



Shire of Wickepin

Minutes

Townscape & Cultural Planning Committee
Council Chambers, Wickepin

3 June 2020

Terms of Reference

1. Name

Townscape and Cultural Planning Committee

2. Members

Cr Fran Allan
Cr Allan Lansdell
Cr Sarah Hyde
Cr John Mearns
Kym Smith
Sue Astbury
Ted Astbury
Tim Cowcher
Kevin Coxon
Margaret Fleay
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 2020 are as follows:

Day	Date	Time
Wednesday	4 March	9.30am
Wednesday	3 June	9.30am
Wednesday	2 September	9.30am
Wednesday	4 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.

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**Minutes of a Townscape and Cultural Planning Committee Meeting held in Council Chambers,
Wickepin, Wednesday 3 June 2020 at 9.30am**

The Chairperson declared the meeting open at 9.33am.

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

Cr Sarah Hyde	Chairperson
Cr Fran Allan	Member
Cr Allan Lansdell	Member
Cr John Mearns	Member
Kym Smith	Member
Sue Astbury	Member
Ted Astbury	Member
Kevin Coxon	Member
Margaret Fleay	Member
Helen Warrilow	Member
Mark Hook	Chief Executive Officer
Lara Marchei	Executive Support Officer
Carol Redford	CEO - Astro Tourism
Apologies	
Tim Cowcher	Member
Leave of Absence (Previously Approved)	

2. Public Question Time

3. Applications for Leave of Absence/Apologies

4. Petitions, Memorials and Deputations

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

6. Confirmation of Minutes

Townscape and Cultural Planning Meeting – 4 March 2020

Moved Cr Allan / Seconded K Smith

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

Carried 10/0

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
King Treecare Report	CEO	Report has been forwarded to Yealering Progress Association for comments	✓	Works Completed.
New Members	CEO	That council accept the following nominations to the Townscape committee: Margaret Fleay & Helen Warrilow	✓	Council resolved to accept the new member nominations.
Wickepin Art Prize	CDO	That Cr John Mearns to liaise with Sue Mearns and CDO Diana Blacklock to arrange a sub-committee for the 2020 Wickepin Art prize.	✓	Cancelled due to COVID-19.
Wickepin War Memorial	CEO	That it be recommended to council that council submit a grant application under the Saluting Their Services Commemorative Grant for the upgrade of the Wickepin War Memorial as outlined in Stefie Green's proposal.	✓	Funding application submitted. Awaiting outcome.
Purchase of Dray	CEO	That the Townscape & Cultural Planning Committee recommends that council do not purchase the Dray up to \$5,000	✓	Council resolved not to purchase the dray.
Astrotourism	CEO	CEO to place item into Agenda	✓	Refer to Agenda.

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 Recommendations

9.1 – Community Development Officer’s Report

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Diana Blacklock, Community Development Officer
File Reference:	CR.MEE.206
Author:	Diana Blacklock, Community Development Officer
Disclosure of any Interest:	Nil
Date of Report:	27 May 2020

Enclosure/Attachments: Nil

Summary:

Community Development	<p>Wickepin Playground</p> <ul style="list-style-type: none"> Waiting on Construction drawings from Nature Play to apply for grants to fund next stage <p>Townscape.</p> <ul style="list-style-type: none"> Harrismith street bin delivered & installed near interpretive sign and shelter Saluting Their Service Commemorative Program -Waiting on grant outcome. Art Prize -working party to be formed Street Art proposal on existing cement slab – costings to be requested <p>War Memorial</p> <ul style="list-style-type: none"> As per the 19/20 budget purchase of the WW2 inlay memorial plaque has been installed <p>Community Activities</p> <ul style="list-style-type: none"> Ongoing COVID 19 announcements Funding for business and sporting / recreation clubs circulated Support CRC in providing a newsletter via electronic devices All events cancelled and social distancing measures imposed by the State Government pending further notice – relaxing of some restrictions have come into place on 18th May 2020 Commemorated ANZAC telling local stories from Stephanie Green’s ‘Fallen but not Forgotten’ Via the Shire of Wickepin’s FB and Website pages. Wickepin Town Hall – Theatre Curtains and Track system needs replacing – quote being sourced for consideration – possible CBH community funding.
Economic Development & Tourism	<p>20/21 Community Grants – now open Open to all NFP groups in the community until the 22nd May 2020 – Final number of applications will be presented at the next Council Meeting</p> <p>19/20 Community Grants Acquittals closing on the 30th June 2020</p> <p>Salvation Army Funds for Farmers Financial support available Drought Community Support Initiative – up to \$3000 https://www.salvationarmy.org.au/need-help/rural-support/drought-community-support-initiative/?fbclid=IwAR39IFKs8UW6CWbAosVX6ymF61ggsBHD3Oh-IHssZLm99EfVDTkICNJ9xlc</p>

