ATTACHMENT
APPENDIX

9.16.4 Unconfirmed Minutes of the Pemberton Community Hub Advisory Committee Meeting 17 January 2023

PROPONENT	Shire of Manjimup
OWNER	Shire of Manjimup
LOCATION / ADDRESS:	Brockman Street, Pemberton (Reserve 19566)
WARD:	West
ZONE:	Public Purposes – Civic and Cultural
DIRECTORATE:	Community Services
FILE REFERENCE:	F170453
LEGISLATION:	*Local Government Act 1995*
AUTHOR:	Vanda Dei-Tos; Gail Ipsen Cutts
DATE OF REPORT:	25 January 2023
DECLARATION OF INTEREST:	Nil

BACKGROUND:
The Pemberton Community Hub Advisory Committee is an advisory committee of Council formed under the provisions of the *Local Government Act 1995.* The functions of the Committee outlined in the current Terms of Reference for the Advisory Committee are:

1. To ensure all facility stakeholders are working in collaboration in regard to the day-to-day management and general operations of the new Pemberton Community Hub;
2. To provide a platform for communication, troubleshooting and conflict resolution as the new co-location business model is bedded in;
3. To seek guidance from Council, on a need's basis, in regard to matters pertaining to the Hub;
4. To provide financial transparency and reporting in respect of the Hub management;
5. To address telecommunication issues as they arise;
6. To discuss facility, hire and community access of the Hub;
7. To assist in identifying maintenance issues; and
8. To administer the functions and intentions of the Memorandum of Understanding (MOU).

The purpose of this agenda item is to receive the unconfirmed minutes of the meeting held on the 17 January 2023 as attached and to consider the proposed amended Terms of Reference reflecting changes in the Committee membership. The current Terms of Reference are appended for Council information.

ATTACHMENT: 9.16.4 (1)
APPENDIX: 9.16.4 (A)

PUBLIC CONSULTATION UNDERTAKEN:
Nil.

COMMENT (Includes Options):
There are two recommendations arising from this meeting. One recommendation will be dealt with administratively and the second requires a decision of Council.

Committee Recommendation	Officer Recommendation
All savings from fit-out purchases be reserved until all under and overspends are known. Any left-over monies to be used to balance these costs and/or fund new items as prioritised by the Committee	As per Committee Recommendation This matter will be dealt with administratively as the funds relate to a fit-out schedule for grants received by the stakeholders for the Hub.
That Leanne Rowe be nominated as Pemberton Heritage and History Group Proxy.	As per Committee Recommendation.

Further to the above recommendations the recent resignation of Shire Officer Jessica Winters requires a further amendment to the Terms of Reference. The proposed amendment will remove Jessica Winters as the Community Development Officer proxy, leaving this position vacant for the time being.

The draft amended terms of reference for the Pemberton Community Hub Advisory Committee are attached.

ATTACHMENT: 9.16.4 (2)

STATUTORY ENVIRONMENT:
Local Government Act 1995

POLICY / STRATEGIC IMPLICATIONS:
Shire of Manjimup Strategic Community Plan 2021-2031.

- C1. Encourage co-locations, partnerships and resource sharing to deliver community services.
- C4. Maintain public libraries in all four towns and continue to expand and modernise services and activities.
- C18. Create, support and promote a broad range of sporting and recreational and social opportunities that are accessible and inclusive for all ages and abilities.
- C20. Facilitate, develop and promote a broad range of cultural and art capabilities, facilities, events and achievements.
- C22. Document and conserve local historical records, stories and artefacts and make them available for everyone to study and enjoy.

ORGANISATIONAL RISK MANAGEMENT:
Nil.

FINANCIAL IMPLICATIONS:
Nil.

SUSTAINABILITY:
Environmental: Nil.
Economic: Nil.
Social: The Pemberton Community Hub - Balang Miya will play an integral role for community and social networking, training and development and artistic and cultural life within the Pemberton community.

VOTING REQUIREMENTS: ABSOLUTE MAJORITY

OFFICER RECOMMENDATION:

That Council:

1. **Receive the unconfirmed minutes of the Pemberton Community Hub Advisory Committee meeting held 17 January 2023 as per Attachment: 9.16.4(1);**
2. **Accept the nomination of Leanne Rowe as Pemberton Heritage and History Group proxy;**
3. **Accept the resignation of Jessica Winters as Community Development Project Officer proxy; and**
4. **Adopt the amended Terms of Reference for the Pemberton Community Hub Advisory Committee as Attached: 9.16.4(2).**

ATTACHMENTS

1	23-01-17 PCHAC Minutes - Unconfirmed	8 Pages
2	PCHAC draft Terms of Reference 9 February 2023	2 Pages

APPENDICES

A	PCHAC adopted Terms of Reference December 2022	2 Pages

Ordinary Meeting

COUNCIL RESOLUTION:

MOVED: Omodei, P SECONDED: Jenkins, D

29045
That Council:

1. **Receive the unconfirmed minutes of the Pemberton Community Hub Advisory Committee meeting held 17 January 2023 as per Attachment: 9.16.4(1);**

2. **Accept the nomination of Leanne Rowe as Pemberton Heritage and History Group proxy;**
3. **Accept the resignation of Jessica Winters as Community Development Project Officer proxy; and**
4. **Adopt the amended Terms of Reference for the Pemberton Community Hub Advisory Committee as Attached: 9.16.4(2).**

CARRIED: 11/0