

A Fortunate Place

Shire of Wickepin

# Agenda

Townscape & Cultural Planning Committee  
Council Chambers, Wickepin

## 2 June 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 2 June 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.

Mark J Hook  
Chief Executive Officer

27 May 2021

### Disclaimer

No responsibility whatsoever is implied or accepted by the Shire of Wickepin for any act, omission or statement or intimation occurring during council/committee meetings or during formal/informal conversations with staff. The Shire of Wickepin disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during council/committee meetings or discussions. Any person or legal entity that acts or fails to act in reliance upon any statement does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in discussion regarding any planning application or application for a licence, any statement or limitation of approval made by a member or officer of the Shire of Wickepin during the course of any meeting is not intended to be and is not to be taken as notice of approval from the Shire of Wickepin. The Shire of Wickepin warns that anyone who has an application lodged with the Shire of Wickepin must obtain and only should rely on **written confirmation** of the outcome of the application, and any conditions attaching to the decision made by the Shire of Wickepin in respect of the application.

## 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  
Annika Miller

### 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 Council's 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.



## 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

<b>1.</b>	<b>ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE (PREVIOUSLY APPROVED) .....</b>	<b>8</b>
<b>2.</b>	<b>PUBLIC QUESTION TIME .....</b>	<b>8</b>
<b>3.</b>	<b>APPLICATIONS FOR LEAVE OF ABSENCE/APOLOGIES.....</b>	<b>8</b>
<b>4.</b>	<b>PETITIONS, MEMORIALS AND DEPUTATIONS.....</b>	<b>8</b>
<b>5.</b>	<b>DECLARATIONS OF MEMBERS' AND OFFICERS' INTEREST .....</b>	<b>8</b>
<b>6.</b>	<b>CONFIRMATION OF MINUTES.....</b>	<b>8</b>
<b>7.</b>	<b>STATUS REPORT .....</b>	<b>9</b>
<b>8.</b>	<b>NOTICE OF MOTIONS OF WHICH NOTICE HAS BEEN GIVEN .....</b>	<b>9</b>
<b>9.</b>	<b>RECEIPT OF REPORTS &amp; CONSIDERATION OF RECOMMENDATION .....</b>	<b>9</b>
<b>11.</b>	<b>REPORTS &amp; INFORMATION.....</b>	<b>9</b>
<b>11.1.01</b>	<b>– PROPOSED GAZEBO AT FACEY HOMESTEAD.....</b>	<b>10</b>
<b>11.1</b>	<b>OTHER MATTERS RAISED BY MEMBERS.....</b>	<b>13</b>
<b>12.</b>	<b>URGENT BUSINESS .....</b>	<b>15</b>
<b>13.</b>	<b>CLOSURE .....</b>	<b>15</b>

**Agenda of a Townscape and Cultural Planning Committee Meeting held in Council Chambers,  
Wickepin, Wednesday 2 June 2021 at 9.30am**

The Chairperson declared the meeting open at        am.

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

Fran Allan	Councillor
Allan Lansdell	Councillor
John Mearns	Councillor
Kym Smith	Member
Sue Astbury	Member
Ted Astbury	Member
Tim Cowcher	Member
Kevin Coxon	Member
Annika Miller	Member

Mark Hook	Chief Executive Officer
Sam Dalmasson	Community Development Officer
Mel Martin	Executive Support Officer

**Apologies**

**Leave of Absence (Previously Approved)**

**2. Public Question Time**

**3. Applications for Leave of Absence/Apologies**

**4. Petitions, Memorials and Deputations**

**4.1 Election of Chairperson**

**5. Declarations of Members' and Officers' Interest**

**6. Confirmation of Minutes**

Townscape and Cultural Planning Meeting – 3 March 2021

**Moved / Seconded**

That the minutes of the Townscape and Cultural Planning Committee held on 3 March 2021 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.	✓	Signs ordered. Waiting on History Group to advise placement of Jerusalem Settlement sign.
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.	✓	Signs installed.

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

### 11.1.01 – Proposed Gazebo at Facey Homestead

Submission To:	Townscape & Cultural Planning Committee
Location/Address:	Wogolin Road
Name of Applicant:	Mark Hook, Chief Executive Officer
File Reference:	CR.MEE.206
Author:	Mark Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	18 May 2021

#### Enclosure/Attachments:

#### Summary:

The Townscape Committee are being requested to support the construction of a Gazebo near the Albert Facey Homestead.

