ATTACHMENT
APPENDIX

9.16.1 Unconfirmed Minutes of the Pemberton Community Hub Advisory Committee Meeting 4 April 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:	Gail Ipsen Cutts
DATE OF REPORT:	18 April 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 4 April 2023 as attached and to seek Council endorsement to the proposed amendment to the Terms of Reference. The current Terms of Reference are appended.

ATTACHMENT: 9.16.1(1)
APPENDIX: 9.16.1(A)

PUBLIC CONSULTATION UNDERTAKEN:
Nil.

COMMENT (Includes Options):
There are two recommendations arising from this meeting that require a decision of Council.

Committee Recommendation	Officer Recommendation
Accept the resignation of Suzanne Fellows as the Pemberton Arts Group Proxy representative	As per Committee Recommendation and to express appreciation for the work undertaken be Sue Fellows as a representative of the Committee.
Accept the nomination of Jill Baker as the Pemberton Arts Group Proxy representative.	As per Committee Recommendation

In addition to the above recommendations the position of proxy representative to the Director Community Services remains vacant. It is recommended that Evy Apeldoorn, Manager Community and Recreation Services be nominated as proxy representative.

To reflect the recommendations in the table above a proposed amended Terms of Reference have been attached for Council consideration and endorsement.

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 4 April 2023 as per Attachment: (1);**
2. **Accept the resignation of Suzanne Fellows as the Pemberton Arts Group Proxy representative and acknowledge the contribution made to the Pemberton Community Hub Advisory Committee;**
3. **Accept the nomination of Jill Baker as the Pemberton Arts Group Proxy representative on the Pemberton Community Hub Advisory Committee;**
4. **Accept the nomination of Evy Apeldoorn as Shire of Manjimup proxy representative on the Pemberton Community Hub Advisory Committee; and**
5. **Adopt the proposed Pemberton Community Hub Advisory Committee Terms of Reference as per Attachment: 9.16.1(2)**

ATTACHMENTS

1	PCHC Unconfirmed Minutes 4 April 2023	8 Pages
2	Proposed PCHAC Terms of Reference May 2023	2 Pages

APPENDICES

A	Current PCHAC Terms of Reference	2 Pages

Ordinary Meeting

COUNCIL RESOLUTION:

MOVED: Ventris, M SECONDED: Dawson Vidovich, S

29131
That Council;

1. **Receive the unconfirmed minutes of the Pemberton Community Hub Advisory Committee meeting held 4 April 2023 as per Attachment: (1);**
2. **Accept the resignation of Suzanne Fellows as the Pemberton Arts Group Proxy representative and acknowledge the contribution made to the Pemberton Community Hub Advisory Committee;**
3. **Accept the nomination of Jill Baker as the Pemberton Arts Group Proxy representative on the Pemberton Community Hub Advisory Committee;**
4. **Accept the nomination of Evy Apeldoorn as Shire of Manjimup proxy representative on the Pemberton Community Hub Advisory Committee; and**
5. **Adopt the proposed Pemberton Community Hub Advisory Committee Terms of Reference as per Attachment: 9.16.1(2).**

CARRIED: 10/0