ATTACHMENT
APPENDIX

9.16.1 Unconfirmed Minutes of the Pemberton Community Hub Advisory Committee Meeting 29 August 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:	F210291
LEGISLATION:	*Local Government Act 1995*
AUTHOR:	Georgia Schipp
DATE OF REPORT:	7 September 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 29 August 2023 as attached.

ATTACHMENT: 9.16.1 (1)

PUBLIC CONSULTATION UNDERTAKEN:
Nil.

COMMENT (Includes Options):
There are two recommendations arising from this meeting as reflected within the following table.

Committee Recommendation	Officer Recommendation
That the Minutes of the meeting held on 13 June 2023 be confirmed with an amendment to the attendance description so that it reads: "Cr Paul Omodei (Shire President)" instead of "Cr Paul Omodei"	As per Committee Recommendation and dealt with administratively.
That the Pemberton Community Resource Centre (PCRC) is responsible for the allocation and acquittal of the Lotterywest Fit Out Grant funds, with allocations to the individual groups as per attached spreadsheet.	Supported in principle. It is acknowledged that whilst the grant submission to Lotterywest for the fit-out funding was a joint effort between the Shire of Manjimup and the PCRC, the grant was awarded to the PCRC who are as such responsible for the appropriate administration and acquittal of these funds in accordance with the grant agreement.

Furthermore, it is noted that following the appointment of the Shire President to the Pemberton Community Hub Advisory Committee as a voting member at the Council meeting held 9 February 2023, the Terms of Reference were not updated to reflect this appointment. The current Terms of Reference are appended, and the updated Terms of Reference are attached.

APPENDIX: 9.16.1 (A)
ATTACHMENT: 9.16.1 (2)

STATUTORY ENVIRONMENT:
Local Government Act 1995.

POLICY / STRATEGIC IMPLICATIONS:
The Shire of Manjimup Strategic Community Plan 2021-2031 contains the following relevant strategies.

- 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.
- C20. Facilitate, develop and promote a broad range of cultural and art capabilities, facilities, events and achievements.
- C18. Create, support and promote a broad range sporting, recreational and social opportunities that are accessible and inclusive for all ages and abilities.
- 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: Business support and visitor information are key services within the Pemberton community and contributors to the local and visitor economy.
Social: The preservation and interpretation of heritage is a significant contributor to social pride and the sense of place within the community. The Hub will provide a fit for purpose sustainable community space.

VOTING REQUIREMENTS: ABSOLUTE MAJORITY

OFFICER RECOMMENDATION:

That Council:

1. **Receive the unconfirmed minutes of the Pemberton Community Hub Advisory Committee meeting held 29 August 2023 as shown at Attachment 9.16.1(1);**
2. **Acknowledge that whilst the grant submission to Lotterywest for the fit-out funding was a joint effort between the Shire of Manjimup and the Pemberton Community Resource Centre (PCRC), the grant was awarded to the PCRC who are as such responsible for the appropriate administration and acquittal of these funds in accordance with the grant agreement; and**
3. **Adopt the updated Terms of Reference for the Pemberton Community Hub Advisory Committee as per Attachment 9.16.1(2).**

ATTACHMENTS

1	Unconfirmed Minutes of the Pemberton Community Hub Advisory Committee meeting held 29 August 2023	4 Pages
2	Proposed Terms of Reference Pemberton Community Hub Advisory Committee	2 Pages

APPENDICES

A	Adopted Terms of Reference Pemberton Community Hub Advisory Committee	2 Pages

Ordinary Meeting

COUNCIL RESOLUTION:

MOVED: Lawrence, K SECONDED: Ventris, M

29280
That Council:

1. **Receive the unconfirmed minutes of the Pemberton Community Hub Advisory Committee meeting held 29 August 2023 as shown at Attachment 9.16.1(1);**
2. **Acknowledge that whilst the grant submission to Lotterywest for the fit-out funding was a joint effort between the Shire of Manjimup and the Pemberton Community Resource Centre (PCRC), the grant was awarded to the PCRC who are as such responsible for the appropriate administration and acquittal of these funds in accordance with the grant agreement; and**
3. **Adopt the updated Terms of Reference for the Pemberton Community Hub Advisory Committee as per Attachment 9.16.1(2).**

CARRIED: 10/0

FOR: Cr Buegge; Cr Eiby; Cr Jenkins; Cr Lawrence; Cr Omodei; Cr Skoss; Cr Taylor; Cr Ventris; Cr Willcox; Cr Winfield.

AGAINST: Nil.