



Shire of Wickepin

Agenda

Townscape & Cultural Planning Committee
Council Chambers, Wickepin

3 March 2021



Notice of a Townscape and Cultural Planning Committee Meeting

Please note that the next Townscape and Cultural Planning Committee Meeting of the Shire of Wickepin will be held on Wednesday 3 March 2021 at Council Chambers, Wickepin, commencing at 9.30am.

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

A handwritten signature in blue ink, appearing to read "Mark J Hook", is written over a horizontal line.

Mark J Hook
Chief Executive Officer

25 February 2021

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Terms of Reference

1. Name

Townscape and Cultural Planning Committee

2. Members

Cr Fran Allan
Cr Allan Lansdell
Cr John Mearns
Kym Smith
Sue Astbury
Ted Astbury
Tim Cowcher
Kevin Coxon
Helen Warrilow

3. Objectives

This Committee deals with issues relating to Townscape and Cultural Planning in the Shire of Wickepin and makes recommendations to the Ordinary Council meeting.

The Townscape and Cultural Planning Committee has no delegated authority.

The main functions of the Committee are to:

1. *Receive reports from the Chief Executive Officer and appropriately delegated officers.*
2. *Consider the material in the reports from the Chief Executive Officer and appropriately delegated officers.*
3. *Formulate recommendations to the Ordinary Council Meeting.*
4. *To represent to the Council the views of the community regarding Townscape and Cultural Planning.*
5. *To represent the Councils position in regards to Townscape and Cultural Planning to regulatory bodies and interest groups/committees.*
6. *To assist the Wickepin Council in developing a Townscape and Cultural Planning strategy.*

4. Scope/Jurisdiction

The Committee is appointed and empowered in accordance with the provisions of the Local Government Act 1995.

Resolutions/recommendations of the committee must first be considered and endorsed by Council prior to any action by a Committee Member or Chief Executive Officer.

5. Appointment of Committee Members

Council calls for written nominations for members of the Townscape and Cultural Planning Committee in October, to run in accordance with Council elections. Committee members are appointed by Council at the November Ordinary Council meeting.

6. Appointment of Committee Chair

A chairperson is appointed every second year at the first Townscape and Cultural Planning Committee meeting after the Local Government elections by the committee members.

7. Meeting Frequency

The Townscape and Cultural Planning Committee meets four times a year, on the first Wednesday of the month at 9.30am.

Meeting dates for 2021 are as follows:

Day	Date	Time
Wednesday	3 March	9.30am
Wednesday	2 June	9.30am
Wednesday	1 September	9.30am
Wednesday	3 November	9.30am

8. Related Policies/Bylaws: Nil.

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.

Table of Contents

1. ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE (PREVIOUSLY APPROVED)..8

2. PUBLIC QUESTION TIME8

3. APPLICATIONS FOR LEAVE OF ABSENCE/APOLOGIES.....8

4. PETITIONS, MEMORIALS AND DEPUTATIONS8

5. DECLARATIONS OF MEMBER’S AND OFFICER’S INTEREST9

6. CONFIRMATION OF MINUTES9

7. STATUS REPORT10

8. NOTICE OF MOTIONS OF WHICH NOTICE HAS BEEN GIVEN10

9. RECEIPT OF REPORTS & CONSIDERATION OF RECOMMENDATION10

11. REPORTS & INFORMATION.....10

11.1 OTHER MATTERS RAISED BY MEMBERS:10

12. URGENT BUSINESS10

13. CLOSURE.....10

**Agenda of a Townscape and Cultural Planning Committee Meeting held in Council Chambers,
Wickepin, Wednesday 3 March 2021 at 9.30am**

The Chairperson declared the meeting open at am.

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

Cr Fran Allan	Member
Cr Allan Lansdell	Member
Cr John Mearns	Member
Kym Smith	Member
Sue Astbury	Member
Ted Astbury	Member
Tim Cowcher	Member
Kevin Coxon	Member
Helen Warrilow	Member

Mark Hook	Chief Executive Officer
Lara Marchei	Executive Support Officer

Apologies

Cr Sarah Hyde	Chairperson
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Leave of Absence (Previously Approved)

A letter of resignation has been received from Chairperson Sarah Hyde dated 24 February 2021 advising of her resignation from the Townscape & Cultural Planning Committee as Chairperson and as a member.

2. Public Question Time

3. Applications for Leave of Absence/Apologies

4. Petitions, Memorials and Deputations

4.1 Election of Chairperson

CEO Mr Mark Hook took the Chair. The CEO called for nominations for Chairperson.

_____ nominated _____,
_____ accepted the nomination verbally.

There being no further nominations _____ was elected as Chairperson of the Townscape & Cultural Planning Committee for the ensuing two years.

_____ took the chair as the Presiding Member.

5. Declarations of Member’s and Officer’s Interest

6. Confirmation of Minutes

Townscape and Cultural Planning Meeting – 4 November 2020

Moved / Seconded

That the minutes of the Townscape and Cultural Planning Committee held on 4 November 2020 be confirmed as a true and correct record.

Carried /

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
Historical Sites Signage	CDO	That council purchases signage for 2 historically significant sites – to be nominated in consultation with the Wickepin History Group and that signage to be designed and manufactured to the Shire of Wickepin specifications.	○	Wording and photos received for the Jewish Settlement. CEO arranging a draft sign.
Historical Plaque Display	CDO	That council mount the Electricity Supply and Water Supply plaques onto timber posts similar to that used in the War Memorial and determine appropriate positioning in consultation with the Wickepin History Group.	✓	Signs placed at Wickepin Town Tall.
Directional Signage – Old Cemetery Wickepin	CDO	That council updates the directional road signage on Old Cemetery Road in accordance with council's Policy 8.1.14.	○	In consultation with Manager of Works.

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

○ = in progress ✓ = completed ✕ =superseded

8. Notice of Motions of Which Notice Has Been Given

9. Receipt of Reports & Consideration of Recommendation

10. Notice of Motions for the Following Meeting

11. Reports & Information

11.1 Other matters raised by members:

12. Urgent Business

13. Closure

The next Townscape and Cultural Planning Committee Meeting will be held in 2 June 2021.

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

Actions Requested from meeting

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