#### Background:

The CEO has received the following letter from Caroline Coates.

Proposal as requested by Gulao Russel  
to Caroline C17.3.21

for idea of Pavilion / Rotunda, as  
suitable for Haul Spinnars  
Poets  
Artists  
Lecturers,  
etc eg Weddings.

Here with 2 examples

could be locally produced and  
designed to be tailored to suit  
Facey Hse,

with garden landscaped to accommodate  
audience.

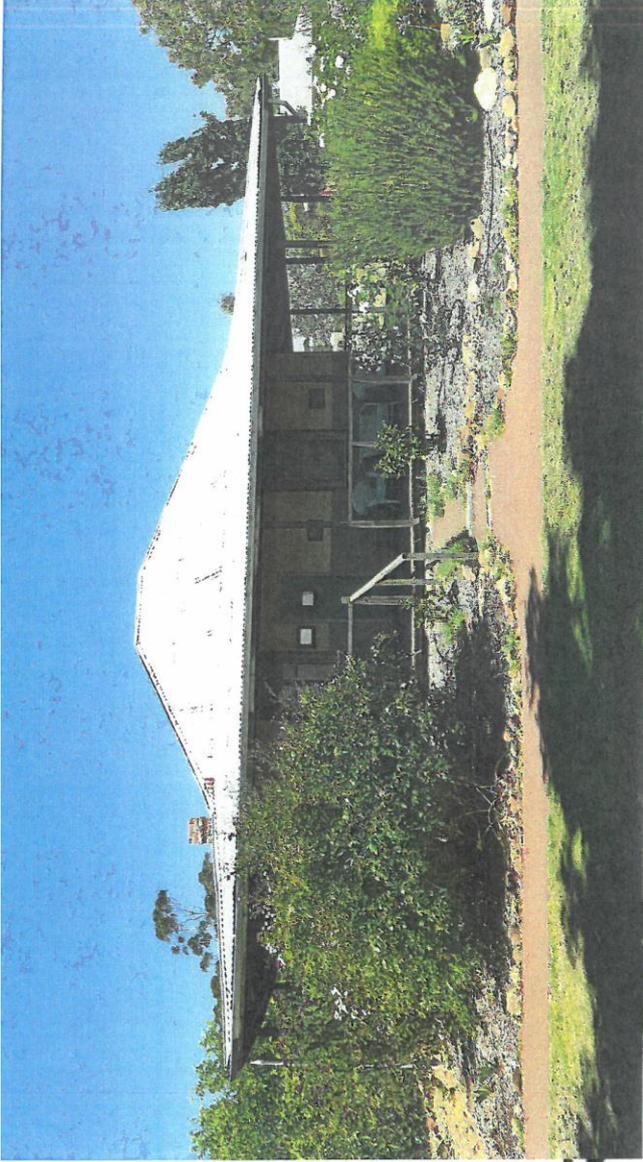
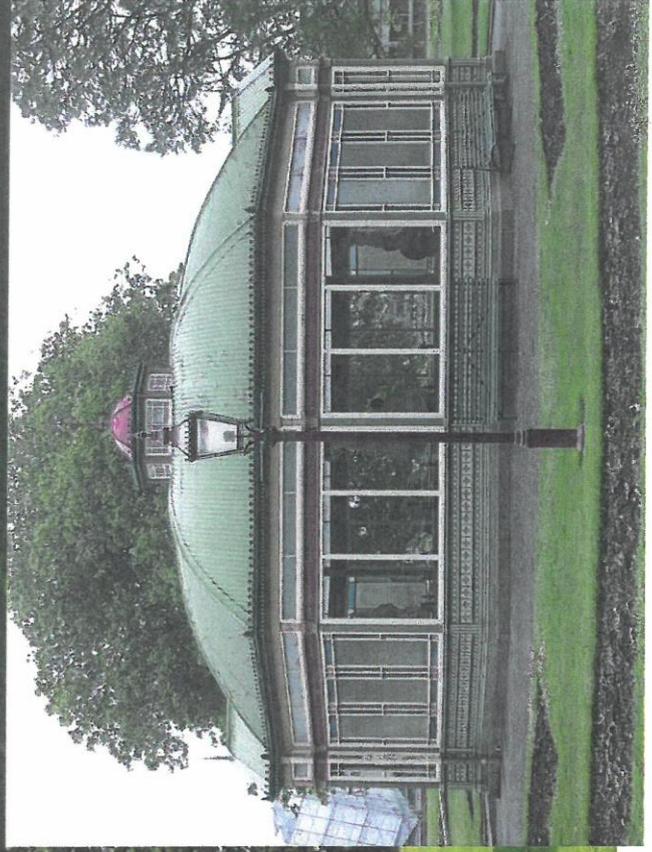
Pavilion should have one side at  
least providing wind shield, seating  
bench style bound walls.

