

Toodyay Junction (Community Depot) Advisory Committee

MINUTES

Section 5.8 of the *Local Government Act 1995*

Thursday 26 April 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 May 2018.



Stan Scott
CHIEF EXECUTIVE OFFICER

Confirmed Minutes

These minutes were confirmed at a meeting held on 26/7/18.....

Signed: .....

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

CONTENTS

1.	DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS.....	2
2.	RECORDS OF ATTENDANCE / APOLOGIES.....	2
2.1	RECORD OF ATTENDANCE.....	2
2.2	APOLOGIES.....	2
3.	DISCLOSURE OF INTERESTS.....	2
4.	CONFIRMATION OF MINUTES.....	2
4.1	Toodyay Junction (Community Depot) Advisory Committee Meeting held on 25 January 2018.	2
4.2	Matters arising from previous minutes	2
4.3	Review of the CDMAC Status Report	3
4.3.1	(5.3) Landscaping.....	3
4.3.2	(5.2.2) Signage on Sheds.....	3
4.3.3	Lighting	3
4.3.4	(7.3) Weeding.....	3
5.	BUSINESS LEFT OVER FROM PREVIOUS MEETING (if adjourned)	3
6.	REPORTS OF OFFICERS	4
6.1	Toodyay Junction Progress Report	4
7.	REPORTS OF COMMITTEE MEMBERS	6
7.1	Woodturners Association	6
7.2	2J Radio	6
7.3	Toodyay Event Planning Inc	6
8.	NEW BUSINESS OF AN URGENT NATURE.....	7
9.	NEXT MEETING.....	7
10.	CLOSURE OF MEETING.....	7

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 5.02pm.

2. RECORDS OF ATTENDANCE / APOLOGIES

2.1 RECORD OF ATTENDANCE

Members

Ms B Lloyd	Toodyay Seed Orchard Group Representative
Mrs R Davidson	Toodyay Event Planning
Ms K Hayes	Toodyay Community Singers
Mr D Doye	Avon Woodturning Group Representative
Mrs A Bell	Manager Community Development

Staff

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

Visitors

Ms P Morton	Toodyay Community Singers Proxy
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2.2 APOLOGIES

Mrs T Stuart	Toodyay Theatre Group Representative
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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 25 January 2018.

OFFICER'S RECOMMENDATION/CDMAC RESOLUTION NO 01/04/18

MOVED: Mr D. Doye

SECONDED: Ms A. Bell

That the Unconfirmed Minutes of the Toodyay Junction (Community Depot) Advisory Committee Meeting held on 25 January 2018 be confirmed.

MOTION CARRIED

4.2 Matters arising from previous minutes

There were no matters arising from the previous minutes.

4.3 Review of the CDMAC Status Report

4.3.1 (5.3) Landscaping

Ms Lloyd commented that a rough landscaping plan has been provided to the Shire of Toodyay (SoT). SoT Works and Services crew will dig the holes needed to plant trees (due to pipes and retic). Seed Orchard will provide plants.

4.3.2 (5.2.2) Signage on Sheds

Mr Doye presented Ms Andrijich with signage dimensions for the Woodturners sign to place on the shed exterior.

Action 1: Ms Andrijich to inform Mr Doye if the Woodturners require Planning Approval for exterior shed signage.

4.3.3 Lighting

Mr Greenway commented that there are still issues with the lights as they trip out and this poses a safety issue

Ms Andrijich commented that a works request has been completed and is awaiting a reply regarding an appointment time with the electrician.

Action 2: Ms Andrijich to upgrade electrician request to urgent for the Toodyay Junction lighting issues.

4.3.4 (7.3) Weeding

Ms Lloyd commented that the weeding had not been completed around the site that was requested.

Action 3: Ms Andrijich to follow up on works request sent regarding weeding at the Toodyay Junction.

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

There was no business left over from previous meeting.

6. REPORTS OF OFFICERS

6.1 Toodyay Junction Progress Report

Date of Report:	18 April 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 nine community groups now facilitated over the site.

SUMMARY OF THE FACTS

- All sheds and accessible toilet are constructed
- Lease agreements;
 - Groups have lease agreements
 - Awaiting final agreements for shared storage space in Old Railway building (fee will be \$50 per annum)
- 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

MINUTES OF THE TOODYAY JUNCTION (COMMUNITY DEPOT) ADVISORY COMMITTEE
MEETING HELD IN TOODYAY JUNCTION MEETING ROOM ON 26 APRIL 2018

- Bethan from Seed group has submitted a rough preliminary overall landscaping plan – plant species have not been determined.
- 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.
- Communal Area Rules;
 - Updated with Radio request
- 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 are being finalised to accommodate the following groups in a shared storage capacity.
 - Toodyay Garden Club
 - Toodyay Chamber of Commerce
 - 2J 2Air Live Radio
- Toodyay Festivals Inc winding up,
 - The new committee is Toodyay Event Planning Inc,
 - New Lease agreement required
- Toilet block lighting;
 - Hard wired lighting has been installed
 - Windows to be installed for day time light & ventilation
- Brick building external sensor lighting installed
- Down Pipes: Extensions installed
- Landscaping: Plans to be submitted to Bethan and Shire (Debra)
- Communal rules: Updated

MINUTES OF THE TOODYAY JUNCTION (COMMUNITY DEPOT) ADVISORY COMMITTEE
MEETING HELD IN TOODYAY JUNCTION MEETING ROOM ON 26 APRIL 2018

- Vermin control: This needs to be carried out by individual groups
- 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.
- Combination Lock reinstated at front gate.
- Avon Wood turners: Installing an internal sink connected to a soak, cost borne by group. Approval granted from Shire Planning Manager

Further matters:

- The Farmers Market have decided to keep up the lease and arrangements at the Toodyay Junction. Therefore the storage shed will not require advertising to other community groups at this stage.

