



A Fortunate Place

Shire of Wickepin

Minutes

Albert Facey Homestead Committee

Council Chambers, Wickepin

2 MAY 2022



Notice of an Albert Facey Homestead Committee Meeting

Please note that the next Albert Facey Homestead Committee Meeting of the Shire of Wickepin will be held on Monday 2 May 2022 at Council Chambers, Wickepin, commencing at 1.00pm.

Certification: I have perused this agenda and am aware of all recommendations made to council and support each as presented.

Mark Hook
Chief Executive Officer

26 April 2022

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**SHIRE OF WICKEPIN
QUESTIONS FROM THE PUBLIC**

Any member of the public wishing to participate in Public Question Time during Council or Committee meetings is welcome to do so; however, Council requires your name, address and written questions to be provided to the meeting secretary.

NAME:

SIGNATURE:

ADDRESS:

TELEPHONE:

MEETING/DATE:

NAME OF ORGANISATION REPRESENTING (if applicable):

QUESTION:

SHIRE OF WICKEPIN QUESTIONS FROM THE PUBLIC

The Shire of Wickepin welcomes community participation during public question time. The following is a summary of procedure and a guide to completion of the required form.

- a. The person asking the question is to give their name and address prior to asking the question.
- b. Questions are to be directed through the chair, with the Presiding Member having the discretion of accepting or rejecting a question and the right to nominate a Councillor or Officer to answer.
- c. In order to provide an opportunity for the greatest portion of the gallery to take advantage of question time, questions are to be as succinct as possible. Any preamble to questions should therefore be minimal and no debating of the issue between the Gallery, Councillors or Officers is permissible.
- d. Where the Presiding Member rules that a member of the public is making a statement during public question time, then no answer is required to be given or recorded in response.
- e. Questions which are considered inappropriate; offensive or otherwise not in good faith; duplicates or variations of earlier questions; relating to the personal affairs or actions of Council members or employees; will be refused by the Presiding Member as 'out of order' and will not be recorded in the minutes.
- f. Where a member of the public submitting a question is not physically present at the meeting, those questions will be treated as an item of correspondence and will be answered in the normal course of business (and not be recorded in the minutes).
- g. Questions from members of the public that do not comply with the Rules of Question Time or do not abide by a ruling from the Presiding Member, or where the member of the public behaves in a manner in which they are disrespectful of the Presiding Member or Council, or refuse to abide by any reasonable direction from the Presiding Member, will be ruled 'out of order' and the question will not be recorded in the minutes.
- h. Answers to questions provided in good faith, however, unless reasonable prior written notice of the question is given, answers should not be relied upon as being totally comprehensive.
- i. Where a question (compliant to these rules) is raised and is unable to be answered at the meeting, the question shall be 'taken on notice' with an answer being given at the next appropriate Council Meeting.
- j. Public Question Time is set for a maximum period of 15 minutes, and will terminate earlier should no questions be forthcoming.
- k. To enable all members of the public a fair and equitable opportunity to participate in Public Question Time, each person shall be provided a maximum two minutes time limit in the first instance, in which to ask a maximum of two questions (whether these are submitted 'in writing' or 'from the floor'). A question may include a request for the tabling of documents where these are relevant to an issue before Council.
- l. Questions to be asked at the meeting will be registered, and the priority for asking questions shall be firstly 'questions on which written notice has been given prior to the meeting' (that is, prior to 12 noon on the day immediately preceding the meeting) and secondly, 'questions from the floor'.
- m. Should there be time remaining on the initial period for Public Question Time (i.e. 15 minutes) after all members of the public have posed their initial allotment of two questions, the Presiding Member will then allow members of the public to sequentially (in accordance with the register) ask a further two questions (with a two minute time limit) until the initial period for Public Question Time has expired.
- n. Any extension to the initial period for Public Question Time is to be limited to a period that will allow sufficient time for any remaining members of the public to ask their initial allotment of two questions.

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**Minutes of Albert Facey Homestead Committee Meeting held in Council Chambers, Wickepin
Monday 2 May 2022**

The Chairperson declared the meeting open at 1.05pm.

1. Attendance, Apologies and Leave of Absence (Previously Approved)

Dave Astbury	Chairperson
Libby Heffernan	Member
Linley Rose	Member
Luci Sartori	Member
Mark Hook	Chief Executive Officer
Lara Marchei	Executive Support Officer
Karen Langford	Community Development Officer

Apologies

Charlotte Astbury	Member
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Leave of Absence (Previously Approved)

2. Public Question Time

3. Applications for Leave of Absence/Apologies

4. Petitions, Memorials and Deputation

5. Declarations of Councillor's and Officer's Interest

6. Confirmation of Minutes

Albert Facey Homestead Committee – 1 November 2022.

