Meeting of the Pemberton Community Hub Advisory Committee Tuesday 1 March 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)
Cr Murray Ventris (Counsellor - Proxy)
Gail Ipsen Cutts (Shire and Committee Chair)
Vanda Dei-Tos (Shire – Proxy and Minute taker)
Sherril Jackson (Library)
Anna Czerkasow (PAG)
Suzanne Fellows (PAG – Proxy?)
Deanne Ventris (PHHG – Proxy)
Gaye Van Hazendonk (PCRC)
Kelly Cabassi (PCRC – Proxy?)
Mitchell Goddin (PVC)

Apologies

Rosalind Piper (PHHG)
Ardal Nigg (PCCI)

Absent

Bob Hammond (RSL)

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

4. **Terms of Reference and meeting frequency of Committee** – Previously circulated to Committee members

5. **Special Discussions**

5.1 Lotterywest Grant Application

5.1.1 Chair (Gail Ipsen Cutts) confirmed Lotterywest grant application was submitted in November 2021.

5.1.2 Lotterywest officer reviewing application has already contacted Chair with follow-up questions including the progress of the Hub stakeholder MOUs.

5.1.3 Expectation is that the submission will be reviewed by the Lotterywest Board in late March with outcome likely to be advised in April.

5.1.3.1 Even if successful, this late notification may impact aspects of the build e.g. the kitchen fit-out will need to be ordered months in advance to ensure it is ready for installation within current building timeline.

5.1.4 Chair encouraged stakeholders to identify and apply for other grants in the meantime including to fund items already included in Lotterywest application (in the event that it is not successful). If both

Lotterywest and alternative grant applications are successful, funds can be redirected or used to enhance required items/services.

5.1.5 Chair advised that the application of Anticon for condensation control in the storage sheds will form part of current build. However, the installation of insulation will be reliant on the Lotterywest application being successful.

5.2 Precinct Naming Proposal

5.2.1 Councillor Ventris advised that in December 2021, Council deferred a final decision on the naming convention until it had been considered by the newly-established Reconciliation Action Plan Advisory Committee (RAPAC).

5.2.2 RAPAC's composition will be finalised by mid-March. A discussion on the dual naming proposal will follow with the outcome returned to Council for approval in coming weeks.

5.3 Construction Update

5.3.1 Chair attended construction meeting with builders earlier today resulting in an update of the project:

5.3.1.1 The roof, including the extension to the Infant Health Centre Building is expected to be completed by the end of this week.

5.3.1.2 Plasterers (from Albany) are scheduled to commence work in April 2022.

5.3.1.3 In response to construction-related queries raised, Chair:

5.3.1.3.1 Recommended PCRC rep discuss NBN fibre to the premises queries with Shire's IT Department.

5.3.1.3.2 Confirmed that light pole currently located in laneway at north-east corner of construction area would be too costly to relocate and will not impinge on vehicle access into the area.

5.3.1.3.3 Confirmed that access to the Boardroom would be via the corridor near the Library and via the outside of the building.

5.3.1.3.4 PHHG may be able to store some of the larger pieces of the Jasper Jones displays as PCRC and PCCI are sharing one storage shed so space is limited.

5.3.1.3.5 Chair will arrange a tour of construction site once roof work has been completed and it is safe for Committee to view.

5.4 Draft Memorandum of Understanding

5.4.1 MOU has not progressed significantly but will be a living document.

5.4.1.1 All stakeholders are encouraged to develop drafts of their MOU with the expectation that the document is likely to change before being finalised.

5.4.1.2 PCRC offered to work with other stakeholders to develop a comprehensive draft MOU.

5.4.1.3 Draft MOU's to be provided to Chair by cob Tuesday 15 March 2022.

6. **General Business – Round Table**

6.1 PVC advised it has advertised for a Manager to work 4 days per week.

6.1.1 New Manager will need an office which was not included in current build. PVC is considering converting a small portion of its retail space and purchasing off the shelf partitioning to create the office. PVC will also consider positioning the new manager in the open plan space. A decision is likely to be made closer to the construction completion date.

6.2 PAG successfully obtained a $5,000 2021 Volunteer Grant.

6.3 Chair confirmed that a small amount has been allocated in budget for a Co-location opening event. She suggested PCRC (who is keen to organise the event) seek additional funding through appropriate grants).

7. **Next Meeting** – Tuesday 7 June 2022

8. **Meeting Closed** – 3.06pm