooling problem);
- A further 150mm of gravel to be added to site; and
- No further site works (apart from drainage grate) to be undertaken until trenching for power & water services installed.

Manager Works and Services departed Council Chambers at 5.50 pm.

5. CONFIRMATION OF MINUTES

5.1 Community Depot Management Advisory Committee Meeting held on 23 April 2015.

OFFICER'S RECOMMENDATION/MOTION

MOVED Cr McCann

That the Unconfirmed Minutes of the Community Depot Management Advisory Committee Meeting held on 23 April 2015 be confirmed.

MOTION CARRIED

5.2 Matters arising from previous minutes

5.2.1 Signage Policy

Question: Where are we at with a signage policy?

Response: *Ongoing.*

5.2.2 Community Radio

Question: Have you received a response from Community Radio?

Response: *No response has been received from an email request or any response from Minutes sent to Community Radio. As previously stated the Community Radio are seeking grant funding to further fit-out studio room.*

MOTION

MOVED Cr McCann

Can the CEO please send written correspondence to the Community Radio to seek advice as to what the groups intentions are for a proposed occupancy date of the premises and the progress on fit-out.

MOTION CARRIED

Question: Can another group occupy the building if the Radio Station does not wish to proceed with occupying?

Response: *This question was taken on notice.*

MOTION

MOVED Cr McCann

This item to be tabled for discussion at next meeting.

MOTION CARRIED

Cr Madacsi departed Council Chambers at 6.20 pm.

Cr Madacsi returned to Council Chambers at 6.22 pm.

5.3 Review of the CDMAC Status Report

There was no discussion in relation to this report.

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

6.1 Deputations

Nil.

6.2 Presentations

Nil.

6.3 Submissions

Nil.

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

Nil.

8. REPORTS OF OFFICERS

8.1 Briefing Notes

The Events Project Coordinator provided an overview of the spreadsheet prepared for tender document.

Since the document was compiled and sent out with the agenda, further additional information has been added which was outlined as the following:

- Shed 1 (Wood turners) will need to have a building class of 9 (b) which requires some additional components to ensure compliance with the Building Act & Regulations.
 - Examples of above are: Compliant door handles, some energy efficiency requirements for light & ventilation, insulation, accessibility.
- General additional information for all Sheds;
 - Owner supplying cleared level site, all earthworks & construction by Builder;
 - Owner supplying / installing car park & driveways;
 - Insulated walls to comply with R1.5 rating;
 - Insulated roof to comply with R3 rating;
 - Security mesh for windows: Stainless steel Amplimesh or similar;
 - Standard locks for rollers doors (padlocks can be installed later);
 - PA doors to be individually key locked – not like; and
 - Concrete floor to be 100mm.
- General discussion on requirements from groups for sheds:
 - Would like Height of sheds to be 3000mm

MOTION

MOVED Cr McCann

SECONDED Cr Madacsi

Can the document /spreadsheet be altered to reflect all sheds to have a roof height of 3000mm

MOTION CARRIED

- General discussion on requirements from groups for sheds:
 - would like to have veranda's installed at the front of the sheds

MOTION

MOVED Cr McCann

SECONDED Cr Madacsi

Addendum to the Tender document to include provision to quote for front verandahs for 1200mm, 1800mm, 2400mm, 3000mm width. With exception of Shed 1 (Wood turners) who would like quotations for portico / awnings over PA door and windows.

MOTION CARRIED

9. REPORTS OF COMMITTEE MEMBERS

There was no further discussion.

10. NEW BUSINESS OF AN URGENT NATURE

Nil.

11. NEXT MEETING

The next meeting was scheduled for Thursday 22 October 2015, commencing at 5.30 pm.

General discussion to bring next meeting forward so that groups can have an update sooner on the tender progress. Date of 17 September 2015 suggested. A Bell advised the group that she would need to check if this date was available due to many other meetings scheduled in.

Members will be advised when a September meeting date can be confirmed.

12. CLOSURE OF MEETING

The Chairperson declared the meeting closed at 6.45 pm.



