Meeting Minutes of the Pemberton Community Hub Advisory Committee Tuesday 17 & 31 October 2022

1. Opening of Meeting & Acknowledgement of Country

The Chair, noting a quorum opened the meeting at 2.30pm.

The Shire of Manjimup respectfully acknowledges the Noongar people as the Traditional Custodians of the lands in which we work throughout the region and we pay our respects to their Elders, past, present and emerging.

2. Attendance

Gail Ipsen Cutts (Shire and Committee Chair)
Cr Ken Lawrence (Counsellor)
Cr Murray Ventris (Counsellor – Proxy)
Gaye Van Hazendonk (PCRC) (arrived 2.36pm)
Vanda Dei-Tos (Library – Proxy)
Anna Czerkasow (PAG) (arrived 2.36pm)
Suzanne Fellows (PAG – Proxy)
Deanne Ventris (PHHG) (arrived 2.38pm)
Mitchell Goddin (PVC)
Petula Holland (PVC – Proxy)
Ardal Nigg (PCCI)

Jessica Winters (PM) (Project Manager and Minute taker)

Apologies
Sherril Jackson (Library)

Absent
Bob Hammond (RSL)

Guest
Rob Baker (Guest)

3. **Declaration of Financial Interests** – None

4. **Minutes of previous meeting held on 6 September 2022 are confirmed.**
   Moved: V Dei-Tos Seconded: Cr K Lawrence
   Carried 8:0

5. **Matters arising from recommendations on Council Agenda**
   Nil.

6. Business Arising (from previous minutes)

6.1 PCRC rep, referring to item 6.1, asked attendees to confirm acknowledgement and acceptance that Lotterywest IT funding only covered PCRC needs. All confirmed.

7. General Business

7.1 Fit-out

7.1.1 PM confirmed process for purchasing working to date.

7.1.2 PM confirmed Audio-Visual contract appointed including the reception digital display. Digital display inclusive of software that requires annual licensing which the PVC agree to cover ongoing cost (approx. $369 for three years).

7.1.3 Some items are tracking under allocated budget. Spreadsheet to include moving total of savings to date.

7.1.4 Attendees queried with PM if power and lighting included in storage units. PM to check drawings and with builder.

7.1.5 IT quote underway, PM and PCRC working with supplier.

7.2 Construction Update

7.2.1 PM confirmed schedule still tracking for a December 2022 completion.

7.2.2 PHHG rep enquired about lighting in the museum extension area. PM confirmed (exhibition) track lighting to be installed.

7.2.3 PAG rep enquired as to insulated pipe in Arts workshop. PM assumed for Air Conditioning installation but will confirm.

7.2.4 Guest (Baker) noted Arts double doors are emergency exit and push inward. PM to check compliance.

7.2.5 PCRC requested if switches to Centrelink nook could be located on external wall only as the PCRC plan to install a sliding door internally. PM to enquire with Builder.

7.3 Relocation requirements

7.3.1 PM highlighted that in one of the drawings issued to the builder the window went from being a double hinged fully openable window (servery window) to a standard sliding window (draftsperson was not instructed to do so). This was not identified by staff, builder or committee and as such the window contractor has proceeded with newest drawings. Councillor-proxy raised this as a concern as the RSL specifically requested this. PM noted concern and highlighted the lack of funding to pay for variation if it was to be changed (window already installed). Attendees agreed to get the window change priced for discussion.

7.3.2 PM presented a Key Matrix. Attendees highlighted lack of storage units on the matrix, as well as the inclusion of the following users – PCCI and PAG. Discussed the keypad access system to the museum and PM noted an ‘All Access” back-up code can be provided to the PVC and PCRC in case of issues. Also noted a master key can be issued to the site to be kept in a safe/lock box. PM requested any

feedback by end of the week. PCRC rep agreed to update the matrix and issue to all after the meeting.

7.3.3 PM raised matter of existing flooring condition in old RSL and Infant Health buildings. Floor sub-contractor noted the condition not suitable for vinyl flooring and has made a recommendation forward to repair/replace the sub-flooring.

7.3.4 PVC issued a revised reception desk plan and discussed onsite. PM asked if any objections with new design – non raised. PM to issue to builder to price and see whether in budget.