eg Northam Arts Festival where  
Cambridge Don Poet John Kinsella etc  
gave poetry performances.

Caroline - 98881870

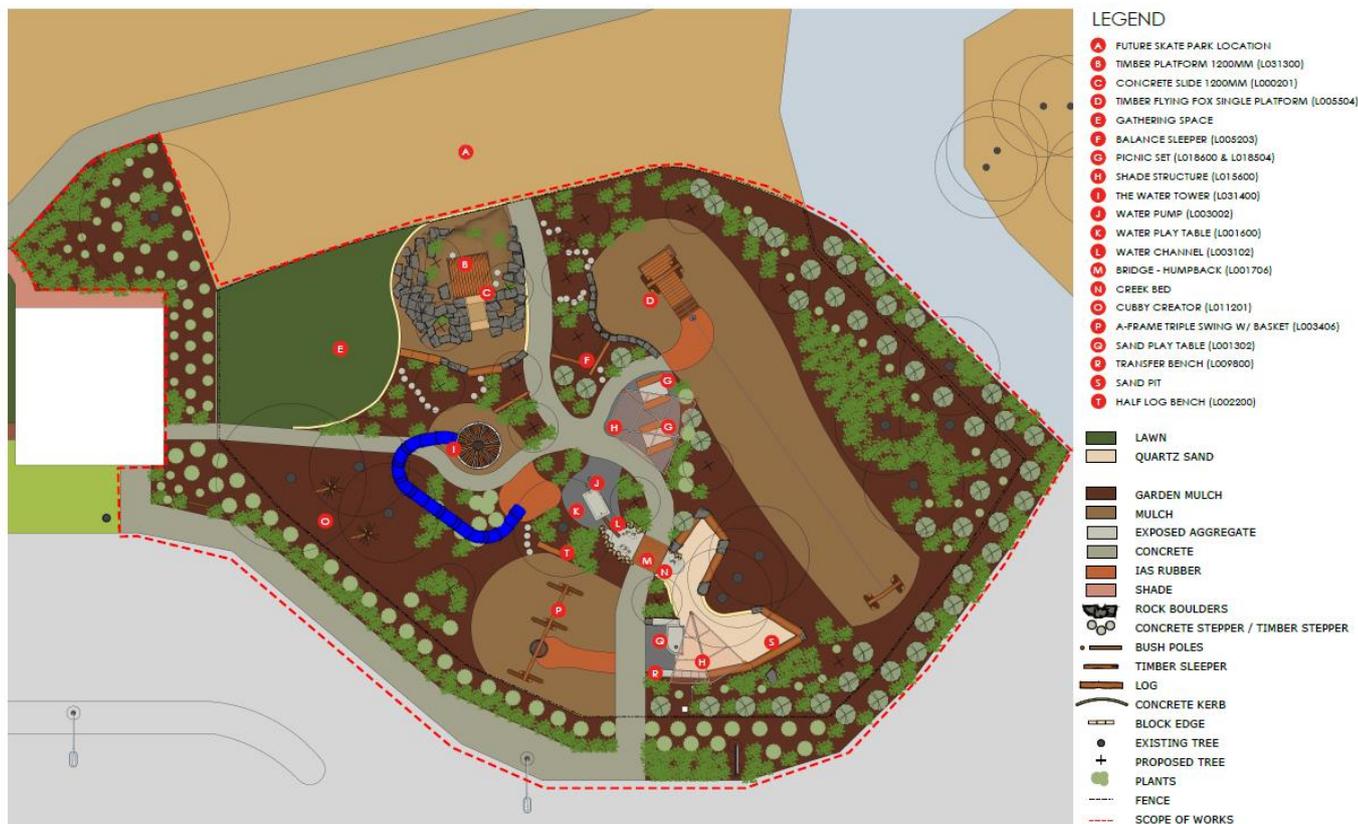
# Pavilion Proposal For Facey Homestead

Can be used for Arts, Festivals Community or  
private gatherings



**Comments:**

The area on the east side of the public toilets will be redesigned shortly with the Wogolin Road Recreational Area as shown below and this will include areas for a gathering place (item E).



- LEGEND**
- A FUTURE SKATE PARK LOCATION
  - B TIMBER PLATFORM 1200MM (L031300)
  - C CONCRETE SLIDE 1200MM (L000201)
  - D TIMBER FLYING FOX SINGLE PLATFORM (L005504)
  - E GATHERING SPACE
  - F BALANCE SLEEPER (L005203)
  - G PICNIC SET (L018600 & L018504)
  - H SHADE STRUCTURE (L018600)
  - I THE WATER TOWER (L031400)
  - J WATER PUMP (L003002)
  - K WATER PLAY TABLE (L001600)
  - L WATER CHANNEL (L003102)
  - M BRIDGE - HUMPBACK (L001706)
  - N CREEK BED
  - O CUBBY CREATOR (L011201)
  - P A-FRAME TRIPLE SWING W/ BASKET (L003406)
  - Q SAND PLAY TABLE (L001302)
  - R TRANSFER BENCH (L009800)
  - S SAND PIT
  - T HALF LOG BENCH (L002200)
