Meeting Minutes of the Pemberton Community Hub Advisory Committee Tuesday 6 September 2022

1. Acknowledgement of Country

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

Cr Ken Lawrence (Counsellor)
Gail Ipsen Cutts (Shire and Committee Chair)
Gaye Van Hazendonk (PCRC)
Vanda Dei-Tos (Library – Proxy and Minute taker)
Anna Czerkasow (PAG)
Suzanne Fellows (PAG – Proxy)
Deanne Ventris (PHHG - Proxy)
Mitchell Goddin (PVC)
Petula Holland (PVC – Proxy)

Apologies
Sherril Jackson, Pemberton Library
Cr Murray Ventris (Counsellor - Proxy)
Ardal Nigg (PCCI)

Absent
Bob Hammond (RSL)
Jacqui Moltoni

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

4. **Minutes of previous meeting held on 7 June 2022** are confirmed with one change. Point 8.1 noted that a query regarding affixing furniture to the wall was attributed to PCCI (Nigg), however, it was PVC Rep (Goddin) who raised the issue.
   Moved: Anna Czerkasow **Seconded:** Mitchell Goddin

5. **Matters arising from recommendations on Council Agenda** – None

6. **Business Arising (from previous minutes)**
   6.1 Attendees agreed to send a representative to PVC at 9.30am on Thursday 15 September to identify any items they have stored in the PVC's back room.
   6.2 PCRC (Van Hazendonk) raised concerns about the level of IT support available to stakeholder groups in the main hub building. Lotterywest

funding of $29,330 for IT (including set-up) does not appear to include provision for ongoing IT support for any organisation other than the PCRC. Chair suggested PCRC speak with Jessica Winters to clarify what the allocation is intended to cover.

6.3 In response to query from PAG (Fellows), Chair advised that there would be no issue should they wish to install their own Internet/Wifi access – Connection points will be installed to both areas. They would also be able to wall mount a TV (with appropriate brackets) but should advise the Shire's Properties Officer (Jasmine Bamess) ahead of doing so.

7. General Business

7.1 Fit-out

7.1.1 Jessica Winters' email of 2 September details process for arranging payment for fit-out purchases.

7.1.2 As the primary recipient of the Lotterywest Grant, the Pemberton Community Resource Centre will, in theory, 'own' assets purchased as part of the fit-out. However, the MOUs will identify the actual 'owning organisation'.

7.1.3 Chair confirmed that PAG should proceed with purchasing the two large troughs for the builders to install in their Co-location space.

7.1.4 Chair suggested that if there are cost savings (e.g. due to alternate funding) from aspects of the fit-out, they should be returned to a pool for use where they are most needed.

7.1.5 PAG (Czerkasow) queried the difference in funding for the lining of their storage shed. Chair advised that some funds were used to cover preliminary works by the Builders to prepare the storage shed.

7.2 Construction Update

7.2.1 Chair confirmed that official name of Co-location site is the *Balang Miya Pemberton Community Hub.*

7.2.2 Chair confirmed that she had received a written update on the completion timeframe for the Co-location from SK Builders. The expected completion date is November 2022 with contingency to the end of December 2022. Penalties will apply if work continues beyond December.

7.2.3 Chair will confirm arrangements for a walk-through the Co-location site for interested stakeholders on Monday 17 October at 2.00pm, once she has approval from Builders.

7.2.4 A number of stakeholders already have on-site meetings organised. PVC, PCRC and Library are meeting with Jessica Winters on 12 September to discuss layout issues in relation to the reception desk and their individual spaces.

7.3 Landscaping

7.3.1 Although it was disappointing that the landscaping for the project remained unfunded, PVC (Goddin) noted that in some ways, it would be helpful to be in the building for a time with the breathing space to see what kind of landscaping would best suit the site.

7.3.2 Chair confirmed that PAG's $2,000 grant has been set aside for landscaping at the Co-location, together with the Pemberton Chamber of Commerce and Industry's $2,000 Forest Products funding towards the purchase of plants.

7.4 **Membership Update**

7.4.1 PVC (Goddin) introduced Petula Holland as PVC Proxy for future meetings. Contact details for Ms Holland are – tel. 0417 985 339, email: managerpvc@iinet.net.au.

Moved: Mitchell Goddin **Seconded:** Anna Czerkasow

7.5 **Grants**

7.5.1 Potential Grant Options including for landscaping:

7.5.1.1 Foundation for Rural and Regional Renewal (FRRR)

7.5.1.2 Shire Community Grants

7.5.1.3 Water Corporation (potentially for funding external water fountains)

7.6 **People Counter**

PVC (Goddin) advised that WA Tourism Council is providing a new state of the art people counter to all WA Visitor Centres to enable the collection of visitor data centrally. There is an opportunity to obtain additional counters for other areas of the Hub (e.g. front entrance, library) provided other stakeholders were willing to cover the installation costs. Having additional counters would enable the collection of a range of data that could be used in reporting, grant applications, marketing and other related activities.

7.7 **Other**

7.7.1 In response to a query from Counsellor (Lawrence), Chair confirmed that the Hub site is watertight and locked through a contracted locksmith. In due course, master locks will be installed consistent with other Shire-owned buildings.

7.7.2 Chair advised that PHHG has a dry documents room rather than a fireproof room for their files.

7.7.3 Chair advised that a series of items including stakeholder contributions to insurance, cleaning and other service costs would be detailed in final MOUs.

7.7.4 Chair will ask Jessica Winters to circulate advice regarding the installation of sub-meters so that electricity costs are apportioned correctly.

8. Next Meeting – Tuesday 6 December 2022 at 2.00pm

9. Meeting Closed – 4.00pm