	<p>Agribusiness Strategy Plan A meeting with Local Farmer and Police on Thurs 30th March to discuss possible traineeship options for youth in Wickepin engaging Rural Training Australia http://www.ruraltrainingaustralia.com.au/</p> <p>Regional Economical Development Grant (RED) is now open until the 7th July 2020 http://www.drd.wa.gov.au/rfr/REDG/Pages/default.aspx</p>
Social Media	<p>Shire Website – COVID 19 – A webpage has been added to advise the community of council's position and subsequent action along with links to updated Federal and State Government information https://www.wickepin.wa.gov.au/news/covid-19-be-informed/89</p>
Sport and Recreation	<p>Contacted Sporting Clubs to gauge level of COVID 19 impact on financial and social activities.</p>
Governance Other	<p>Liaison with Manager of Works, CEO and ESO for projects needing completion or works to be undertaken in Wickepin and surrounding towns. Planning for Budget 20/21 budget items with CEO</p>

Recommendation:

That the Community Development Officer's report dated 27 May 2020 be received.

Voting Requirements:

Simple majority

Moved Cr Allan / Seconded Cr Mearns

That the Community Development Officer's report dated 27 May 2020 be received.

Carried 10/0

9.2 – Lake Yealering Progress Association – Purchase of Phone Booth

Submission To:	Townscape & Cultural Planning Committee
Location/Address:	Yealering
Name of Applicant:	Lake Yealering Progress Association
File Reference:	CR.MEE.206
Author:	Mark Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	26 May 2020

Enclosure/Attachments: Nil

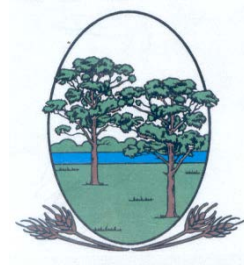
Summary:

Background:

The Townscape & Cultural Planning Committee has received the following email from the Lake Yealering Progress Association.

Lake Yealering Progress Association Inc

C/- Post Office
Yealering WA 6372
yealeringprogress@outlook.com.au



26th May 2020

Wickepin Shire Council & Wickepin Townscape Committee

Dear Townscape Members

It has been brought to our attention that a piece of Yealering history has come up for sale, the Red Telephone Booth. Not sure when the phone booth was installed, but could be the late 1940's, early 1950's. The asking price is \$1500. We are asking townscape to recommend to the Council, that they purchase this piece of history and that it remains in the Yealering town site. Just recently the Lake Yealering Progress Association purchased the old Butchers Shop. As you can see from the photo shopped photo, an idea is have the old photo printed onto tin as a back drop and the phone booth in front. I don't think the photo would be that large, and we would need to add some text. If the section of wall is in too bad of repair, then the same idea mentioned above but under the roof lining. Look forward to hearing the outcome.



Comments:

The Townscape & Cultural Planning Committee needs to consider that items such as this do require maintenance and repair on a regular basis to keep them in a suitable condition. This type of street furniture also has a high risk of vandalism and graffiti. The Townscape & Cultural Planning Committee should look at giving a grant to the Lake Yealering Progress Association to purchase the old Yealering telephone box for \$1,500 and giving the Lake Yealering Progress Association responsibility for its maintenance and general upkeep.

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications:

Cost of the phone booth is \$1,500 and is not in the Townscape or council's budget and will need to be treated as an unbudgeted item.

There is currently \$4,000 under the CDO projects allocation in the 2019/2020 budget that could be used for the purchase of the old Yealering telephone box.

Strategic Implications: It is not within the current Shire of Wickepin Strategic Plan.

Recommendations:

That it be recommended that the Shire of Wickepin give a grant of \$1,500 to the Lake Yealering Progress Association to purchase the old Yealering Red Telephone Box.

Voting Requirements: Absolute majority

Moved K Coxon / Seconded T Astbury

That it be recommended that the Shire of Wickepin give a grant of \$1,500 to the Lake Yealering Progress Association to purchase the old Yealering Red Telephone Box.