- LAWN
  - QUARTZ SAND
  - GARDEN MULCH
  - MULCH
  - EXPOSED AGGREGATE
  - CONCRETE
  - IAS RUBBER
  - SHADE
  - ROCK BOULDERS
  - CONCRETE STEPPER / TIMBER STEPPER
  - BUSH POLES
  - TIMBER SLEEPER
  - LOG
  - CONCRETE KERB
  - BLOCK EDGE
  - EXISTING TREE
  - PROPOSED TREE
  - PLANTS
  - FENCE
  - SCOPE OF WORKS

**nature PLAY SOLUTIONS**  
 8 Burchell Way  
 Kewdale WA 6105  
 (08) 9361 1355  
 play@natureplaysolutions.com.au

**Wogolin Road Recreational Area**  
 Wickepin  
 Nature Play Space Concept

Scale Approx 1:100 @ A1  
 1:200 @ A2  
 1:500  
 Job No: 4345  
 Rev: B  
 Date: May 2021  
 Design: SM & JAD

The Townscape Committee will also need to decide on a new location for the Blue Tree as this will need to be removed for the Wogolin Recreation Area.

**Statutory Environment:** Nil

**Policy Implications:** Nil

**Financial Implications:** Nil

**Strategic Implications:** Nil

**Recommendations:**

That the Townscape Committee receive the letter.

**Voting Requirements:** Simple majority.

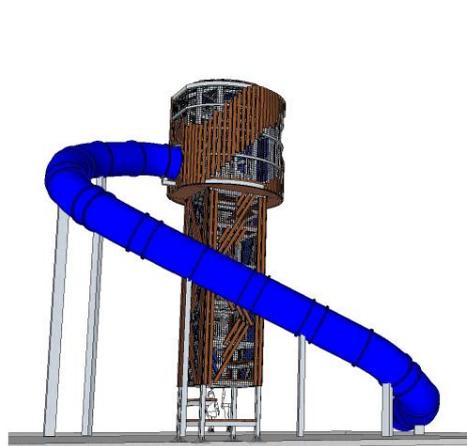
### 11.1 Other matters raised by members

