

Toodyay Junction (Community Depot) Advisory Committee

MINUTES

Section 5.8 of the *Local Government Act 1995*

Thursday 25th October 2018

Committee Brief

To advise Council on the management and day-to-day operations of Toodyay Junction

Members as per Council Resolution No. 177/10/17 and 238/12/17

Councillor Rayner, Council Member
Councillor Dow, Council Member
Toodyay Seed Orchard Group Representative
Toodyay Theatre Group Representative
Toodyay Community Singers Inc Representative
Roadwise Representative
Toodyay Event Planning Inc Representative
Avon Woodturning Group Representative
2J 2 Air Live Radio Representative
CEO and/or his nominated representative
Councillor Twine, Council Deputy Member
Councillor Welburn, Council Deputy Member

Preface

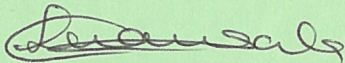
When the CEO approves these Minutes for distribution they are in essence "Unconfirmed" until the following Toodyay Junction (Community Depot) Advisory Committee Meeting, where the Minutes will be confirmed subject to any amendments made by the members of the Committee.

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

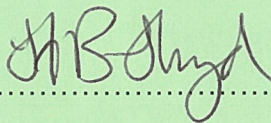
These minutes were approved for distribution on 1 November 2018.



Chileya Luangala
ACTING CHIEF EXECUTIVE OFFICER

Confirmed Minutes

These minutes were confirmed at a meeting held on 28.2.2019

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 10.*

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Shire of Toodyay

TOODYAY JUNCTION (COMMUNITY DEPOT) ADVISORY COMMITTEE MEETING

MINUTES

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Chairperson declared the meeting open at 5.30 pm.

2. RECORDS OF ATTENDANCE / APOLOGIES

2.1 RECORD OF ATTENDANCE

Members

Ms B Lloyd	Toodyay Seed Orchard Group Representative
Mrs K. Haynes	Toodyay Community Singers Inc Representative
Mrs R Davidson	Toodyay Event Planning Inc Representative
Cr R Welburn	Deputy Council Member
Ms D. Grundy	Toodyay Theatre Group Representative Proxy
Mrs A Bell	Manager Community Development

Staff

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

Visitors - Nil

2.2 APOLOGIES

Cr Rayner	Council Member
Cr Dow	Council Member
Cr Twine	Deputy Council Member
Mr Greenway	2J 2 Air Live Radio Representative

3. DISCLOSURE OF INTERESTS

There were no disclosures of interest.

4. CONFIRMATION OF MINUTES

4.1 Toodyay Junction (Community Depot) Advisory Committee Meeting held on 23 April 2018.

OFFICER'S RECOMMENDATION/CDMAC RESOLUTION NO 01/10/18

MOVED Mrs Davidson

That the Unconfirmed Minutes of the Toodyay Junction (Community Depot) Advisory Committee Meeting held on 26 July 2018 be confirmed, with the amendment of Mrs K. Haynes representing the Toodyay Community Singers, not the Toodyay Theatre Group.

MOTION CARRIED

4.2 Matters arising from previous minutes

4.2.1 Electricity cost

Mrs Andrijich commented that Council agreed to the recommendation that 2J 2 Air Live Radio Group be charged a fixed annual fee of \$180 to cover electricity costs, with a review each year. A new lease is also to be drawn.

4.3 Review of the CDMAC Status Report

4.3.1 6.1 2J 2Air Live Radio – Front Room

Mrs Andrijich commented that the front room plans were approved at September Council Meeting and the minor internal modifications do not require planning approval.

4.3.2 5.3 Landscaping & car park requirements

Mrs Andrijich commented that these plans are being worked through with Ms Lloyd.

4.3.3 7.3 Weeding request

Mrs Andrijich commented that a second work order has been submitted to complete the weed spraying.

4.3.4 4.2 Downpipe flooding at Seed Group shed

Mrs Andrijich commented that she has met with the BMO onsite to discuss the issue. This is on the maintenance list however he is now on annual leave.