Carried 10/0 by absolute majority

Carol Redford entered the meeting at 10.10am to provide an Astro Tourism presentation.

9.3 – Astro Tourism

Submission To:	Townscape & Cultural Planning Committee
Location/Address:	Shire of Wickepin
Name of Applicant:	Cr John Mearns
File Reference:	ED.IND.806
Author:	Mark Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	28th May 2020

Enclosure/Attachments:

1. Astro Tourism 2020/2021 Pricing and Prospectus
2. Astro Tourism Letter
3. Proposal from Cr John Mearns

Summary:

The Townscape & Cultural Planning Committee is requesting Council to place in the 2020/2021 budget items \$8,000 for an Astro Tourism Project in the Shire of Wickepin.

Background:

At the last Townscape & Cultural Planning Committee Meeting Cr John Mearns raised the issue regarding Astro Tourism in the Shire of Wickepin and tabled the attached proposal for discussion at the next Townscape & Cultural Planning Committee Meeting.

Comments:

The Community Development Officer Dianna Blacklock has chased up some more information on the Astro Tourism and the cost for Wickepin to be part of this project in its first year would be \$8,000 and \$3,000 every year thereafter.

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications:

Cost to be part of the Astro Tourism Towns WA project is \$8,000 in the first year and \$3,000 every year thereafter.

Strategic Implications: Fits within theme 8 of the Shire of Wickepin 2018 Strategic Community Plan.

economy

GOAL 8: Tourism opportunities create value to our communities

SHORT TERM STRATEGY	MEDIUM TERM STRATEGY	POINT OF MEASUREMENT	10 YR OUTCOME
8.1 Continue to actively participate in the Living Lakes project 8.2 Develop and improve the foreshore amenities at Lake Yealering 8.3 Investigate camping grounds at Lake Yealering (cost v benefit analysis) 8.4 Partner with our neighbouring Shires on tourism promotion and initiatives 8.5 Review our engagement with the Dryandra Visitor Centre 8.6 Further develop rest stops across the Shire	8.7 Develop a branding strategy for Lake Yealering in collaboration with residents and businesses 8.8 Develop a self drive route across the Shire which includes Lake Yealering, Harrismith and Wickepin attractions 8.9 Increase our online profile	<ul style="list-style-type: none"> - Lake Yealering has enough water in it for water based activities for the majority of the year - Number of positive and negative reviews regarding the Lake Yealering experience - online and verbal - Yealering caravan park occupancy and length of stay increases - Number and length of overnight stays increases - Facilities used by locals and visitors are improved based on online and verbal feedback - Toolibin rest stop is improved 	Tourism and recreational activities can occur all year at Lake Yealering The length of overnight visitor stays is increased and visitors are aware of our unique attractions

Recommendation:

That it be recommended to council that council place \$8,000 in the 2020/2021 budget estimates for the Astro Tourism Towns WA project.

Voting Requirements:

Simple majority.

Moved K Smith / Seconded Cr Mearns

That it be recommended to council that council place \$8,000 in the 2020/2021 budget estimates for the Astro Tourism Towns WA project.

Carried 10/0

Carol Redford left the meeting at 11.10am.

10. Notice of Motions for the Following Meeting

11. Reports & Information

Staff

On Friday 15 May 2020 Diana Blacklock left the Shire of Wickepin's employment. The Community Development Officer's position has been advertised in The West Australian and the Narrogin Observer and closes on Friday 12 June 2020.

All staff have been back operating out of the Shire Administration as of Monday 18 May 2020. The Shire Administration is back on normal opening hours.

11.1 Other matters raised by members:

Helen Warrilow - Blue Tree in the main street of Wickepin.

Cr Mearns - Wickepin Caravan Park

Sue Astbury raised the following:

- Thanked the shire for painting the Harrismith Hall.
- Queried how often the Harrismith cemetery is tidied.
- Queried recycling rubbish process.
- Advised that the 'walking' sign needs to be re-erected.

Kevin Coxon – Yealering rubbish tip.

Kym Smith – advised that work has commenced on the Yealering Foreshore project.

Cr Lansdell – Railway Dam extension.

12. Urgent Business

13. Closure

The next Townscape and Cultural Planning Committee meeting will be held 2 September 2020.

There being no further business the Chairperson declared the meeting closed at 11.14am.