Moved L Heffernan / Seconded L Sartori

That the minutes of the Albert Facey Homestead Committee held on 1 November 2021 be confirmed as a true and correct record.

Carried 4/0

7. Status Report

Where a resolution is formal, procedural or lost it has not been recorded (e.g. confirmation of minutes, meeting behind closed doors, lapsed, etc.).

Subject/Action	Officer	Progress	Status	Comment
That the display cabinet in the Shire Administration building be relocated to the art room at the Town Hall.	CEO	Cabinet has been relocated.	✓	Completed.
That a \$100.00 voucher be purchased from the Wickepin Hotel and presented to Jean Chalmers of the Wickepin Newsagency for the "Thank a volunteer monthly voucher for 2021."	CEO	\$100.00 Credit card was presented to Jean Chalmers of the Wickepin Newsagency.	✓	Completed.
That a letter of thanks be sent to Helen Warrilow thanking her for her time and dedication to the Albert Facey Homestead Committee.	CEO	Letter sent 19/11/2021.	✓	Completed.
Cart from a Fortunate Life Movie.	CEO	That CEO Mark Hook request further information on the cart.	✓	The cart has been delivered to the Shire depot and a suitable display location needs to be discussed.
That Cr Julie Russell be a Committee Member of the Albert Facey Homestead Committee.	CEO	Resolved at the November Council Meeting.	✓	Cr Julie Russell be appointed a member of the Albert Facey Homestead Committee.

If not noted, please insert numbers of items once attended to and return sheet to CEO.

○ = in progress ✓ = completed ✕ =superseded

Libby thanked the Shire of Wickepin for all their hard work in relation to the Sydney II, Lost and Found Production, and for the relocation of the display cabinet to the Wickepin Town Hall.

8. Financials

8.1 Albert Facey Homestead Municipal Funds

Albert Facey

Date	Description	Income
08/11/2021	ALBERT FACEY TAKINGS DATE 8/11/2021	\$ 145.45
14/12/2021	ALBERT FACEY TAKINGS DATE - 14/12/2021	\$ 81.82
22/12/2021	ALBERT FACEY TAKINGS DATE - 22/12/21	\$ 22.73
		\$ 250.00

Date	Description	Expenditure
05/11/2021	JIM'S PEST CONTROL SPIDER SPRAYING, RODENT STATIONS	\$ 130.12
24/11/2021	EFIRE & SAFETY NOVEMBER 2021 - 6 MONTH SERVICE FIRE EQUIPMENT	\$ 210.00
22/12/2021	GIFT CARDS	\$ 96.32
		\$ 436.44

Albert Facey

Date	Description	Income
16/03/2022	ALBERT FACEY TAKINGS 16/03/2022 160 @ \$1.00 per TAKINGS O1:OT1	\$ 145.45
		\$ 145.45

Date	Description	Expenditure
03/03/2022	ASHLEY CARON PENELOPE IOW PAY	\$ 70.30
03/03/2022	SMITH JUSTIN DRUMMOND IOW PAY	\$ 70.43
21/03/2022	ASHLEY CARON PENELOPE IOW PAY	\$ 257.92
21/03/2022	SMITH JUSTIN DRUMMOND IOW PAY	\$ 258.23
04/04/2022	ELIZABETH HEFFERNAN CLEANING ALBERT FACEY HOMESTEAD CLEANING ALBERT FACEY HOMESTEAD	\$ 50.00
		\$ 706.88

Moved L Rose / Seconded L Sartori

That the financial statement tabled for the period November 2021 – April 2022 as presented be received.

Carried 4/0

Libby thanked the Shire of Wickepin gardeners for maintaining the gardens at the Homestead.

9. Receipt of Reports & Consideration of Recommendations

10. Reports & Information

10.1 Other matters raised by members

Libby Heffernan

- Albert Facey money collection procedure from Wickepin Newsagency.
The Customer Service Officer has been shown the correct procedure and money will be collected monthly.
- Thank you to Mark for his assistance and support of the Albert Facey Homestead during his tenure as CEO with the Shire of Wickepin.
- Cart from A Fortunate Life movie.

Moved L Heffernan / Seconded D Astbury

That the donated cart from the A Fortunate Life movie be temporarily relocated to the Toolseum to be covered with a tarpaulin.

Carried 4/0

11. Urgent Business

Meeting at the Albert Facey Homestead Monday 23 May, 2022 at 10.00am to create an inventory of the wash house and learn how equipment works.

12. Closure

The next Albert Facey Homestead Committee meeting will be held on Monday 1 August 2022.

There being no further business the Chairperson declared the meeting closed at 1.28pm.

Actions Requested from meeting

<i>Subject/Action</i>	<i>Officer</i>