7.3.5 PM queried doors stored in kiln room – any members want them. Nil nominated, PM to arrange disposal.

7.4 **Operations Discussion**

7.4.1 PM referred to discussion notes issued with the meeting agenda.

7.4.2 Discussed booking venues and process. PAG agreed, contrary to original proposal in the MOU(s), they will manage any bookings directly for the Arts Workshop. This includes coordinating invoicing and cleaning. PAG will inform CRC of availability for ease of responding to enquiries from public.

7.4.3 Discussed consumables. Agreed for the RSL building that the consumable expenses would be shared between the three main users (library, CRC and PVC).

7.4.4 Discussed Shire Reporting. PM confirmed all operational matters are via this committee and building matters are via the Shire officer that manages leases (contact to be provided upon handover).

7.4.5 Discussed cleaning arrangements. PHHG and PAG representatives agreed to self-manage shared toilets in their building. PVC and PCRC noted they currently employ a part-time staffer to clean twice weekly. Agreed to change over to a contract and maintain twice weekly cleaning of entire building inclusive of Library. All three main users to share cost and hired rooms to incorporate fee to cover extraordinary cleaning costs.

7.4.6 Discussed emergency management. PM confirmed building to include fire equipment necessary for compliance and evacuation diagrams. Procedures and maintenance of equipment responsibility of lessees (or as per the lease). PAG-proxy recommended a run through with emergency services. PM to arrange when building in operation.

7.4.7 Noted all policies and procedures for operations responsibility or users. All Shire matters covered in MOU’s and leasing documents.

7.4.8 Discussion around MOU and Lease Arrangements. PCRC rep sought clarifications around PCRC management responsibilities. Chair confirmed, as per the MOU, and as agreed by PCRC, the PCRC would manage casual facility bookings. It is only fair that a fee for administrative service be applied (usually around 10%). Fees would also need to be set to ensure there was a cost recovery focus especially cleaning which is a real cost.

7.4.9 Discussed Security and Monitoring. PM noted 12 months monitoring included in building contract. Will require members on a call out list. After 12 months will be cost to maintain or alternative options can be considered such as (a) not using security system at all), or (b) directing all calls to a dedicated mobile which members can take on shifts. To be discussed at later date.

7.4.10 Discussed Power (utility) fees. Chair confirmed PCRC only issue invoicing for power usage in the RSL building. Noted that all members will be responsible for their utility usage.

Councillor-proxy queried about cost of operating the 'public toilets' in the building (waste, power and water). The Chair stressed the public toilets were across the road and all non-facility users should be directed there.

PCRC raise concern that all members are non-profit organisations, most (if not all) currently not paying for utilities. Sentiment shared in attendees that did not want groups to experience financial stress because of the new facility.

The Chair highlighted new income streams and opportunities arising for groups because of the move, and general cost of being in a new facility.

Councillor-proxy enquired if other community facilities are being charges utilities and Chair confirmed they are.

PAG rep expressed general stress around project but enthusiasm for completion.

Chair suggested meeting to be continued later as some members had to leave. Attendees agreed on next meeting time of 2pm Monday 31 October 2022.

8. **Next Meeting** – Reconvening to continue meeting: Monday 31 October 2022 at 2.00pm

9. **Meeting Closed** – 4.00pm

Reconvening on Monday 31 October 2022

10. Opening of Meeting & Acknowledgement of Country

The Chair, noting a quorum opened the meeting at 2.00pm.

The Shire of Manjimup respectfully acknowledges the Noongar people as the Traditional Custodians of the lands in which we work throughout the region and we pay our respects to their Elders, past, present and emerging.

11. Attendance

Gail Ipsen Cutts (Shire and Committee Chair)
Jessica Winters (PM) (Proxy, Project Manager and Minute taker)
Deanne Ventris (PHHG)
Cr Ken Lawrence (Counsellor)
Gaye Van Hazendonk (PCRC)
Anna Czerkasow (PAG)
Suzanne Fellows (PAG – Proxy)
Bob Hammond (RSL)
Petula Holland (PVC – Proxy)
Vanda Dei-Tos (Library – Proxy)
Jacqui Moltoni (PCCI – Proxy)

Apologies

Sherril Jackson (Library)
Ardal Nigg (PCCI)
Mitchell Goddin (PVC)

Absent

Guest

Rob Baker (Guest)

12. Operations Discussion (continued)

12.1 PM recapped discussions from the first half of the meeting held 17 October 2022.

12.2 The Chair reopened discussion around utility and other costs and responsibilities and provided examples of other Shire owned facilities that are leased by community groups.
PCRC raised issue of cost of administration of utility charges (i.e., time to bill individual users) and queries what the Shire would charge. Chair confirmed the Shire do not charge for this and referred to the Northcliffe Community Resource Centre which does incur extra costs for operating at the shared facility.

