



Shire of Wickepin

Minutes

Townscape & Cultural Planning Committee
Council Chambers, Wickepin

4 March 2020



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 4 March 2020 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

25 February 2020

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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
Diana Blacklock

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 4 March at 9.30am**

The Chairperson declared the meeting open at 9.35am.

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

Kym Smith	Chairperson
Cr Sarah Hyde	Member
Cr Allan Lansdell	Member
Cr Fran Allan	Member
Cr John Mearns	Member
Sue Astbury	Member

Mark Hook	Chief Executive Officer
Mel Martin	Executive Support Officer

Observers

Margaret Fleay
Helen Warrilow

Apologies

Diana Blacklock	Community Development Officer
Ted Astbury	Member
Kevin Coxon	Member
Tim Cowcher	Member

Leave of Absence (Previously Approved)

Chairperson Kym Smith welcomed Margaret Fleay and Helen Warrilow to the Townscape and Cultural Planning Committee meeting.

2. Public Question Time

3. Applications for Leave of Absence/Apologies

4. Petitions, Memorials and Deputations

4.1 Election of Chairperson

Kym Smith stood down as Chairperson and CEO Mr Mark Hook took the Chair. The CEO called for nominations for Chairperson.

Cr Fran Allan nominated Kym Smith, Kym Smith declined the nomination verbally.

Kym Smith nominated Cr Sarah Hyde, Cr Sarah Hyde accepted the nomination verbally.

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

Previous Chairperson Kym Smith took the chair as the Presiding Member for the remainder of the meeting.

Cr Fran Allan nominated the following members of public to be elected members of the Townscape and Cultural Planning Committee:

- Margaret Fleay
- Helen Warrilow

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

6. Confirmation of Minutes

Townscape and Cultural Planning Meeting – 11 November 2019

Moved Cr Sarah Hyde / Seconded Cr Allan Lansdell

That the minutes of the Townscape and Cultural Planning Committee meeting held on 11 November 2019 be confirmed as a true and correct record.

Carried 7/0

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	○	No comment of concern from YPA. Contract awarded to King Tree Care to undertake 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 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 February 2020

CEO Mark Hook presented CDO’s report in her absence.

Enclosure/Attachments: Nil

Summary:

Community Development

Wogolin Rd Playground – Nature Play Concept Plan

Construction drawings and a Geotechnical Report have been requested from Nature Play engineers for stages 1, 2a & 2b



Townscape

Yealering Sign

Yealering Progress Association has requested a sign with some sort of promotional material highlighting what Yealering has to offer. It was suggested that on the corner of the Williams-Kondinin/Wickepin-Yealering Rd intersection would be a good location to try and attract traffic that would normally continue heading east. An

email response explaining the required process and further requests for a copy of the dimensions and design was sent on 14 February 2020.

Harrismith

One street bin has been ordered and awaiting delivery

Wickepin War Memorial

It is being proposed that the names of Wickepin's WW1 & WW2 soldiers be displayed at the Wickepin War Memorial; this will enhance the current war memorial. Approval to pursue this proposal is being sought in order to meet the application deadlines of the Saluting Their Services grant funding on 31 March 2020, thus allowing us to press on with the final design. Please refer to agenda item 9.2.

Tarling Well (State Heritage Listed in 1996- No. 06873)

Site is in need of repair and maintenance – in discussion with the Works Manager. Potential tourism attraction.

Clean-up Australia Day

Shire of Wickepin registered, and the Wickepin Primary School will be running a clean-up in the Wickepin townsite on 25 March 2020 with the shire supplying outside workers to support.

Dray / Wagon

An identical dray/wagon to the one in the main street of Wickepin is currently for sale as per agenda item 9.3.

CBH Silos

A request to CBH to light up (yellow) in support of the National Road Safety Week in May 2020. CBH requested more information which has been sent. If CBH allow fixed lights to be installed as suggested this could be a way to use an existing asset in the community to promote other campaigns & events in Wickepin.

Economic Development

Wickepin Art Prize

In determining a budget for the HR resources needed based on minimum requirements without any additional activities over and above the exhibition in summary (based on previous years):

Volunteer hours includes: -

8 days F/T – 5 people @ \$25 per hour	\$5000
Weekend F/T – 6 extra people	\$3000
P/T – 5 extra people to assist over	\$1500
Delivery of artwork in van \$402 + GST or truck \$528 + GST per trip.	\$528 (if only one trip is required)
Art install - hourly rate to hang the artwork \$75 estimate 10 – 12 hours	\$1000
Estimated Total	\$11,000 - \$15,000

The previous core volunteers and their partners will not be available for the time allocated in October 2020 due to prior commitments, therefore Townscape Committee will need to recruit new volunteers to replace these more experienced volunteers. Alternatively employ the required resources to ensure the standard of the event is maintained for this year.