5. BUSINESS LEFT OVER FROM PREVIOUS MEETING (if adjourned)

Nil.

6. REPORTS OF OFFICERS

6.1 Annual Evaluation of the Committee's Effectiveness – Toodyay Junction (Community Depot) Advisory Committee

Date of Report:	4 October 2018
File Reference:	COC 10
Author:	A Bell – Manager Community Development
Responsible Officer:	S Scott – Chief Executive Officer
Attachments:	Nil

PURPOSE

To consider the committee's effectiveness.

BACKGROUND

The Guidelines of the Committee read as follows:

1.12 Annual Evaluation of Committee's Effectiveness

The Committee many annually undertake an internal review to evaluate its effectiveness, and as a guide the following should be determined:

- Is the purpose of the Committee being met?
- Should the purpose be amended?
- Is the committee's effectiveness improving or deteriorating?
- Are the committee members regularly attending meetings?
- The Committee may recommend changes to it terms of reference/guidelines, or membership to Council.

1.2 Purpose of the Committee

At an Ordinary Meeting of Council held on 19 February 2013, the Officers Report proposed the formation of a community Depot Management Advisory Committee (following a Council Forum on 4 February 2013). It was in this Officer's Report that the purpose of the committee was described as follows:

The purpose of the Committee is to advise Council on the set up and operation of the Community Depot.

OFFICER COMMENT

Monitoring a committee's effectiveness can be a conscious activity at every meeting by the Chairperson, the Executive Officer and Members. The Chairperson can encourage Members from the outset to feel free to make comments or suggestions for improvements in the committee's operations at any time. Such comments should preferably be in writing to the Chairperson and/or Executive Officer or be made in face-to-face discussions.

This project has now reached maturity, it has advised the *Council on the set up and operation of the Community Depot.*

All new building work is completed, with no new Shire work to be undertaken as per Council decision.

Going into the future it is felt that as with all other Shire owned buildings, occupied/utilised by Community Groups that the Community Junction (Depot) user groups utilise the systems already in place via the Shire Administration – for:

- Lease agreements – Compliance & Communications Officer - Merridith Lamb
- Building, building maintenance and cleaning matters – Senior Building Surveyor – Peter Edward
- Signage – Planning Officer – Hugo deVos
- Matters relating to outside areas (ground area, drainage, plantings) – Manager Works and Services – Scott Patterson
- Financial accounts for utilities – Accounts Officer – Kerry Wandless
- Booking of meeting space and housekeeping rules are operating well between the groups.

OFFICER'S RECOMMENDATION

The Toodyay Junction (Community Depot) Advisory Committee recommends to Council the following:

That Council:

1. Authorise the CEO to wind up the Toodyay Junction (Community Depot) Advisory Committee, with the final meeting being in February 2019.

The members engaged in a round table discussion on the future dynamics of the Committee and resolve that the project is now complete and that the groups have settled in.

Members have enjoyed the process and thank Mrs Andrijich for leading this project. The members agree to disband the formal Committee at the final meeting being 28 February 2019. The group also agreed they will continue to meet informally together at the Toodyay Junction site.

Community groups are to contact the relevant Shire employee regarding leases, works requests, signage, finances etc as above or stated on the Communal Rules.

The group may later decide to reform and become incorporated if they wish to apply for any future grant funding.

OFFICER'S RECOMMENDATION/TJAC RESOLUTION NO. 02/10/18

MOVED Ms Grundy

SECONDED Ms Davidson

That the Toodyay Junction (Community Depot) Advisory Committee recommends to Council the following:

That Council:

1. Authorise the CEO to wind up the Toodyay Junction (Community Depot) Advisory Committee, with the final meeting being on 28 February 2019.