12.3 PCRC rep expressed continued concerns with cost of being the head lessee. Chair recommended that if the PCRC are not prepared to be the head lease they should submit a request in writing to withdraw, and further recommended this is then covered by the PVC.
Chair recommended the discussion is had in a separate forum, PCRC and Shire to meet and potentially discuss with other stakeholders.

12.4 PCRC rep asked if the committee could make recommendations for Council consideration. Chair confirmed.

12.5 Councillor rep informed committee of separate meeting held with Shire officers and Councillor rep and Councillor-proxy. The meeting resulted in recommendation that rather than individual groups ask for assistance from Council, that a combined submission is made to support the funding and installation of solar on site to help cover/reduce the cost of power.

12.6 PCRC rep had a list of motions they wished to present to the committee.

Motion presented to request to Council that the following amenities are provided free of charge for the Pemberton Heritage and History Group: electricity, water, rubbish collection, insurances (contents, volunteer and public liability), cleaning and that any garden maintenance is done by the Shire's Parks & Gardens team.

Moved: Gaye Van Hazendonk **Seconded: Petula Holland**

Carried: 7:2

Vanda Dei Tos and Gail Ipsen Cutts voted against.

PHHG rep supported motion by highlighting small number of volunteers in the PHHG, many who are elderly. And that the groups mission is to preserve history of the region which is very important.

Motion presented to request to Council that the Pemberton Heritage and History Group receive financial support, or payment to go to the Pemberton Visitor Centre, to cover the cost of opening and closing the museum and managing the ticketing. Further support also requested to cover the maintenance of displays and assistance with technology.

Moved: Gaye Van Hazendonk **Seconded: Deanne Ventris**

Carried: 7:2

Vanda Dei Tos and Gail Ipsen Cutts voted against.

PM noted that she has offered help in replicating the ticketing system currently in use for the State Timber Museum in which the Manjimup Visitor Centre operates. No interest had been expressed to date.

Motion presented to request to Council that the Pemberton Arts Groups received financial support to cover the cost of water consumption, rubbish collection, cleaning of the toilets and that any garden maintenance is done by the Shire's Parks & Gardens team.

Moved: Gaye Van Hazendonk **Seconded: Anna Czerkasow**

Carried: 6:3

Vanda Dei Tos, Gail Ipsen Cutts and Bob Hammond voted against.

The Chair raised the matter of current electricity charged at the PVC which also covers the PCRC. Does not include PAG – who used to pay annual leasing fee which included utilities before the building was condemned. Chair highlighted it's a choice of the PVC not to on-cost charges to the PCRC at current facility.

PCCI Proxy (Ms Moltoni) left at 2:46PM.

12.7 General discussion about waste management and assumption made bins will be shared across the facility.

12.8 Chair further referenced the meeting held week prior with Shire officers and Councillors and insisted that collective request solar installation on building(s) as opposed to individual and specific requests.

12.9 Motion presented to request to Council to cover the cost of cleaning the toilets in the RSL buildings and that any garden maintenance is done by the Shire's Parks & Gardens team.

Moved: Gaye Van Hazendonk **Seconded: Deanne Ventris**

Carried 4:4

Vanda Dei Tos, Gail Ipsen Cutts, Ken Lawrence and Bob Hammond voted against.

Chair noted previous discussions and agreement that the three main users of the RSL building, being the Library, PCRC and PVC would have equal share of the utility costs.

12.10 PCRC queried staffing of Library, Library proxy confirmed current days (Wednesday to Saturday). PCRC raised concern with PVC providing library support services. Library confirmed only required for checking out books as there is an afterhours returned chute. Chair noted that if the PVC do not wish to support the library, then the space can be cordoned off and service will be limited to the Pemberton community to the supervised hours only.

12.11 PCRC and PVC asked about resource room and circulation desk in library and availability for us by other groups. Library proxy noted the resource room is not an office and cannot function as one as limited space however when the circulation desk is not in use it will be cleared and agreed it can be used by other groups (PVC and/or PCRC).