I recommend the Townscape Committee postpone this event until 2022, in the interim forming a working group or sub-committee to ensure the necessary resources are available and in place to ensure it remains viable and sustainable going forward, without relying heavily on a few individuals to drive the outcome.

Tourism & Promotion

Australia's Golden Outback Holiday Planner out now with Wickepin included on page 45.

200 Brochures of Wickepin and Yealering sent to the Caravan and Camping Show 20 - 22 March 2020.

Drive the Line – Self Drive Trail initiated by Shire of Wickepin, is based on our common existing railway lines and stations. The group of CDO's have met three times since November 2019, with another meeting organised in Pingelly in March 2020. All 6 Shires are enthusiastic in working collaboratively to develop a strategic plan to present to their respective councils for financial support.

Recommendation:

1. That the Community Development Officer's report dated 27 February 2020 be received.
2. That the Wickepin Art Prize be postponed until 2022.

Voting Requirements: Simple majority

Moved Cr Fran Allan / Seconded Sue Astbury

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

Carried 7/0

Moved Cr John Mearns / Seconded Cr Allan Lansdell

That Cr John Mearns to liaise with Sue Mearns and CDO Diana Blacklock to arrange a sub-committee for the 2020 Wickepin Art prize.

Carried 7/0

9.2 – Wickepin War Memorial Upgrade

Submission To:	Townscape
Location/Address:	Whole Shire
Name of Applicant:	Diana Blacklock – Community Development Officer
File Reference:	CM.PLA.404
Author:	Diana Blacklock – Community Development Officer
Disclosure of any Interest:	Nil
Date of Report:	27 February 2020

9.45am Stefie Green entered the meeting

Enclosure/Attachments: Wickepin War Memorial Proposal from Stefie Green.

Summary:

Townscape are being requested to accept the proposal outlined in the report from Stefie Green to allow the names of WW1 and WW2 soldiers to be displayed at the Wickepin War Memorial to enable funding to be accessed via the Saluting their Services Commemorative Grants Program. The grant opened in November 2019 and applications close 31 March 2020.

Background:

Discussions have previously been held on updating the WW2 honour board currently hanging in the Wickepin Town hall entry.

Comments:

The Australian Government is inviting applications through an open competitive process to apply for grant funding during the 2019-20 financial year under the *Saluting Their Service* Commemorative Grants Program

The program aims to preserve Australia's wartime heritage and involve people around the nation in a wide range of projects and activities that highlight the service and sacrifice of Australia's service personnel in wars, conflicts and peace operations. Projects and activities should promote appreciation and understanding of the experiences of service and the roles that those who served have played in shaping the nation.

There are two categories of grants available under the program:

1. **Community Grants (STS-CG)**

Grants to a maximum of \$10,000 are available for local, community-based projects and activities.

2. **Major Grants (STS-MG)**

Grants between \$10,001 and \$150,000 are available for major commemorative projects and activities that are significant from a national, state, territory and/or regional perspective.

Stefie has discussed this matter with council's CDO Diana Blacklock and has forwarded following proposal to the CDO:

I have been to the war memorial and taken some photos of the area to get an idea where the names of Wickepin's soldiers could be displayed, to enhance the current war memorial.

I do not believe the obelisk is a suitable place to attach plaques. There is not enough space on it to accommodate 267 WW1 and 244 WW2 and beyond soldiers. So I looked for alternate places and believe I have come up with a solution that fits into the existing design of the area and is also aesthetically pleasing.

As previously discussed, the biggest challenge will be the display of the WW2 and beyond names on account of 7 soldiers still not identified. Since the existing memorial board does not distinguish

the conflicts, I am unable to ascertain if the unidentified soldiers served in WW2, Korea, Malaya, Vietnam or other conflicts. Therefore I am open to ideas on how to display their names. For the remaining 237 soldiers I would like them to be separately displayed, which means 215 for WW2, 3 for Korea, 6 for Vietnam and 15 for other conflicts (including Malaya). Please note that the numbers will not add up, as some soldiers served in more than one conflict. There are also two names on the existing board, which are incorrectly listed, as one was a police officer and the other served with the British Army. A decision will need to be made, if they should be on the new memorial.

In regards to the WW1 soldiers, there are 4 who enlisted but did not see active service and 1 who served with the British Army. A decision will need to be made, if they should be on the new memorial.