MOTION CARRIED

6.2 Briefing Note

Date of Report:	12 October 2018
File Reference:	COC10
Author:	D. Andrijich – Community Development Coordinator
Responsible Officer:	A Bell - Manager Community Development
Attachments:	Nil

PURPOSE

To provide an update on the Community Depot Project progress – Toodyay Junction

BACKGROUND

The Shire of Toodyay identified the need to re-evaluate current use of Shire owned property and the need to provide community groups with suitable premises to store or undertake their work.

The objective and purpose of the 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.

Seven community groups have been involved in the planning stages for some years. With grant funding from Lotterywest and the Shire of Toodyay this project is now complete with ten community groups now facilitated over the site.

SUMMARY OF PROGRESS

- All sheds and accessible toilet are constructed
- Lease agreements;
 - All groups have lease agreements
- Shed fit out;
 - Groups to submit proposed plans to Shire to determine if building permit is required
- Landscaping Plans;
 - Two groups have submitted rough plans
 - All groups to submit a plan for Shire records
 - As constructed plumbing diagram from Plumber for Seed group to continue with landscape planning, in particular around accessible toilet block has been provided
 - Bethan from Seed group has submitted a rough preliminary overall landscaping plan – plant species have not been determined.

MINUTES OF THE TOODYAY JUNCTION (COMMUNITY DEPOT) ADVISORY COMMITTEE
MEETING HELD IN SHIRE OF TOODYAY COUNCIL CHAMBERS ON 25 OCTOBER 2018

- Driveway & Car park;
 - Completed
 - Accessible line marking to be completed
- Front entry sign;
 - Completed and installed – Toodyay Junction
- 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.
- Toilet block lighting:
 - Hard wired lighting has been installed
 - Windows yet to be installed for day time light & ventilation
- Communal Area Rules;
 - Displayed for all groups to follow
- Meeting room;
 - Bookings are essential
- Damage or repair work;
 - Reporting any damage or repair work required to Shed buildings, communal building or site area (other than groups responsibility under their normal activities)
 - Complete Works request form and submit to Shire Records Officer
- Small storage area – Railway building;
 - Lease agreements have been executed to accommodate the following groups in a shared storage capacity.
 - Toodyay Garden Club
 - Toodyay Chamber of Commerce
- Change to Radio Group lease area
 - The 2J2Air Radio have been offered additional radio equipment by the TAB and require more storage space. The group have requested the use of the front room of the building. This would entail internal modifications to secure the area.
 - This has now been approved by this committee and at the September Council meeting.
 - New lease agreement requested on 28.9.2018
- General
 - Brick building external sensor lighting installed
 - Down Pipes: Extensions installed
 - Further diversion pipe to be installed at Seed group (to rear of much area)

- Landscaping: Plans to be submitted to Bethan and Shire (Debra)
- Communal rules: Updated
- Vermin control: This needs to be carried out by individual groups
- Perimeter spraying of weeds- Some undertaken
- Use of communal meeting room: Only for use by groups associated with the site (bookings essential)
- Fit out of Sheds: Plans to be submitted to Shire's Building Department for assessment if approval required.

Further matters;

1. Locking of front gate at Toodyay Junction

- Reminder to all groups to lock the gate (with locks linked) when leaving the site.
 - The gate has been left unlocked and open on numerous occasions at night

2. Carpet and Vinyl installation

- Carpet and vinyl will be installed in the meeting rooms and Kitchen/bathroom areas of the Old Railway building as part of the Shire's 2018/2019 Budget
- GPO's (power points) and an additional light switch will be installed in the meeting rooms as part of the Shire's 2018/2019 Budget

3. Future of this committee

- For discussion

Mrs Andrijich noted that there has been no further incidents of the gates being left unlocked over the last couple of weeks.

Mrs Andrijich also noted that the carpet, vinyl and additional light switch will be completed over the next few weeks. The gravel donated for the garden bed between the toilet block and railway building has been delivered – Ms Lloyd will disperse.

7. REPORTS OF COMMITTEE MEMBERS

7.1 Toodyay Event Planning Inc (TEPI)

Ms Davidson informs the Committee that the Busy Bee went very well. Space Invader has been very effective on the mice and insects. Gutters need cleaning and the gravel needs digging away from the shed wall.