12.12 PCRC raised concern over ceiling damage in rear rooms of RSL building and requested it checked for mould and water damage.

12.13 Motion presented to request to Council install a door to the Centrelink nook in the RSL Building at the Shire's expense to make the room a rentable space.

Moved: Gaye Van Hazendonk **Seconded: Petula Holland**

Carried: 6:2

Vanda Dei Tos and Gail Ipsen Cutts voted against.

12.14 Discussed museum ticketing model and Chair advised PHHG to determine what needs to be charged to visitors and what the relationship will be with the PVC. PM reiterated offer of support and guidance with the matter.

13. Landscaping

13.1 Discussed FPC grant received by PVC. PVC unsure of what was funded/quoted. PM to provide any information issued to Deb Mack who has originally prepared the submission. PCRC offered to reach out to the FPC nursery.

13.2 PM reiterated what was funded in the landscaping so far – primarily hard landscaping. Suggested Shire can consider providing mulch and soil

conditioner for garden beds and groups can all seek plants and provide physical labour for planting out garden beds.

14. Roundtable

14.1 RSL – handed discussion points to Library rep.

14.2 Library rep noted she has met Bob and Steve (RSL) onsite and finalised soldier statue locations. Requested option to install one on wall on Doc Ryan elevation. PM noted it shouldn't be an issue but recommended a buffer between statue and wall to avoid rust. Committee agreed it would suit.

Library queried large pots outside existing RSL door and Chair recommended Shire Parks & Gardens team could arrange removal. Library also queried condition of existing buildings and PM confirmed current building contract included 'redecorating' of existing building.

Library currently working through fit out purchases included cabinetry quote for resource room.

14.3 Councillor noted building looking good, but budget is limiting. Revisiting recommendation regarding solar.

Motion presented for the Shire to investigate installing solar.

Moved: Ken Lawrence **Seconded: Gaye Van Hazendonk**

Vote: 8:0

14.4 PVC – nil.

14.5 PAG queried availability of shipping container for storage and PM confirmed available from 4 November. PM to arrange a coded lock so required committee members can access for storage. Kiln delivery soon.

PAG reiterated concerns over volunteer burn out for their group and others.

14.6 PCRC raised matter of servery window in RSL building kitchen.

Motion presented for the servery window to be installed in the RSL building kitchen at the cost of the Shire.

Moved: Gaye Van Hazendonk **Seconded: Bob Hammond**

Vote: 6:2

Vanda Dei Tos and Gail Ipsen Cutts voted against.

14.7 Guest (Mr Baker) queried doors in Arts and Heritage workshops pulling inward. PM confirmed doors are compliant as per BCA assessment.

14.8 PHHG, reiterated Councillors sentiment and keenness to move into new facility.

14.9 Chair reiterated opportunity for annual financial assistance to groups via Shire grants.

Chair noted groups are not obliged to move into new facility immediately and it is up to groups when they move in after the date of occupancy is issued.

Chair discussed motions and noted that when the report is prepared to Council, she will have to look at equity across the Shire and make a recommendation based on that context.

Chair noted it can be tough exercise (with this sort of project) because people who started this project, along with their good will and vision, have left the project. Chair reminded all that the colocation was initiated by the PCRC wo invited the Shire (Public library) to collaborate with them.

Library rep (Ms Dei Tos) left 3:35PM.

Chair encouraged groups to remain open minded about the opportunities to share resources and to move in with the spirit of intention of the building and colocation.

H&H rep enquired if Shire would support groups with the move in and highlighted other museum and community projects in Shire. Chair noted the regional context with groups e.g., Manjimup Heritage Park strategic decision from Shire as a regional attractor whereas Northcliffe Museum independently operated.

15. Membership Update

15.1 Accept the resignation of Councillor Proxy Murray Ventris

Moved: Gail Ipsen Cutts **Seconded: Ken Lawrence**

Carried: 7:0

15.2 Nominate Rob Baker for position of PCRC Proxy

Moved: Gaye Van Hazendonk **Seconded: Petula Holland**

Carried: 7:0

16. Additional Items

16.1 PCRC confirmed they will be revoking their offer to sign the head lease. PCRC to confirm with their committee minutes and PVC will nominate (via their committee minutes also) to take over the head lease.

17. Next Meeting – Tuesday 6 December 2022

18. Meeting Closed – 3:53PM