



25th March, 2015

City of Karratha
PO Box 219
Karratha WA 6714

Dear Leigh Cover,

I am writing to you on behalf of the Dampier Community Association's (DCA) Committee in regards to the tender for the Management of the Dampier Community Hub.

The DCA Committee voted in 2014 to respond to the City of Karratha's (City) Request for Tender for the Management of the Dampier Community Hub (Hub), which was submitted in December 2014. The content and in particular the pricing strategy outlined in the DCA's tender was developed after much consideration by DCA Committee Members and Staff in regard to the current structure of the DCA, core business, future income, volunteer capacity and the estimated returns from the Hub based on current usage of the Dampier Community Hall.

As a result of the DCA's meeting with City officers (Leigh Cover and Natasha Hombsch) on 5th March, 2015, the DCA Hub Subcommittee briefed the Committee Meeting quorum on 18th March, 2015.

At this Committee Meeting the DCA Committee quorum voted to withdraw from the tendering process from the Dampier Community Hub.

The decision to withdraw has been based on the following factors:

- A primary consideration in DCA's initial vote to submit a tender was based on concerns that if a commercial company was installed as the Manager of the Dampier Community Hub community members would face higher user-frees. The DCA has subsequently learnt that we were the only organisation to tender for the management of the Hub.
- As outlined in DCA's tender, in order to take on the management of the Hub the DCA would have to significantly alter our organisational structure and employ additional staff. In DCA's opinion, the restructure would need to include a Manager as it would not be feasible or sustainable to have DCA's existing positions, as well as the required staff to operate the Hub report to the Committee. This restructure and corresponding staff salaries were outlined in the initial tender. City Officers at the meeting held on 5th March, 2015 confirmed the City had done their internal costings for managing the Hub and planned to have



City staff working from the Hub who could take bookings/manage the Hub. The DCA sees that such 'economies of scale' would result in the City's operation costs being significantly less than DCA's.

The DCA would like to thank the City for the opportunity to tender and also for the City's ongoing consultation on the design, fit-out and use of the Hub over the past 18 plus months.

As a community association, the DCA would like to continue this strong relationship with the City as the construction of the Hub moves forward.

The DCA would like to officially request a peppercorn lease for the assigned DCA Office and Reception Area (the portion allocated to the DCA only) for use by DCA Committee Members, Staff and members of the wider community. The DCA feels its presence in the Hub is well within the mission of the Hub and would add to the community's use of the Hub and its overall amenity.

As a representative of the Dampier community and likely future hirer of the multi-purpose spaces, the DCA would also like to continue to work with the City in regards to any final design/fit-out aspects and space allocation of the office and multi-purpose areas.

The DCA has currently earmarked a budget for the audio/visual upgrade of the DCA Community Hall with ACADS/Ex—Gratia funding. The DCA would like to continue to discuss this fit-out with the City in terms of timelines, installation, maintenance, and the City's anticipated fees-for-use for the Hall, in order to ensure the best possible outcome for the Hall's users. DCA's Vice-President, Sharon Vertigan, is the lead for this project.

The DCA is keen to continue to keep the community informed of the Hub's construction progress through our Newsletter and other communication channels. We hope the City will continue to keep us updated to this end.

Should you have any questions please don't hesitate to contact me.

We look forward to future meetings to further discuss the development of the Hub.

Kind regards,

Georgia Evans

DCA President