Ms Andrijich notes that individuals are not to climb ladders etc for gutters or lights – a works request is to be submitted for these issues.

Ms Davidson tables an image of a large tree sculpture made from chain and metal. She would like to create something similar to the picture at the Community Junction site.

Action 1:	Ms Davidson to submit a plan of the large metal/chain tree sculpture to the Shire for Planning approval
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8. NEW BUSINESS OF AN URGENT NATURE

Nil

9. NEXT MEETING

The final meeting is scheduled for 28 February 2019, commencing at 5.30 pm at the Toodyay Junction site.

10. CLOSURE OF MEETING

The Chairperson declared the meeting closed at 6.07pm.

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Attachments to Minutes

Toodyay Junction Advisory Committee

Thursday 25 October 2018

CONFIRMATION OF MINUTES

5.3 Updated Status Report

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STATUS REPORT

Toodyay Junction 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
25 October	6.1	Annual Evaluation of Committee's Effectiveness	D. Andrijich	The Toodyay Junction (Community Depot) Advisory Committee recommend that Council authorise the CEO to wind up the Toodyay junction Advisory committee at the final meeting being on 28 February 2018.	November Council

ACTION LIST (responses provided regarding other matters)					
Meeting Date	Item	Title/Description of Item	Resp. Officer	Status / Action / Notes or Comment	
25 Jan 2018	7.3	Weeding request	D. Andrijich	Mrs Andrijich to complete a work request for weeds to be sprayed around the Toodyay Junction perimeter – spraying is not to be done around the toilet block as shrubs have been planted by the Seed Group. *26/4/18 Mrs Andrijich to follow up on works request sent regarding weeding (has not been completed). 27/7/18 – second works request to be completed requesting spraying of perimeter	
26 July 2018	4.2	Down pipe flooding at Seed Orchard Shed	Seed Orchard & D. Andrijich	Mrs Andrijich to follow up on Works Requests regarding flooding of the additional downpipe installed at Seed Orchard Shed *Mrs Andrijich met BMO onsite to discuss. Is on the maintenance list	
	4.2	Maintenance issues	All groups	A Works Request form for should be submitted by the groups for any maintenance issues.	
	6.1	2J 2 Air Live Radio Group	M. Greenway	That the 2J 2 Air Live Radio Group submit a plan of modifications of front room, as soon as possible, to D. Andrijich to liaise with Building Department to seek clarity if approval is required. Mrs Andrijich will provide a report to Council.	
25 Oct 2018	7.1	Metal tree sculpture	R. Davidson	Ms Davidson to submit a plan of the large metal tree sculpture to the Shire for Planning approval.	



STATUS REPORT

Toodyay Junction 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.
26 July 2018	6.1	2J 2 Air Live Radio electricity fees for the Toodyay Junction	D. Andrijich	That the Toodyay Junction Advisory Committee agree that the 2J 2 Air Live Radio Group be charged a fixed annual fee of \$180 to cover electricity costs, with a review each year.	
	6.1	2J Live 2 Air modification plans to front room at Toodyay Junction (additional studio).	D. Andrijich	That the 2J 2 Air Live Radio Group submit a plan of alterations of the building to Council for ratification to use the 'Front Room' of the railway building.	
26 Oct 2017	7.1	Toodyay Event Planning Inc	R. Davidson	Toodyay Event Planning Inc are to forward meeting minutes nominating their TJAC representative to Ms Andrijich.	
26 April 2018	4.3.3	Lighting	D. Andrijich	Ms Andrijich to upgrade electrician request to urgent for the Toodyay Junction lighting issues <i>*26/7/18 Mrs Andrijich to follow up on works request for fluro lighting on verandah and sensor light not turning off during the day</i>	
	7.2	Radio Group	D. Andrijich	Ms Andrijich to forward the booking calendar for the Toodyay Junction Meeting Room, to assist the Radio group in forward planning for live recordings.	