Council has not allocated any monies to this project in the 2019/2020 budget estimates but project would be eligible under the Saluting Their Services Grant.

Unfortunately council has not been given a reasonable amount of time to undertake the grant application but the CDO feels as though this is a worthwhile project and fits within all the other projects undertaken at the Wickepin War Memorial.

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications: There have been no costings received on the total cost of this project.

Strategic Implications: This project is not listed within council's 2018 Community Strategic Plan.

Recommendation:

1. That the Townscape and Cultural Planning Committee endorse the upgrade of the Wickepin War Memorial as outlined in Stefie Green's proposal.
2. 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.

Voting Requirements: Absolute majority.

Moved Cr Allan Lansdell / Seconded Cr Sarah Hyde

That the Townscape and Cultural Planning Committee endorse the upgrade of the Wickepin War Memorial as outlined in Stefie Green's proposal.

Carried by Absolute Majority 7/0

Moved Cr Fran Allan / Seconded Cr Sarah Hyde

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.

Carried by Absolute Majority 7/0

10.11am Stefie Green left the meeting

9.3 – Purchase of Dray

Submission To:	Townscape and Cultural Planning Committee
Location/Address:	Whole Shire
Name of Applicant:	Diana Blacklock, Community Development Officer
File Reference:	CP.PRG.578
Author:	Diana Blacklock, Community Development Officer
Disclosure of any Interest:	Nil
Date of Report:	26 February 2020

Enclosure/Attachments:



Summary:

The Townscape & Cultural Planning Committee are being requested to consider the purchase of a dray.

At its February meeting council resolved the following:

Resolution No 190220-19

Moved Cr Wes Astbury / Seconded Cr Steve Martin

That council refer item 15.2 – Purchase of Dray to the Townscape Committee.

Carried by Absolute Majority 7/0

The Shire of Wickepin's Works Manager recently found a Dray similar to the existing Dray in the main street of Wickepin. On enquiry it is believed to be built by the same Blacksmith Andrew McCracken in Wickepin in the 1890's. The Dray is in York WA and is currently for sale by the owner Mark Butterworth for \$5000. It is in excellent condition and has historical significance to the Wickepin Community.

Background:

Mr Mark Butterworth the current owner purchased it from Tony Plathorpe vintage auction on 17 May 2018 and was told it was used for wheat carting by the former owner Trevor Sprigg and his brother who picked up the Dray from a Wickepin farm over 40 years ago (not sure which farm). Sometime after when he travelled through Wickepin he immediately recognised the existing Dray in the street to be identical to the one he had purchased.

Comments:

This item has historical significance to Wickepin and therefore should be considered as an important asset for the community. It would also create a point of interest for passing travellers if placed with both the existing McCracken Dray (pictured below) and the Albert Facey homestead in the main street.

The Wickepin Historical Society has been notified of the Dray and its sale price.

Mr Butterworth has been made aware of the Shire of Wickepin's expression of interest in the Dray.



Existing Dray
Wogolin Rd
Wickepin

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications:

No allocation made for this item in the 2019/2020 budget.
Cost of Dray is up to \$5,000.

Strategic Implications: Nil

Recommendation:

That the Townscape & Cultural Planning Committee recommends that council negotiates an offer to the owner for the Dray up to \$5,000

Voting Requirements: Simple majority.

Moved Cr John Mearns / Seconded Cr Allan Lansdell

That the Townscape & Cultural Planning Committee recommends that council do not purchase the Dray up to \$5,000

Carried 7/0

10. Notice of Motions for the Following Meeting

11. Reports & Information

11.1 Other matters raised by members:

Astrotourism

Cr John Mearns prepared a proposal for the Townscape and Cultural Planning Committee to consider establishing a facility for Astrotourism in Wickepin.

Conclusion was to put as an Agenda item at the next Townscape and Cultural Planning Committee Meeting scheduled for the 3rd June 2020.

Harrismith Hall Update

Sue Astbury enquired about the current status to the Harrismith Hall repairs.

CEO Mark Hook advised the repairs were coming along and only the painting was left to be completed.

Yealering Progress Association

Kym Smith advised that Tenders for the revamp to the foreshore at Lake Yealering have been advertised.

Kym Smith also advised that an application has been submitted to purchase the Yealering Butchers Shop.

12. Urgent Business

13. Closure

The next Townscape and Cultural Planning Committee Meeting will be held in 3 June 2020.

There being no further business the Chairperson declared the meeting closed at 10.40am.

Actions Requested from meeting

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