Ms Andrijich commented that the Toodyay Farmers Markets (TFM) wish to be members of the TJAC and will need to be approved by Council.

Action 4: Toodyay Farmers Market to remain at Toodyay Junction.

7. REPORTS OF COMMITTEE MEMBERS

7.1 Woodturners Association

Mr Doye commented that the Woodturners are holding a workshop on Saturday 16th June at the Toodyay Junction (estimate 100pl). Marquees will also be erected. Mr Doye will book the meeting room and requests extra bins for the day.

Action 5: Ms Andrijich to order additional waste bins for Saturday 16th June for the Woodturners workshop at the Toodyay Junction

7.2 2J Radio

Mr Greenway commented that some live recordings are conflicting with meetings.

Action 6: Ms Andrijich to forward the booking calendar for the Toodyay Junction Meeting Room, to assist the Radio group in forward planning for live recordings.

Ms Andrijich notes that each group need to contact the Shire Administration Office to request bookings for the Toodyay Junction Meeting Room.

7.3 Toodyay Event Planning Inc

Ms Davidson commented that the group is planning on holding a busy bee and enquires if they can seal the floor of their shed.

MINUTES OF THE TOODYAY JUNCTION (COMMUNITY DEPOT) ADVISORY COMMITTEE
MEETING HELD IN TOODYAY JUNCTION MEETING ROOM ON 26 APRIL 2018

Ms Andrijich responded that the sealing of the concrete floor in the shed is allowed.

Ms Davidson also commented that the gutters and downpipes are overflowing with leaves and sticks causing signs of corrosion.

Ms Andrijich commented that the cleaning of gutters and downpipes should be attend to by the Shire, not the community group volunteers.

Action 7: A Works Request form for should be submitted by the groups for maintenance issues.

8. NEW BUSINESS OF AN URGENT NATURE

No business of an urgent nature was presented.

9. NEXT MEETING

The next meeting is scheduled for Thursday 26 July 2018, commencing at 5.30 pm.

10. CLOSURE OF MEETING

The Chairperson declared the meeting closed at 6.00pm.

Attachments to Minutes

Toodyay Junction Advisory Committee

Thursday 26 April 2018

CONFIRMATION OF MINUTES

4.3 Review of TJAC Status Report

1





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

ACTION LIST (responses provided regarding other matters)					
Meeting Date	Item	Title/Description of Item	Resp. Officer	Status / Action / Notes or Comment	
2 Feb 2017	5.3	Landscaping & car park requirements	D. Andrijich & B. Lloyd	Ms Andrijich to provide the updated site plan to all groups for submission of landscape and car park requirements. Mrs Andrijich and Ms Lloyd will coordinate plans. <i>*26 April '18 - a rough landscaping plan has been provided to SoT. Works & services crew to dig holes for tees/planting due to retic/pipes</i>	
	8.1	Shed Fit outs	All	Groups are to submit shed fit out plan to Shire for assessment. <i>*27/7 reiterated that groups are to forward floor plan of sheds to determine if any approvals are needed for fit out and discuss the process with SBS to relay back to groups.</i>	
27 April 2017	5.2.2	Signage on sheds	All	Individual groups to forward Mrs Andrijich draft plans of signage for sheds to advise if need Shire approval according to signage policy. <i>26/4/18 - Ms Andrijich to inform Mr Doye if the Woodturners require Planning Approval for exterior shed signage.</i>	
26 Oct 2017	5.2	Signage on railway building	All	All groups to nominate if wanting one sign promoting all groups or individual signage on the Julimar side of the railway building. Send group request and concept design to Deb Andrijich.	
	7.1	Toodyay Event Planning Inc	R. Davidson	Toodyay Event Planning Inc are to forward meeting minutes nominating their TJAC representative to Ms Andrijich.	



STATUS REPORT
Toodyay Junction Advisory Committee
 Including Recommendations made to Council, Action List and Completed items

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)
26 April 2018	4.3.3	Lighting	D. Andrijich	Ms Andrijich to upgrade electrician request to urgent for the Toodyay Junction lighting issues
	6.1	Toodyay Farmers Markets	D. Andrijich	Toodyay Farmers Markets to remain at Toodyay Junction
	7.1	Woodturners Association	D. Andrijich	Ms Andrijich to order additional waste bins for Saturday 16th June for the Woodturners workshop at the Toodyay Junction
	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.
	7.3	Toodyay Event Planning	All groups	A Works Request form for should be submitted by the groups for maintenance issues.

COMPLETED RECOMMENDATIONS (to Council) and ACTIONS completed.						
Meeting Date	Item	Title/Description of Item	of	Resp. Officer	Status / Action / Notes	RESOLUTION NO.