#### Wogolin Road Recreational Area

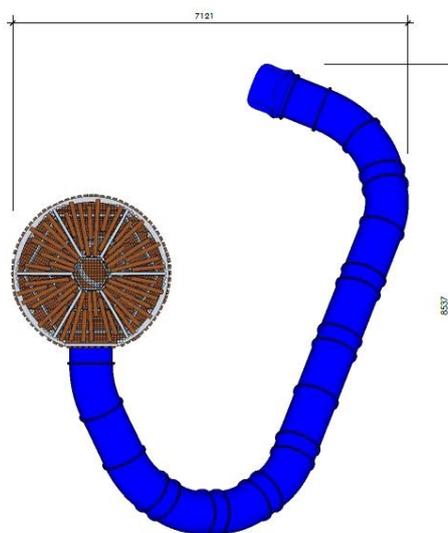
The CEO, DCEO and Manger of Works held an onsite meeting with representatives from Natureplay to discuss the construction of the Wogolin Road Recreational Area. Following is the redesign of the area due to the Skate Park not being part of this stage of construction. Following is the amended design for the Wogolin Recreational Area. The proposed schedule for the Wogolin Recreational area is that construction has started on all the equipment, they will be ready for installation end of July 2021, and then there will be around an eight to ten weeks installation.



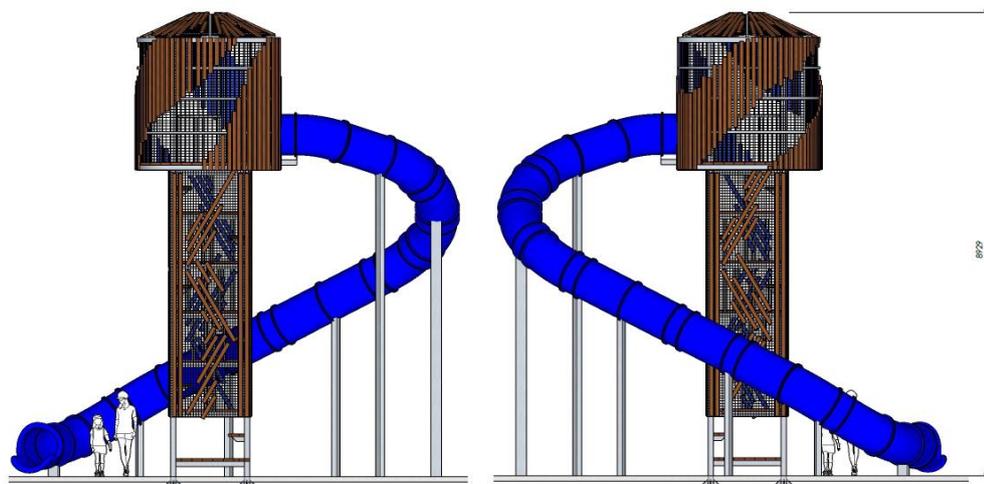
### WATER TOWER L031400



1 EQUIPMENT ASSEMBLY  
Scale: NTS



2 TOP VIEW  
Scale: 1:50 @ A3

**WATER TOWER L031400**

2 LEFT VIEW  
Scale: 1:50 @ A3

3 RIGHT VIEW  
Scale: 1:50 @ A3

**War Memorial Upgrade**

At the February 2021 council meeting, council resolved the following:

**Resolution No 170221-11*****Moved Cr W Astbury / Seconded Cr Mearns***

*1. That Council authorise the CEO signing the letter of agreement for the Department of Veterans Affairs Saluting Their Service Commemorative grants Program – 2020-2021.*

*2. That Council budget \$33,978 in the 2021/2022 Budget Estimates for the Saluting Their Service project as outlined in the Department of Veterans Affairs Saluting Their Service Commemorative grants Program–2020-2021 at the Wickepin War Memorial.*

***Carried 6/0***

On Friday 9 April, 2021, an email was received from Darren West MLC confirming their election pledge of \$24,000 for the upgrade of the Wickepin War Memorial – Honour Roll Project.

Total cost of the project is \$33,978. A grant of \$10,000 has been received from the Department of Veterans Affairs Saluting Their Service Commemorative Grants Program 2020-2021 which means the project will be entirely funded by grant monies and Council will no longer need to budget \$33,978 in the 2021/22 budget estimates.

Stefie Green will manage the upgrade project, in consultation with the CDO.

Kym Smith

Lake Yealering Croquet Club sign needs replacing.

**12. Urgent Business****13. Closure**

The next Townscape and Cultural Planning Committee meeting will be held on Wednesday 3 November 2021 commencing at 9.30am.

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