ADDENDUM

Attachments to Minutes of the

COMMUNITY DEPOT MANAGEMENT ADVISORY COMMITTEE

23 July 2015

ADDENDUM

ATTACHMENTS TO MINUTES OF THE COMMUNITY DEPOT MANAGEMENT ADVISORY
COMMITTEE MEETING HELD IN COUNCIL CHAMBERS ON 23 JULY 2015

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ADDENDUM

ATTACHMENTS TO MINUTES OF THE COMMUNITY DEPOT MANAGEMENT ADVISORY
COMMITTEE MEETING HELD IN COUNCIL CHAMBERS ON 23 JULY 2015

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ADDENDUM

ATTACHMENTS TO MINUTES OF THE COMMUNITY DEPOT MANAGEMENT ADVISORY
COMMITTEE MEETING HELD IN COUNCIL CHAMBERS ON 23 JULY 2015

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STATUS REPORT

Community Depot Management Advisory Committee Meetings *comprising of Recommendations to Council and Action List*

Recommendations made to Council

Meeting Date	Item	Title/Description of Item	Resp. Officer	Proposed / Notes / Actions to be taken	Deadline
23/07/15	Nil	No recommendations made.	MCD	Motions made but not for Council.	N/A



STATUS REPORT

Community Depot Management Advisory Committee Meetings *comprising of Recommendations to Council and Action List*

ACTION LIST (responses provided regarding other matters)

Meeting Date	Item	Title/Description of Item	Resp. Officer	Status / Action / Notes or Comment
23/07/15	5.2.2	Community Radio	CEO	Can the CEO please send written correspondence to the Community Radio to seek advice as to what the groups intentions are for a proposed occupancy date of the premises and the progress on fit-out.
23/07/15	5.2.2	Community Radio	CEO	This item to be tabled for discussion at next meeting.
23/07/15	8.1	Briefing Notes	CEO	Can the document /spreadsheet be altered to reflect all sheds to have a roof height of 3000mm
23/07/15	8.1	Briefing Notes	CEO	Addendum to the Tender document to include provision to quote for front verandahs for 1200mm, 1800mm, 2400mm, 3000mm width. With exception of Shed 1 (Wood turners) who would like quotations for portico / awnings over PA door and window.
23/07/15	11	Next Meeting	MCD	General discussion to bring next meeting forward so that groups can have an update sooner on the tender progress. Date of 17 September 2015 suggested. A Bell advised the group that she would need to check if this date was available due to many other meetings scheduled in.
23/04/2015	5.3	Community Groups	CEO / PO	Advise community groups to advise regarding sponsorship signage requirements and protocols
Community Depot Management Adv. Committee 23 April 2015	8.1	Briefing Note – Debra Andrijich	MCD	The Community Depot Management Committee request the Radio Station Committee provide a status report on the following: 1. Progress on fit out 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.

BRIEFING NOTE

DATE: 13 July 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;

Consultation:

Contacted all community groups and collated responses.

Current Status:

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

Key Considerations:

Provide sufficient information to commence tender advertising for Shed construction.

CONCLUSION:

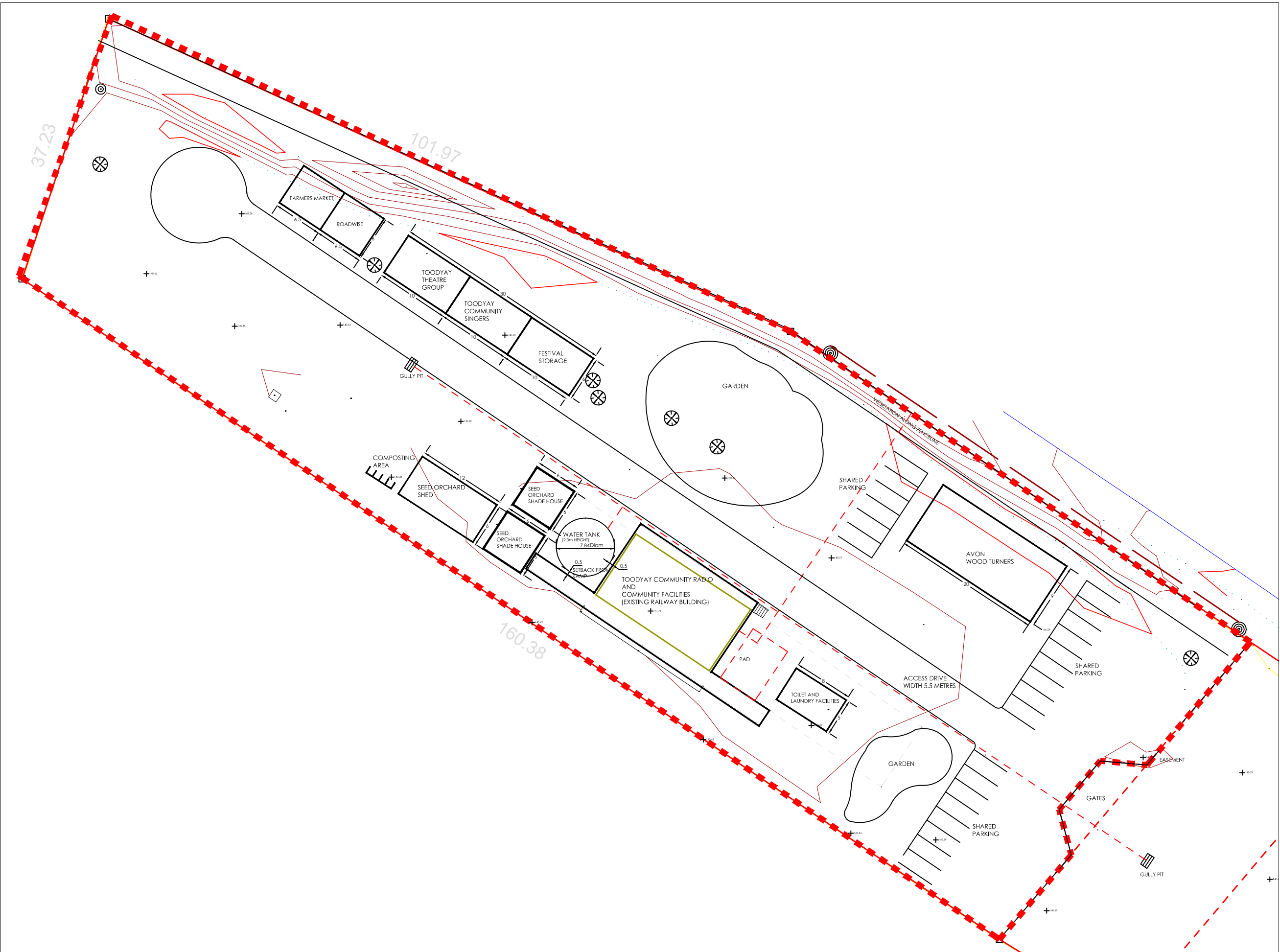
The Tender process will commence with advertising in the West Australian for shed companies to submit a tender application to supply and construct sheds for the seven community groups.

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Briefing Note - continued



COMMUNITY GROUP	SHED DIMENSIONS	ADDITIONAL REQUIREMENTS	ELECTRICAL REQUIREMENTS	Plumbing Requirements
Shed 1	20m X 9m (180m2)	3 Roller Doors (ends & front) 1 accessible PA door (front between window & roller door) 2 windows with security mesh (front) Skylight Whirlybird Insulated walls & roof Gutters Concrete floor	100amp Powerboard placed between Personal door and roller door (no fluresent lighting - must be led or other due to Wood turning machines)	Internal hand basin and eye wash-down (plumbing only & connection to septic system for grey water - Wood turners to supply sinks, eye wash infrastructure etc). External garden tap.
Shed 2	30m X 6m (Full height dividing walls for three groups) (180m2)	3 Roller Doors (front) 3 accessible PA doors (sides & middle bay front) 6 windows with security mesh (2 in each section) (front) Insulated walls & roof Skylight in each section Whirlybirds x 3 (1 in each section) Gutters Concrete floor	3 X Double powerpoints & fluorescent lights for each section	External garden tap for each group - may only be required at each end
Shed 3	13m X 6m (Dividing wall for two groups) (78m2)	2 Roller doors (front) 2 accessible PA doors 4 windows with security mesh (2 in each section) Gutters Insulated walls & roof Concrete floor	2 X Double powerpoints & fluorescent lights for each section	External garden tap for each group
Shed 4	9m X 6m + 3m X 6m carport (72m2)	3 Roller doors (front) 1 accessible PA door from carport to shed Insulated walls & roof Concrete floor	3 X Double power points & fluorescent lights in shed. Waterproof double powerpoint for shade house	External garden taps located at first shade house & shed at eastern end
Earthworks by owner as per Engineer requirements				
Additional shire requirements:	Fully supplied & constucted Warranty & Plans Certified Walls - Colorbond - Classic Cream (clad both sides). Height 2.4m Ridge 3.4m Roof - Colorbond - Classic Cream Gutters - square line - Monor Red Roller doors - classis cream & monor red trim		More powerpoints & lights may be required by certain groups & this will depend on budget External sensor lights depending on budget Electrical connection to Toilet & Laundry facilities	Plumbing connection to Toilet & Laundry facilities
Possible extras:	Awning over PA doors			



TOODYAY COMMUNITY DEPOT

MASTERPLAN

Revision: B	Date: 25 Jun 2015
	Scale: 1:500 @ A3
	Drawn By: A. Tate
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